USD 261
HAYSVILLE SCHOOLS

1745 W. Grand Ave.
Haysville, Kansas 67060
Office: (316) 554-2200
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TO: Haysville Board of Education

FR: Dr. Clint Schutte, Associate Superintendent of Finance

DA: May 17, 2021

RE: Ricoh Contract Renewal

History / Relevance: Five years ago, we renewed a lease agreement with Ricoh for both the Print Shop services and the multipurpose fleet devices. As this is the end of the fifth year, our current lease agreement is coming to an end.

What: We are asking for approval to enter into another five-year agreement with Ricoh.

Why: The services provided for staff have been excellent. They are offing a renewal that includes four staff members to work in the print shop, upgraded devices throughout the district, expanded Print Management software, expanded large format printing, and a continued guarantee of quality services.

Where: Grand Lane complex located at 130 Stewart, Haysville, KS 67060.

When: This contract will take effect on July 1, 2021.

How: The Associate Superintendent of Finance will coordinate the contract and replacement of devices.

Who: The development of this project included the Assistant Superintendent for Business & Finance, the Executive Director for Operations, the Director of Facilities, Director of Information Services, Building Staff Members, and Building Administrators.

How Much: The cost of this lease is $42,668.25 per month; it increases by $151.47 per month.

If you have any questions, please contact me.

Thank you for your consideration.

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Equipment & Services Proposal

4/16/21

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USD 261 HAYSVILLE SCHOOLS



Brenda Berryman - Area Operations Manager

Valerie Orth – Account Manager

Greg Janky – Production Print Executive

Dusty Hansen – Enterprise Services Specialist

Agenda

- Current Contract
- Proposed Services Contract
- Proposed Equipment
- Next Steps



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Current Contract

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- **Base Labor / Service** **$30,854.84**
  - 4 – Full time Employees – Print Center, 1-Site Manager, 3-Senior On-site Service Specialists
  - *Print Center Images – 8110's -B/W 425,000 7210's B/W 25,000 & Color 75,000*
  - *Convenience Fleet Images - B/W 350,000 Color 4,000*
  - Print Center Overage Rates - 7210 B/W Rate $0.0088, Color Rate $0.0473 – 8110 B/W Rate $0.0047
  - B/W Fleet Overage Click Rate $0.0073 Color Fleet Overage Click Rate $0.05835
- **Equipment Leases** **$11,661.94**
  - Currently 49 devices
  - Print Center 2- 8110s & Pro C7210sx, Epson WF
  - 45- Convenience Fleet Devices –10-MP3554, 11-MP4054, 2-MP6054, 19-SP5210SR, 2-MP C4504, 1-MP C4503
- **Monthly Average of Overage Billing $ 710.00**
  - Overages reduce from last contract due to including more in monthly base.
  - Plan to leave base clicks the same in new contract.

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USD 261 Performance Dashboard

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Category	Q1 2019 Jul-Sep	Q2 2019 Oct-Dec	Q3 2020 Jan-Mar	Q4 2020 Apr-Jun	Q1 2020 Jul-Aug	**Q2 2020 Oct-Dec**	Q3 2021 Jan-Mar	Q4 2021 Apr-Jun
Print Center								
B&W Volume	2,052,286	1,503,307	1,414,332	338,149	1,601,618	1,327,961	1,215,092	TBD
Color Volume	394,764	348,755	322,826	139,146	317,941	282,902	250,602	TBD
Convenience Copiers								
B&W Volume	745,977	977,507	973,003	67,441	446,178	797,336	724,825	TBD
Color Volume	19,496	15,697	14,986	9050	17,159	12,543	20,741	TBD
Print Center Stats								
Job Submissions	9,328	7,916	7,216	1,885	6,136	6,515	5,815	TBD
Accuracy %	98%	100%	100%	100%	100%	100%	100%	TBD
On-time %	89%	97%	98%	100%	85%	82%	99.95%	TBD
Percent Split–B/W/*Color*								
Print Center	*78%95%*	*61%/96%*	*60%/96%*	80%/94%	*84%/95%*	*62%/96%*	*61%/92%*	TDB
Convenience Copiers	*22%/5%*	*39%/4%*	*40%/4%*	20%/6%	*16%/5%*	*38%/4%*	*39%/8%*	TBD

