

Lakeland Joint School District #272

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Rathdrum, ID 83858
208-687-0431



**LJSD Vision: A community committed to academic excellence ...
dedicated to student success.**

Board Action Item Request

AGENDA ITEM: Approve/Deny Copier Contract

MEETING DATE: June 25, 2025

PREPARED BY: Jessica Grantham

INFORMATION:

Please see the attached Executive Summary from Optimizon. Optimizon ran the in-depth RFP process for copier hardware and service.

RECOMMENDATION:

The Superintendent and Chief Financial Officer recommend awarding the Copier/MFD/PaperCut MF contract to the highest-scoring vendor, Pacific Office Automation, utilizing Konica Minolta equipment.

This recommendation is based on a comprehensive evaluation process, and the proposed contract is projected to result in **annual savings of \$10,797**, totaling **\$53,937** over the five-year contract term.

This award supports both operational efficiency and cost-effectiveness for the district.

Lakeland Joint School District

Executive Summary

RFP 2025 Copier/MFD/PaperCut MF

Overview

Description	Objective
RFP 2025 Copier/MFD/PaperCut MF	<ul style="list-style-type: none"> To replace devices coming off FMV leases. To re-establish license pricing and a maintenance contract for the Papercut MF software environment.

Team

A team consisting of Jessica Grantham and Justin Graupman was formed to evaluate the current requirements, develop a sourcing strategy, and to evaluate vendor responses. Optimizon assisted the District with the creation and distribution of the RFP to interested vendors.

Vendors

The RFP was advertised as per District and State requirements. RFP invitation packets and access to the Optimizon online bidding tool were emailed to the following vendors, and responses were as noted.

Vendor	RFP 2025 Copier/MFD/PaperCut MF	Vendor	RFP 2025 Copier/MFD/PaperCut MF
Canon USA Inc.	complete	Kelley Create	complete
Copiers Northwest	non-responsive	Konica Minolta Business Solutions	complete
Digital Imaging Solutions Inc	complete	Pacific Office Automation	complete
Fishers Technology	complete	Royal Business Systems	complete
H & H Business Systems	complete		

