



Forsyth County Budget & Management Department

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MEMORANDUM

To: Carla Holt, Clerk to the Board of County Commissioners
From: Kyle Wolf, Director, Budget & Management
Date: March 1, 2016
Subject: **Technical Correction to Approved Resolution, Item #8 from the February 8, 2016 Board Meeting**

Upon review of Agenda Items approved, an error has been discovered in relation to item #8 approved at the February 8, 2016 Board of Commissioners meeting. The item authorized the extension of an existing contract with Ricoh at an amount of \$31,281 per quarter. However, the agreement sets out a minimum quarterly payment of \$32,454.

It has been determined that a technical correction submitted via a report to the Board is an appropriate methodology to correct this matter. Extending the contract at this rate will still save the County money as the monthly cost for the lease of the equipment is still lower than the monthly cost if the County moved to a month-to-month term.

If there are further questions on this issue, please let me know.

Thank you for your consideration.