

# **District Wide Copier Contract with Oce`**

October 13, 2009

## **SUMMARY:**

This item requests approval of a district wide copier contract with Oce Copiers through the TASB Buy Board contract #299-08.

## **BOARD GOAL:**

VI. Growth and Change...be environmentally responsible and aggressively pursue energy efficiency and conservation principals in building design, transportation alternatives, and operating procedures.

## **PREVIOUS BOARD ACTION:**

None.

## **BACKGROUND INFORMATION:**

For as long as the district has leased/rented copiers, the copier rented and amount spent has been a site-based decision. This caused the district to have many different contracts running for many different terms.

Several years ago it was decided that the district would standardize the brand of copier used at the campus and department levels through the state contract in order to be in compliance with bid laws. Since most of our campuses/departments had Pitney Bowes machines, we made that the standard. As contracts with other companies ended they were moved to the Pitney Bowes state contract. Since then Pitney Bowes became Imagistics, then Oce Imagistics and now Oce.

The contract terms were still on many different expiration dates. The contracts were generally three years in length with a monthly copy allowance. All supplies except paper were included in the monthly charge.

Purchasing and Technology have been working for some time to find ways to make better use of our printers and copiers. The goal was to find a way to decrease spending for printer toner, use less paper in printing/copying, and connect copiers to the district network. This copier contract is the result of that work.

Purchasing met with Oce representatives to discuss copier rental options. Oce presented a new TASB Buy Board contract that would provide new digital machines, put all machines on the same contract term, have quarterly rather than monthly payments, and have a per copy cost to print rather than the previous copy allowance. As a result, most campuses/departments will see a decrease in their over-all annual cost. The decrease in cost is due to making quarterly payments instead of monthly and paying for only the copies actually made rather than a copy allowance.

## **SIGNIFICANT ISSUES:**

Purchasing spoke with the Superintendent's Cabinet and Principals at their monthly meeting. Everyone was excited about this possibility and wanted to proceed with the new contract.

Because this is still a site based decision, campuses/departments are not required to move to the new contract. There are several campuses that will see an increase in cost rather than a savings. After meeting with the principals it was decided that as the current contracts expire they will move to the new contract.

Oce will allow us to amend the contract next year to add the new facilities and any campuses that wish to move to the new contract. The campuses that will not be participating at this time are Blanton, Harpool, Navo and Hawk. The athletic department is responsible for the copiers at the athletic field houses and will be moving to the new contract as the old contracts expire.

## **FISCAL IMPLICATIONS:**

Costs will be borne by the campus/department operating budgets. Attached is an analysis done by Oce showing the costs today and the costs to move to the new contract. It was estimated that the district would save over \$50,000 per year using this new contract.

The contract term will be for a period of 48 months, with the option to review/renew after 36 months. It is a FMV lease with no buyout at the end. As the count stands today, the quarterly base payment will be \$56,954 plus actual copy charges billed quarterly.

Actual copy charges will range between \$.0083 and \$.0037, depending upon the machine selected.

**BENEFIT OF ACTION:**

Passage will allow the district to move all copiers to one contract term, have new digital machines, pay only for the actual copies made, and add networking/scanning if desired.

**PROCEDURAL AND REPORTING IMPLICATIONS:**

None

**PUBLIC COMMENT RECEIVED:**

None

**ALTERNATIVES:**

The alternative would be to continue with the current contracts and switch them to the TASB Buy Board contract as the terms expire.

**OTHER COMMENTS:**

None

**SUPERINTENDENT'S RECOMMENDATION:**

It is recommended that the Board approve the TASB Buy Board Contract #299-08 for a term of 48 months for the district's copier needs.

**STAFF PERSONS RESPONSIBLE:**

Debbie Monschke, Executive Director of Administrative Services  
Kathy Arrington, Purchasing Agent

**ATTACHMENT:**

Analysis of Oce Copier Usage  
Oce Analysis Summary  
Cost to Add Printing (Networking)  
Final Fleet list  
Maintenance Agreement  
Multiple Equipment Location Addendum

**APPROVAL:**

Signature of Staff Member Proposing Recommendation: \_\_\_\_\_

Signature of Divisional Assistant Superintendent: \_\_\_\_\_

Signature of Superintendent: \_\_\_\_\_