

Purchase Request #3
Regular Board Meeting August 27, 2019
Consideration of Approval to Renew Contract
for Copier/Multifunctional Device Units

ADMINISTRATION RECOMMENDATION/REPORT

The District President recommends the Board of Trustees approve a renewal of the contract for copier/multifunctional device (MFD) units from Novatech Inc. for the District.

BACKGROUND

This contract provides a streamlined, efficient and economical process for the management of the District's MFD fleet leases that includes preventative maintenance, repair, parts, and toner. The Board first approved a contract with Novatech in May 2015 to consolidate the many lease options for various types and brands of printers/copiers. In preparation for opening new campuses, the District began negotiations with Novatech to renew the existing contract, which was originally set to expire on August 31, 2020.

The original contract was procured through a request for proposal, RFP Number 3792. The contract renewal will be based on the State of Texas DIR contract number DIR-TSO-3082, which is compliant with the competitive procurement requirements set forth in Section 44.031 of the Texas Education Code, as permitted through Section 791.011 of the Texas Government Code. Tracking of spend volume is accomplished through the Purchasing Department's eProcurement system. The system is set to automatically notify the contract owner when 85% of the approved expenditure is reached, which triggers the contract owner to analyze current and future spend.

IMPACT OF THIS ACTION

This contract provides multi-function devices that can be used to print, make copies, fax, and scan documents. Novatech has proposed a discount of 15% over the previous contract for an annual savings of \$25,200 for existing MFD units, which would be a savings of \$100,800 over the life of the contract. New MFD units will be added at the original contract pricing for a 60-month term.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

This purchasing request is for spend authorization of \$1,600,000 which is budgeted in the various departments' FY 20 operating budget and subsequent years' budgets subject to Board approval. FY 2019 annual spend amount was \$333,500.

MONITORING AND REPORTING TIMELINE

The term of contract will be September 1, 2019 through August 31, 2023

RESOURCE PERSONNEL

Mike Dickson Chief Innovation Officer

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