

BID #	DESCRIPTION	AMOUNT
	CONTRACT REVISION	
3478	ANNUAL CONTRACT FOR PRINTER, SCANNER, COPIER AND FAX MACHINE CARTRIDGES, RIBBONS, REPAIR AND SERVICE	\$25,000.00 (not to exceed)
	Limitless Office Products Richardson, TX	
	Encon Systems, Inc. Sunnyvale, TX	
	Cartridges and Ribbons:	\$24,000.00
	Repair and Service:	\$ 1,000.00

TO: The Board of Trustees

FROM: District President H. Neil Matkin

DATE: August 25, 2015

SUBJECT: Recommendation for no cost extension of Competitive Sealed Bid 3478 - Annual Contract for Printer, Scanner, Copier and Fax Machine Cartridges, Ribbons, Repair and Service.

SCOPE: Annual contract to purchase printer, scanner, copier and fax machine cartridges, ribbons, repair and service for the District. The initial term of contract was for one (1) year with an option to renew two (2) additional consecutive years upon mutual agreement and Board approval. Term of contract: 9/1/2015 through 9/30/2015.

RECOMMENDATION: \$25,000.00
Limitless Office Products (not to exceed)
Richardson, TX

Encon Systems, Inc.
Sunnyvale, TX

Cartridges and Ribbons: \$24,000.00
Repair and Service: \$1,000.00

JUSTIFICATION: A one month extension is being requested in order to complete the solicitation process for the new bid. Previous contract term was: 9/1/2012 through 8/31/2015.

REQUESTING DEPARTMENT: District Wide