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**MARION BARNES**
*President*

**ANGELA D. PRINGLE, Ed.D.**
*Superintendent of Schools*

**BOBBY A. SMITH, CPA**
*Chief Financial Officer*

TO: Board Members

FROM: Bobby A. Smith

VIA: Angela D. Pringle, Ed.D.
Superintendent of Schools

DATE: July 9, 2018

SUBJECT: PRINTING SERVICES RFP #18-812

Three proposals were received for printing services. Two proposals recommended that the vendor would come into our building and setup printing operations to provide printing services for the Richmond County School System. The third vendor proposed us outsourcing all print jobs and gave individual pricing for some standard print items.

After evaluation was completed by three finance area employees, Administration recommends awarding a vendor that is able to setup their equipment in the central office building to meet the printing needs of Richmond County School System. Attached you will find the rubric evaluation matrix of the three vendors. Cost is based on historical volumes from the 2017 calendar year.

Ricoh USA located in Atlanta, Georgia is the recommended vendor because they scored the highest in the evaluation process.

| EVALUATION CRITERIA | POINTS AVAILABLE | Exela Enterprise Solutions<br>2701 E. Grauwyler Road<br>Irving, TX 75061 | Quality Printing & Graphics, Inc.<br>502 Edgefield Road<br>North Augusta, SC 29841 | Ricoh USA<br>400 Northridge Road<br>Atlanta, GA 30350 |
|---|---|---|---|---|
| Completeness & Clarity of Proposal | 15 | 13 | 8 | 15 |
| Ability to Meet Service Requirements | 20 | 19 | 12 | 19 |
| Quality of Products Offered | 20 | 15 | 17 | 19 |
| Ease of Use for District Employees | 10 | 9 | 6 | 9 |
| Recommended Transition & Implementation Plan | 15 | 12 | 0 | 13 |
| Cost of Printing Services* | 20 | 19 | 12 | 20 |
| TOTAL POINTS ** | 100 | 87 | 55 | 95 |
| Pricing * | | Monthly Base: $24,677<br>B&W per copy $0.01<br>Color per copy $0.08<br>Estimated montly Impression Fees: $17,735 | Pricing given on individual types of outsourced jobs only. | Monthly Base: $29,460<br>B&W per copy $0.0058<br>Color per copy $0.045<br>Estimated montly Impression Fees: $11,913 |
| | | Total Estimated Monthly $42,412 | | Total Estimated Month $41,373 |
| | | Total Estimated Annually $508,944 | | Total Estimated Annually $496,476 |

EVALUATORS

Mrs. Erica Hart-Davis, Assistant Director of Budget and Finance
Mrs. Suzanne Lentz, Director of Budget and Finance
Mr. Bobby Smith, Chief Financial Officer

** Total points is the average of all evaluators' individual assigned scores.