

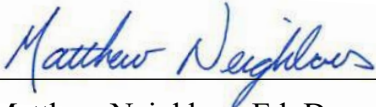
Action Sheet

MEETING DATE: March 27, 2024

AGENDA ITEM: Discuss and consider approval of RFP Multi-Function Copiers NO. 2023-24-01, to the recommended vendor, Function4 for a contract lease length of 48 months

In February 2024, request for proposals were solicited under RFP Multi-Function Copiers NO. 2023-24-01. Proposals were submitted by three vendors that included Ricoh, Konica Minolta and Function4. A committee scored the proposals via the attached rubric. Galveston ISD solicited proposals from its current vendor list and advertised appropriately in the Galveston Daily News on two separate listings. GISD currently has 65 machines throughout the District. Funding for the new 48-month lease will be from the General Fund. The current lease terms May 30, 2024. Effective date of rollout is planned for no later than June 1, 2024 for the new machines.

RECOMMENDATION: I move that the Board of Trustees approve RFP Multi-Function Copiers NO. 2023-24-01, naming Function4 as the awarded vendor, as presented.



Matthew Neighbors Ed. D.
Superintendent



Jeff Martello
Chief Financial Officer