

INDEPENDENT SCHOOL DISTRICT NO. 709
Duluth Public Schools
Historic Old Central High School - 215 N. 1st Avenue E.
Tel. (218) 336-8738 Duluth, Minnesota 55802-2069 Fax (218) 336-8777

MEMORANDUM

To: Doug Hasler, CFO/Executive Director of Business Services
From: ^{TK} Tony Kelekovich, Supervisor of Purchasing
Subject: Quote-4273 Print Shop Color Copier Lease
Date: August 30, 2017

Quotes for a sixty (60) month lease of one (1) new color copier for the Print Shop were sent to five (5) vendors with the following results:

<u>VENDOR</u>	<u>TOTAL</u>	<u>MANUFACTURER</u>
GREAT LAKES OFFICE SOLUTIONS	\$ 72,068.40	KONICA MINOLTA
METRO SALES	\$ 79,774.80	RICOH
MARCO	\$ 82,479.00	KONICA MINOLTA
OFFICE ENTERPRISES INC (OEI)	\$ 90,116.40	XEROX
SHELDON	\$ 93,445.90	CANON

The Print Shop (Terry McEwen) and the Purchasing Department (Tony Kelekovich) analyzed the results.

The lease includes all lease costs, toner, on-site maintenance, parts, initial set-up, training, and up to a total of 25,000 prints per month. This is a true lease with the equipment being returned at the end of the lease.

The low quote meeting specifications for a sixty (60) month lease as submitted by Great Lakes Office Solutions in the amount of \$72,068.40 is recommended.

Fund: 1-110-012-000-130-1370.00

Program: Print Shop

Fund Custodian: Terry McEwen/Manager

VENDOR LIST/TABULATION

QUOTE-4273

PRINT SHOP COPIER LEASE

GREAT LAKES OFFICE SOLUTIONS SUPERIOR WI	\$ 72,068.40
MARCO DULUTH MN	\$ 82,479.00
METRO SALES DULUTH MN	\$ 79,774.80
OFFICE ENTERPRISES INC (OEI) SUPERIOR WI	\$ 90,116.40
SHELDON DULUTH MN	\$ 93,445.90