



Justin Elicker
Mayor

Bureau of Purchases
Department of Finance
City of New Haven
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August 4, 2025

Honorable Tyisha Walker-Myers, President
Board of Alders of the City of New Haven
165 Church Street
New Haven, CT 06510

Dear President Walker-Myers:

Pursuant to Section 2-376 of the City's Code of General Ordinances, I respectfully submit for your consideration the attached order for Print Management Services for the City of New Haven and its Board of Education for the period January 1, 2026 through December 31, 2030 (a total of 60 months).

The City is currently conducting a vendor selection process through a cooperative purchasing consortium, enabling access to competitively bid national pricing. The selected vendor will provide comprehensive management, maintenance, and operational oversight of all printing devices across City departments and public schools. In addition, the scope of services includes electronic document management, secure e-fax functionality, and implementation of PaperCut or equivalent print tracking solutions.

The expected cost will be \$5-6 million over five (5) years. The funding source for this request will be from both the Board of Education budget and the Controller's Central Services line item.

We appreciate your attention to this matter and respectfully request your support of the proposed order.

Respectfully Submitted,

Malinda M. Figueroa
Purchasing Agent

c: Dr. Kristy Sampieri, Controller
Shannon McCue/Ronald Gizzi, Office of Policy, Management & Grants
Dr. Madelyn Negron/Dr. Paul Whyte, Superintendents Office