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Proposed Services Contract

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Base Labor / Service $30,014.57

- 4 - Full time Employees – Print Center, 1-Site Manager, 3-On-site Service Specialist, FSR support for PTO
- Print Center Images – 7210 - B/W Base Clicks 25,000 Color 75,000, 8310 – B/W Base Clicks 425,000
- Convenience Fleet Images - B/W 350,000 Color 4,000
- Print Center Overage Rates - 7210 B/W Rate $0.0088, Color Rate $0.0473 – 8310 B/W Rate $0.0045
- B/W Fleet Overage Click Rate $0.0065 Color Fleet Overage Click Rate $0.048

Scope of Services

- Copy Center Services – Monday – Friday 6:30 am – 5:30 pm
- Maintenance and Supplies at Gold Level (service, toner, staples) for three print center and convenience fleet devices per school detail
- 3rd party service for wide format device in print center

Service Level Agreement

- **Print Center**
  - 95% completed on time and accurate with an average of 2500 jobs with an average of 75-225 pages per job.
  - On-time jobs will be completed within 48 hours during the months of February-July, October-December.
  - During August, September & January, on-time jobs will be completed with in 72 hours.
- **Equipment**
  - Quarterly Average Response time will be 4 hours or less
  - Will meet an uptime minimum of a quarterly average of 95%

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Proposed Lease Contract

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Equipment Leases $12,654.18

- Proposed lease for 49 devices
- Print Center ProC7210's (continued current lease) ***$2,249.49***
- Refreshed Equipment
  - Print Center
    - ✓ 2 – Pro8310S ***$1,793.97***
    - ✓ Roland TruVIS VG2-640 (64") ***$667.00***
  - Convenience Fleet – 27-MP3555, 12-MP4055, 2-MP6055, 4-IMC4500 ***$7,375.00***
    - ✓ Reduce number of different models
    - ✓ Middle and Elementary Schools will same devices in Office & Workrooms
    - ✓ Upgraded Early Childhood Education to color device
    - ✓ Papercut to be installed on all new fleet devices ***$568.72***

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Production B/W Devices

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(1) Pro 8310s

- Finisher w/ hole punch/GBC Punch Unit
- Vacuum Feeder Large Capacity Tray
- Multi Bi-pass Tray
- Output Speed (letter) 111-ppm
- Maximum Monthly Volume up to 1,000,000 impressions/month
- Power Requirements: 208-240V, 50/60Hz, 20A (dedicated)



(1) Pro 8310s

- Booklet Finisher w/ hole punch
- Vacuum Feeder Large Capacity Tray
- Multi Bi-pass Tray
- Output Speed (letter) 111-ppm
- Maximum Monthly Volume up to 1,000,000 impressions/month
- Power Requirements: 208-240V, 50/60Hz, 20A (dedicated)

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Wide Format Printing Option

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Roland TruVIS VG2-640 (64”)

Roll to Roll Eco Solvent Print & Cut Solution

- Low-Mid volume eco solvent roll to roll print & cut solution suitable for indoor and outdoor graphics
- Engineered to exceed the quality and production needs of today’s most demanding professionals
- TrueVIS VG2 is everything you could ever want in a printer/cutter and a whole lot more.

60 month lease payment $667.00/month

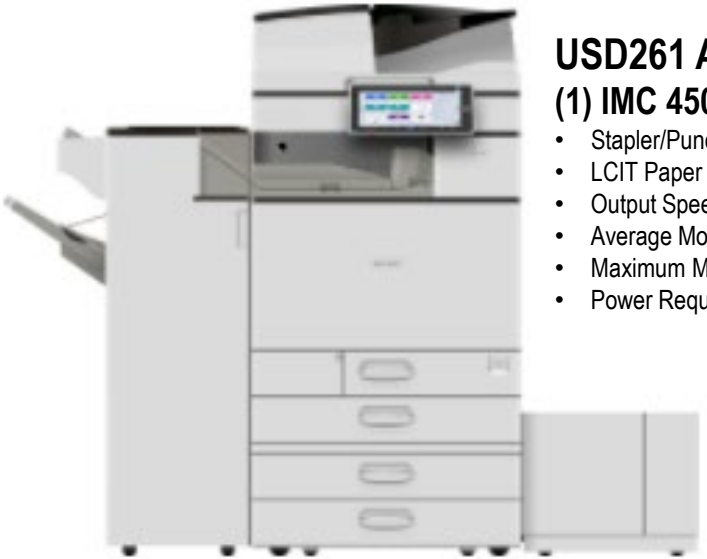


See Appendix for Additional Wide Format Printer and Finishing options for consideration