RFP Process

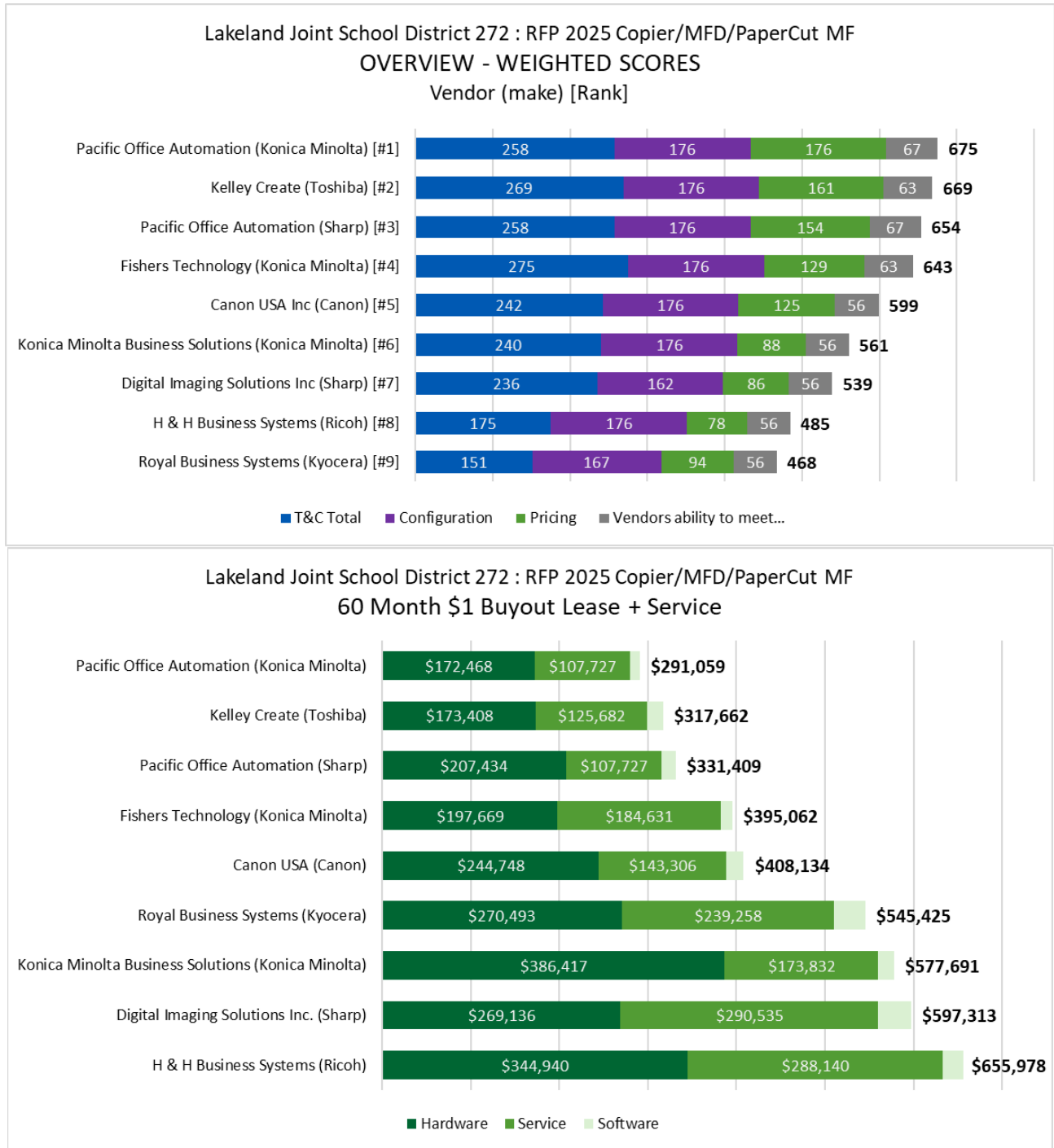
Analysis was conducted based on each vendor's response to the terms and conditions, pricing for a period of (5) years, and equipment configurations.

The scoring criteria was shared with the vendors, and the proposals were scored as follows: Each question in the RFP was assigned a rank according to importance, and each category was assigned an overall percentage of importance. Lakeland Joint School District and Optimizon carefully analyzed each proposal and assigned a score to each vendor's response in each area.

The total weighted score and ranking for each proposal was as follows.

RFP 2025 Copier/MFD/PaperCut MF	Total Score	Rank
Pacific Office Automation (Konica Minolta)	675	1
Kelley Create (Toshiba)	669	2
Pacific Office Automation (Sharp)	654	3
Fishers Technology (Konica Minolta)	643	4
Canon USA Inc. (Canon)	599	5
Konica Minolta Business Solutions (Konica Minolta)	561	6
Digital Imaging Solutions Inc. (Sharp)	539	7
H&H Business Systems	485	8
Royal Business Systems (Kyocera)	468	9
Total Possible	702	

The charts below show the vendors' final scores and pricing.



RFP Result/Award

The highest scoring vendor for RFP 2025 Copier/MFD/PaperCut MF is Pacific Office Automation with Konica Minolta equipment. Pacific Office Automation offered strong terms and conditions and competitive pricing.

Based on the above criteria and the RFP evaluation process, the recommendation is to award RFP 2025 Copier/MFD/PaperCut MF to Pacific Office Automation.

Financial Summary:

The current and new costs are listed in the table below. The District can expect to save approximately \$10,797 per year for the next 5 years for a total of \$53,937 over the term of the contract.

Component	Current Annual Costs	New Annual Cost
RFP 2025 Copier/MFD/PaperCut MF	\$68,999	\$58,212
Annual Savings	\$10,787	
60 Month Contract Savings	\$53,935	