MEMORANDUM

To: Okanogan City Council and Mayor Culp

From: Amber Scott, Clerk/Treasurer

Date: January 12, 2022

Subject: 1st Class Office Solutions, LLC

Attached for council consideration is the City's 2022 annual maintenance agreement with 1st Class Office Solutions, LLC for the City's Folder Inserter.

Suggested Motion: **I move that 1st Class Office Solutions, LLC 2022 maintenance agreement be approved.**