



# Livonia Public Schools

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## *Information and Instructional Technology*

Date: March 24, 2023

To: Phillip Francis, Assistant Superintendent of District Services

From: Tim Klan, Administrator of Information Technology

Re: Purchase of Copiers

Please include a recommendation to approve a replacement of copiers on the agenda of the next Board of Education, Committee of the Whole Meeting.

As part of the 2021 bond issue, we are recommending replacing 22 of the highest-volume copiers throughout the district. During the planning for this replacement, it was determined that some efficiencies could be gained by replacing the highest volume copiers (those with over 2,000,000 copies) and moving others around to prolong the life of the remaining machines.

It is our recommendation that the purchase be awarded to Ricoh USA, Inc. in the amount of \$263,764.20. This amount is within the district's original budget amount for new copiers. The purchase will be made with money from the technology bond budget. Since this purchase is being made using the State of Michigan's MIDEAL pricing, no further bids are required. Supporting documentation on the replacement is attached.

Thank you for your attention to this request.