



# SUFFIELD PUBLIC SCHOOLS

Suffield, Connecticut

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**DATE:** February 21, 2020  
**TO:** Timothy M. Van Tasel, Superintendent  
**FROM:** Bill Hoff, Business Manager  
**RE:** Waiver of Purchasing Policy for Copier Lease

Board of Education Policy #3320 requires sealed bids for any purchases above \$15,000. The estimated value of Suffield's four-year copier lease is \$280,000 including lease expenses and per copy charges. I am requesting the Board waive its purchasing policy for the administration to sign a new four-year lease with our current vendor, The Office Works, instead of bidding a new contract.

In 2015-2016, our annual copier expense was approximately \$120,000. The service through the vendor at the time did not meet our expectations. Copiers were regularly not working resulting in many complaints from all staff. Through the ERC (a collaborative of 10 area districts), we issued a Request for Proposal (RFP) and selected The Office Works as the vendor for all the districts based on cost and expected service levels. In all ten districts, The Office Works, is and will continue to be the exclusive contractor for copier leases.

The Office Works has more than lived up to our high expectations. We were able to reduce costs even lower than originally projected by utilizing their recommendations for specific copiers and placement. We continue to monitor our usage. Overall, the service has been outstanding. The copiers have had minimal maintenance issues and they have been extremely responsive to our service needs.

Rather than all districts needing to issue individual RFP's, the ERC decided to negotiate a new four-year lease with The Office Works. After the negotiations, The Office Works has proposed a new lease for the collaborative, and our Suffield lease will reduce our copier lease costs by 8% through replacing the current copiers with a similar model. We will save 10.5% by changing the size of some of the copiers and eliminating other copiers based on usage. Our per copy costs will increase less than 2%. Other districts will see similar savings.

Based on these savings and the excellent service we have received, the ERC voted unanimously to recommend moving forward with a new four-year lease with The Office Works rather than issue a new RFP.

I request the Board approve the following motion:

*I move the Board of Education waive its Policy #3320 requiring sealed bids for purchases exceeding \$15,000 for a four-year copier lease with The Office Works which will begin on 9/1/2020.*