



**MEDFORD, MASSACHUSETTS
MAYOR BREANNA LUNGO-KOEHN**

May 21, 2025

Via Electronic Delivery

To the Honorable President and
Members of the Medford City Council
Medford City Hall
Medford, MA 02155

Re: Five Year Contract Approval

Dear President Bears and City Councilors:

I respectfully request and recommend that the City Council approves the following five-year contract with Ricoh USA, Inc. for the lease of copy machines and a print technology solution, in accordance with M.G.L. c. 30B §12, which requires City Council approval for a contract that exceeds three (3) years. Please see attached for an outline of the scope of the agreement for the School Department.

Thank you for your kind attention to this matter.

Respectfully submitted,


Breanna Lungo-Koehn
Mayor