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Fleet Color Devices

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USD261 Admin Offices

(1) IMC 4500

- Stapler/Punch Unit/Fax Option
- LCIT Paper Unit
- Output Speed (letter) 45-ppm
- Average Monthly Volume 10,000 impression/month
- Maximum Monthly Volume 50,000 impressions/month
- Power Requirements 120V-127V, 60Hz



Campus High/Early Childhood Education/Spark

(3) IMC 4500

- Stapler/Punch Unit/Fax Option
- Output Speed (letter) 45-ppm
- Average Monthly Volume 10,000 impression/mc
- Maximum Monthly Volume 50,000 impressions/r
- Power Requirements 120V-127V, 60Hz

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Fleet B/W Devices

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(27) MP3555

- Internal Finisher/Fax Option on some
- Output Speed (letter) 35-ppm
- Average Monthly Volume 7,000 impression/month
- Maximum Monthly Volume 30,000 impressions/month
- Power Requirements 120V-127V, 60Hz



(12) MP4055

- Finisher/Fax Option on some
- Output Speed (letter) 40-ppm
- Average Monthly Volume 10,000 impression/month
- Maximum Monthly Volume 50,000 impressions/month
- Power Requirements 120V-127V, 12A
- Plug Requirement NEMA 5-15R



(2) MP6055

- Finisher/Fax Option on some
- LCIT Paper Tray
- Output Speed (letter) 60-ppm
- Average Monthly Volume 20,000 impression/month
- Maximum Monthly Volume 50,000 impressions/month
- Power Requirements 120V-127V, 12A
- Plug Requirement NEMA 5-15R

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Fleet Placement by School

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Campus High School - 9 devices

▪Teacher Workroom	2-MP6055 w/ 4 trays, LCIT, finisher
▪Office Workroom	1-MP4055 w/ 4 trays, finisher, fax
	1-IMC4500 w/ 4 trays, finisher
▪Front Office	1-MP3555 w/ 4 trays, internal finisher
▪PE Room	1-MP3555 w/ 4 trays, internal finisher
▪Counseling Office	1-MP3555 w/ 4 trays, internal finisher, fax
▪Registrar Office	1-MP3555 w/ 4 trays, internal finisher
▪Library	1-MP3555 w/ 4 trays, internal finisher

Haysville High School - 2 devices

▪Front Office	1-MP3555 w/ 4 trays, internal finisher, fax
▪Teacher Workroom	1-MP4055 w/ 4 trays, external finisher

Tri-City School -1 device

▪Front Office	1-MP3555 w/ 4 trays, internal finisher, fax

Elementary Schools – Oatville, Freeman, Prairie, Nelson, Rex, Ruth Clark
6 schools,12 devices

▪Front Office	1-MP3555 w/ 4 trays, internal finisher, fax
▪Teacher Workroom	1-MP4055 w/ 4 trays, external finisher

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Fleet Placement by School

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Haysville Middle School - 5 devices – NEW, 1 device -Owned Remaining

▪Workroom North & South	2-MP4055 w/ 4 trays, external finisher
▪Front Office	1-MP3555 w/ 4 trays, internal finisher, fax
▪Counseling Office	1-MP3555 w/ 4 trays, internal finisher, fax
▪Library	1-MP3555 w/ 4 trays, internal finisher
▪Retain District Owned Spark Program Copier	1-MPC4503 – as configured

Haysville West Middle School - 5 devices

▪Workroom	1-MP4055 w/ 4 trays, finisher
▪Front Office	1-MP3555 w/ 4 trays, internal finisher, fax
▪Counseling Office	1-MP3555 w/ 4 trays, internal finisher, fax
▪Library	1-MP3555 w/ 4 trays, internal finisher
▪ALC Room	1-MP3555 w/ 4 trays, internal finisher

