



---

# Howard County

## *Internal Memorandum*

**Subject:** New Multi-Year Requirements Contract for Leased  
Savin Multi-Function Copiers with Advance

**Date:** June 19, 2014

**To:** Lonnie R. Robbins,  
Chief Administrative Officer

**From:** Christopher J. Merdon  
Chief Information Officer and Director

The County's existing requirements contract for leased copiers expires on October 5, 2014. The County has negotiated an agreement with Advance Business Systems to provide multifunction devices to the County. The agreement with Advance will be for a term of four years and will cover supplying, leasing and maintenance of the devices.

This new contract with Advance is for approximately the same value as the previous contract. The County will continue to use the multifunction devices to photocopy, print, and to scan documents.

We are using the U.S. Communities contract as the vehicle to make this procurement. The contract number is 4400003732 with the County of Fairfax, VA.

If you have any questions related to this multi-year agreement, please let me know.

cc: Darla Herbold