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ITEM : 9.A. Consideration the Lease and Management of Multi Function Device Machines, Managed Print Services and Centralized Printing Services Agreement 2nd Read and Final Approval - Lazell Ofield II

Recommendation

It is the recommendation of the interview team and administration that the Board of Education approve the bid award with GFI Digital, Inc. for a five-year term through 2030.

Summary

An interview team consisted of the following members:

- Lazell Ofield, Chief Operations Officer
- Tonya Ellis, Director of Technology
- Nicholas Haskell, Server Specialist
- Dianna Douglass, IT Procurement Specialist
- Dana Reynolds, Purchasing Agent
- Lisa Ozanich, Assistant Purchasing Agent
- April Ferrao, Board Member

The interview team reviewed proposals from four different vendors. The term of the contract will run July 1, 2025 through June 30, 2030. After reviewing all proposals, the interview team found the following providers to be the top two vendors and selected them for an interview:

- GFI Digital
- Sumner One

Interviews were conducted on January 17, 2025. After the interviews, the interview team found GFI Digital to be the best provider for the requested services and is recommending that this vendor be selected for the noted contract period. After determining the best qualified provider, the administration began the process of negotiating a final contract and now recommends final approval of the maintenance agreement, centralized print shop contract and other legal documents.

Financial Impact

The estimated annual cost of the agreement is \$600,000.00 and will be covered by individual building and department operating budgets based on actual usage.

Contacts

This item was prepared by Lazell Ofield II, Chief Operations Officer. Inquiries or requests for additional information pertaining to this item can be directed to Mr. Ofield at (573) 214-3730.

Supporting Documents

[CPS Maintenance Agreement Schedule A](#)
[CPS Maintenance Agreement Final](#)
[Managed Print Services Desktop Printers Final](#)
[Centralized Print Shop Contract Final](#)
[COLUMBIA SCHOOL DISTRICT. Addendum. GFI](#)
[SLG Add COLUMBIA SCHOOL DISTRICT](#)
[Lessee's General and Incumbency Certificate - Columbia School District](#)
[Lessee's Counsel's Opinion COLUMBIA SCHOOL DISTRICT](#)