Administration Areas - 10 devices

▪Admin Office	1-IMC4500 w/ 4 trays, finisher, 3-hole punch, fax, LCIT
▪Mailroom	1-MP3555 w/ 4 trays, internal finisher
▪Personnel	1-MP3555 w/ 4 trays, internal finisher, fax
▪Early Childhood Education	1-IMC4500 w/ 4 trays, finisher, fax
▪Learning Center Workroom	1-MP3555 w/ 4 trays, internal finisher, fax
▪Maintenance	1-MP3555w/ 4 trays, internal finisher, fax
▪Transportation	1-MP3555w/ 4 trays, internal finisher, fax
▪Parents as Teachers	1-MP3555w/ 4 trays, internal finisher
▪Special Education	1-MP4055 w/ 4 trays, finisher, fax
▪Food Service	1-MP3555 w/ 4 trays, internal finisher, fax

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Current vs. Proposed Cost Comparison

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	Current Spend	Proposed Refresh / Upgrade	Change
Managed Services Labor	$21,950.94	$21,295.08	-$655.86
Equipment Service Base Clicks	$8,903.90	$8,719.49	-$184.41
Lease Payment B/W Production Units 8310s	$2,437.93	$1,793.47	-$644.46
Lease Payment Color Production Unit Pro7210s	$2,249.49	$2,249.49	--
Lease Payment Wide Format	Included in prod lease	$667.00	$667.00
Lease Payment Convenience Fleet Units	$6,974.52	$7,375.00	$448.00
Papercut/SLNX		$568.72*	$568.72*
MONTHLY TOTALS	$42,516.78	$42,668.25	$151.47

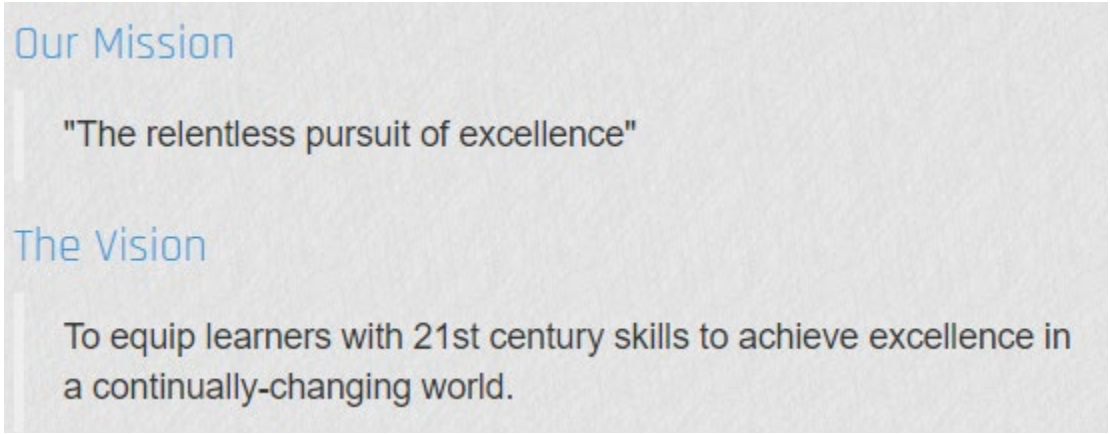
--Retain Spark Program device MPC4503, district owned, on service contract

*not included in original lease

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New Contract Advantages

- Renewal Equipment with latest technologies
- Upgraded Production Gear in Print Center to include improve efficiencies
- Wide Format Printer Options – enhanced model to offer more products including inside and outside items.
- Papercut card access to allow follow-me printing or scan to me
- Continued Partnership with a Company committed to enhancing and improving the education experience for both students and teachers



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Next Step Overview

- Review Changes for Pricing/Contract
- Board of Education Meetings in April and May
- Discussions with IT about any Papercut Issues moving forward
- Implementation Planning for June deliver and installation
- Plan training for USD261 Employees as needed
- Greg to follow up with Clint next week on Wide Format options

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Thank you!











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