

NVTC

Northern Virginia Transportation Commission

NVTC

AGENDA ITEM #7

TO: Chairman Hudgins and NVTC Commissioners

FROM: Rick Taube

DATE: August 26, 2010

SUBJECT: RFP for NVTC Copier Lease

NVTC's current lease with Capitol Office Solutions for a copying machine expires at the end of December, 2010. The commission is asked to authorize staff to issue a Request for Proposals for a new multi-year copier lease. The award of contract would be expected at NVTC's November meeting. The new copier would be delivered directly to NVTC's new location to be in service by January 3, 2011. Funds are available for FY 2011 in NVTC's approved budget.



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