



Purchasing Unit - (559) 621-1332 - www.fresno.gov
2600 Fresno Street, Room 2156
Fresno CA 93721-3622

Finance Department
Michael Lima, Controller

December 15, 2021

VIA EMAIL

Ray Morgan Company, LLC
7580 N. Ingram Ave.
Fresno, CA 93710

ATTN: Michelle Odell

SUBJECT: NOTICE TO PROCEED
REQUIREMENTS CONTRACT REQUEST FOR PROPOSALS FOR CITYWIDE
COPIER LEASE PROGRAM
RC RFP NO. 9592

Enclosed you will find an executed copy of a contract for the subject project.

The contract shall be in effect for five years from the date of this Notice to Proceed. The contract may be extended for four, one-year increments. The aggregate term of the contract, including all extensions, shall not exceed nine years.

If you have any questions regarding this contract, please do not hesitate to call.

Sincerely,

A handwritten signature in blue ink that reads "mperales".

Melissa Perales
Purchasing Manager

Enclosures