

 **Board of Trustees**  
**Agenda Item Information Form**

**SUBJECT**

**MEETING DATE: 05/20/2021**

Consideration and Possible Approval of District-Wide Copier Contract

**AGENDA PLACEMENT: AI**

AI - Action Item  
CI - Community Input  
PH - Public Hearing

AR - Administrative Report  
ES - Executive Session  
PS - Programming Spotlight

CA - Consent Agenda  
ID - Information/Discussion  
R - Recognition

**BACKGROUND INFORMATION**

The District's existing copier contract will expire in September 2021. In order to continue support for campuses and the centralized copy center, a Request for Proposal was released soliciting copiers and services for a new four-year lease agreement.

The District received six competitive responses.

**2021-22 Annual Costs**

Dahill/Xerox -	\$ 593,338 *incomplete
Sharp -	\$ 664,737 *Best and Final
Ricoh -	\$ 727,011 *Best and Final
Toshiba -	\$ 751,115
ImageNet -	\$ 858,916
Konica Minolta -	\$ 937,305

The annual costs represented above do not include a trade-in value for current equipment which the district will receive as a one-time payment. The costs above also include a district-wide pool allotment of 80,000,000 copies per year for both campus consumption and centralized copy center production.

After a thorough bid review, scoring process, and negotiation period, the district is recommending a continuation of a four-year contract with Ricoh. While Ricoh is not the lowest bid, the district has received exceptional equipment and service from Ricoh since 2013. Even though the district will add copiers and staff for two new campuses these costs represent an annual savings of approximately \$225,000 compared to the district's current copier contract.

**FISCAL IMPACT STATEMENT**

**Cost: \$ 800,000**

Recurring or One-Time: Recurring

Funding Source (General/Grant/Other-Specify): **Local**

Fiscal Year: 2021-2024

Amendment Required: No

Bond Funds (Program Year): N/A

## **RECOMMENDATION**

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Approval of district-wide copier contract with Ricoh as presented.

Submitted By: Victor Valdez

Title: Chief Technology Officer

Cabinet Member's Approval: Dr. Troy Galow