



BOARD OF SUPERVISORS AGENDA ITEM REPORT (BOSAIR)

All fields are required. Enter N/A if not applicable. For number fields, enter 0 if not applicable.

Award Type: Agenda Item

Is a Board Meeting Date Requested? Yes

Requested Board Meeting Date: 01/20/2026

Project Title / Description: Request pursuant to ARS 12-284.01, to expend funds from the Document and Digital Evidence and Retrieval Conversion Fund to purchase a new copier machine for the Criminal Support Services Area of the Clerk of Superior Court.

Agenda Item Report

Introduction / Background: The Office of the Clerk of Superior Court is the official record keeper for the Superior Court. As the record keeper, the Clerk's Office provides copies of case file documents to litigants, attorneys, and members of the public as requested or required. Additionally, the Criminal Support Services area supports other legal partners (Pima County Attorney's Office, Public Defense Services, and law enforcement agencies) by providing requested documents, assisting with completion of forms, providing receipts of payments and other mandated copies of documents.

Discussion: ARS 12-284.01 allows for the expenditure of funds to maintain the Clerk's document storage and retrieval system using special revenue that is captured at the time filing fees are paid. This money is set aside to defray the cost of maintaining the document storage and retrieval system and to manage and store digital evidence. The statute also requires coordination with the Superior Court Presiding Judge, which has been attached for your reference.

Conclusion: Given the estimated age of the machine (between 9-10 years old), the number of documents scanned, copied and printed from this machine averages roughly 10.6k copies per month. It is imperative that the machine be replaced in order for the Clerk of the Court staff members to efficiently meet the needs of the department and serve the citizens of Pima County. The utilization of the mentioned special revenue fund fits the parameters of this request.

Recommendation: We recommend the BOS approve the request to expend \$13,950.96, from the Document and Digital Evidence and Retrieval Conversion Fund.

Fiscal Impact: General Fund: None
Special Revenue Fund: \$13,950.96
Funding string for the Ricoh IM 7000 Copier/Scanner: 20386FD/10141CC/50379SC
Office Machines & Computers – Non Capital

Support of Prosperity Initiative: N/A

Provide information that explains how this activity supports the selected Prosperity Initiative N/A

Board of Supervisor District: • 1
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Department: Clerk of Superior Court

Name: Deanna Vazquez

Telephone: 5207243521

Department Director Signature:  Date: December 4, 2025

Deputy County Administrator Signature:  Date: _____

County Administrator Signature:  Date: 12/5/2025

James W. Giacomo
Clerk of Superior Court



Ray S. Rivas
Chief Deputy

"Bridging Tradition with the Future"
OFFICE OF THE CLERK OF THE SUPERIOR COURT
PIMA COUNTY
110 West Congress
Tucson, Arizona 85701-1317

Tel: 520-724-3201
COAdmin@sc.pima.gov

COORDINATION MEMORANDUM

From: Hon. James W. Giacomo, Clerk of Superior Court

Date: 12/3/2025

To: Hon. Danelle B. Liwski, Presiding Judge, Pima County Superior Court

Re: COORDINATION TO PURCHASE COPIER FOR CRIMINAL SUPPORT SERVICES, CLERK OF THE COURT

We need to purchase a new copier for our Criminal Support Services area. In coordination with ITSD, we have obtained a quote from Ricoh, USA Inc. (attached) for \$12,864.37 plus tax. Factoring in an estimated sales tax of 8.7% (\$1,116.59), the total amount is \$13,950.96. The amount of \$12,864.37 includes a trade-in credit for the current machine in the amount of \$1,200. The current machine will be given back to Ricoh and therefore there is no need to send the machine to surplus and expend additional county resources.

The current machine in the Criminal Support Services area is used heavily and frequently. The document print count as of November 14, 2025, was at 1,153,798 and the machine has started to not function properly. Given the estimated age of the machine between 9-10 years old, the number of documents copied and printed from this machine averages roughly 10.6k copies per month. Therefore, the need for a new copier machine is imperative.

Based on the research conducted between our Financial Services unit and ITSD, a comparable machine is the Ricoh IM 7000.

This need for our office fits the parameters of fund usage pursuant to ARS § 12-284.01.

Your coordination with this expenditure is greatly appreciated.

Attachment: Ricoh Quote

Coordination Granted/Approved:

Danelle B. Liwski

Digitally signed by Danelle B.
Liwski
Date: 2025.12.03 15:06:57 -07'00'

Hon. Danelle B. Liwski, Presiding Judge

Giacomo, James

Digitally signed by Giacomo,
James
Date: 2025.12.03 11:41:38 -07'00'

Hon. James W. Giacomo, Clerk of Superior Court

CC: Hon. Danelle B. Liwski, Presiding Judge
Hon. James W. Giacomino, Clerk of Superior Court
Ray S. Rivas, Chief Deputy
Scott Petersen, Associate Clerk
Francie Rech, Director – Financial Services, Clerk of Superior Court
Deanna A. Vazquez, Executive Administrative Assistant

PIMA COUNTY CLERK OF THE COURT

OMNIA # 2021002788

Ricoh IM 7000

- B&W Copier/Printer/Scanner (70ppm, 180ipm Color Scanning)
- 10.1 Color Smart Operation panel
- 220 Sheet Single Pass Document Feeder
- 3,000 Sheet Staple Finisher
- 1-1,550 Sheet Paper Tandem Tray
- 2-550 Sheet Paper Drawers
- 100 Sheet Bypass
- Data Overwrite Security System
- Power Filter

\$14,034.37
-MP 7503 13932315 Trade In -1,200.00

Total Purchase \$12,834.37 +tax

Gold Maintenance Service Agreement (includes all parts, all labor, all drums, toner, supplies (except paper) .0057 per copy

SueAnn Spence
Sr Account Manager
Sueann.spence@ricoh-usa.com
Ricoh USA Inc.
Nov 21, 2025

Pricing does not include applicable sales taxes
Expires Dec 19, 2025