

**SWEET HOME CENTRAL SCHOOL DISTRICT  
OF AMHERST AND TONAWANDA**

**M E M O R A N D U M**

TO: Michael V. Ginestre, Superintendent of Schools  
FROM: Donald G. Feldmann, Assistant Superintendent for Finance & Plant Services  
DATE: April 26, 2023  
RE: Printer Management Request for Proposals

**Background:**

Specifications for the Print Management Request for Proposal (RFP) were developed by my office with assistance from Bob Ehlenfield, our Systems Engineer. Vendors were asked to submit a proposal for printer maintenance on a cost per page basis for the District's desktop printer fleet – both monochrome and color printers. Price per page includes vendors replacing old toner cartridges are replacing them with new.

After advertising the RFP in the Amherst and Ken-Ton Bee, it was mailed to nine (9) vendors and the District received back two (2) proposals.

**Bid Tabulation:**

The table below summarizes the bid results:

| District Monochrome Printers |                 |                       |            |
|------------------------------|-----------------|-----------------------|------------|
| Vendor                       | Price Per Page  | Total Estimated Pages | Total Cost |
| Toshiba Business Solutions   | .0079           | 1,400,000             | \$11,060   |
| TC Technologies              | .0148 (average) | 1,400,000             | \$20,720   |

| District Color Printers – Black and White Copies |                 |                       |            |
|--------------------------------------------------|-----------------|-----------------------|------------|
| Vendor                                           | Price Per Page  | Total Estimated Pages | Total Cost |
| Toshiba Business Solutions                       | .0079           | 250,000               | \$1,975    |
| TC Technologies                                  | .0227 (average) | 250,000               | \$5,675    |

| District Color Printers – Color Copies |                 |                       |            |
|----------------------------------------|-----------------|-----------------------|------------|
| Vendor                                 | Price Per Page  | Total Estimated Pages | Total Cost |
| Toshiba Business Solutions             | .0699           | 250,000               | \$17,475   |
| TC Technologies                        | .0896 (average) | 250,000               | \$22,400   |

**Bid Recommendation:**

I recommend that we award the Printer Management RFP in its entirety for the **total annual amount of \$30,510**. Toshiba presently provides the District this service and has done an outstanding job. The District does have the ability to extend this agreement for two (2) years beyond the 2023-24 school year.