

227 N. Fourth Street  
Geneva, Illinois 60134  
(630)463-3070  
mwilkes@geneva304.org



Michael Wilkes  
Director of Technology  
Geneva School District 304

To: Dr. Kent Mutchler  
From: Michael Wilkes  
Date: November 16, 2020  
Re: RFP Summary: Recommendation for Copier/MFP Devices and Services

The District's copier/multi-function printer (MFP) fleet of 68 devices has been in place since June 2015. The original contract terms were based on a lease/rental of equipment for 60 months, then month-to-month. The District has been on a month-to-month agreement since late June when the original term ended. Over the past five years, the District has worked to optimize printing on the more efficient MFP devices rather than on more costly single function printers. To that end, after a thorough review with school leaders, we were able to adjust both copier/MFP devices and printers to gain efficiencies. In total, the single function printer fleet was reduced by 64 devices (41%). To account for this, copier/MFP devices were planned to be moved, added, enhanced, or removed. The net result of this work was a reduction of one copier/MFP device.

On October 5, 2020, the Copier/Multifunction Printer Replacement RFP was published. Seven proposals were received from five providers by the October 23<sup>rd</sup> due date. These proposals were then opened, reviewed, and evaluated based on the criteria outlined in the RFP.

After an initial review of the submitted proposals, two finalists representing three proposals were selected to move forward in the process. These finalists presented their proposal(s) to an evaluation review team comprised of building administrators and staff, central office staff, and technology personnel. Additionally, these providers temporarily installed equipment at various locations within the District so that staff could use and compare the devices. Final scoring was completed by the evaluation team and after consideration of all factors, a proposal was selected for recommendation.

Pending the agreement and execution of contract terms and conditions, **Gordon Flesch Company, Inc. (GFC)** is the recommended provider. The recommended solution is a 60-month lease/rental of equipment.

### **Associated Financials**

**Term of Agreement:** 60 months (5 years)

**Projected Total Cost of Ownership (based on average use):** \$975,347

**Agreement Type:** Lease/Rental of Equipment

A lease/rental of equipment has been used since 2015. This model is preferable as it helps to keep costs predictable and allows greater flexibility for changes over the life of the agreement. As compared to the other finalist's lease proposal, this recommendation is approximately \$53,100 less expensive over the five-year term. As compared to the District's current agreement, the recommendation is approximately \$4,910 less expensive *per month*.

**Non-Recurring Costs:**

- \$44,783.10 (5-year software license and support)

**Fixed Monthly/Annual Recurring Costs:**

- Lease/Rental Payment: \$6,439.40 (monthly for equipment)

**Variable Monthly-Recurring Costs (based on usage):**

- Maintenance: \$0 (included)
- Cost-Per-Click\*: \$0.035 (color); \$0.003175 (b&w)

\*Cost-per-Click is the charge per image generated by the MFP. An average monthly output of 1.6 million images of black and white and 114,000 images of color were used to calculate the five-year cost projections. These figures were roughly based on 2019 output.

Thank you for your consideration.