

# Denton Independent School District

## Copier Refresh Purchase

February 22, 2022

### **SUMMARY:**

This item requests approval of the quote from Canon Solutions America INC., in the amount of \$507,429.35 for the purchase of multifunction copiers for Denton ISD. This quote also contains a managed print services agreement which is based on a K-12 Pay as You Go Copy Plan with campuses paying click charge rates billed at \$.0042 for B/W and \$.035 for color prints. The managed print services include all labor, parts, toner, and staples.

### **BOARD GOAL:**

Growth & Management – Demonstrate effective and efficient management of district resources

### **PREVIOUS BOARD ACTION:**

None

### **BACKGROUND INFORMATION:**

The District currently has a fleet of approximately 150 copiers. In 2020 the District worked with Canon Solutions America INC. to renegotiate the existing six (6) rotating lease agreements into one district-wide lease that has an expiration date of June 30, 2022. This action allowed for the District to review future copier needs and functionalities across the entire fleet of copiers.

The decision of selecting the District's copier vendor was conducted in three phases.

Phase 1: The Technology Division selected Ricoh, Xerox, Canon, Konica Minolta, Sharp, and HP for review. Assessments of the copiers and their functionalities as well as a base cost comparison using a 4000 series (40+ pages per minute), 6000 series (60+ pages per minute), and 8000 series (80+ pages per minute) were completed for the selected manufacturers.

Phase 2: A data analysis was conducted on the selected copier manufacturers using the District's current and past copier usage and lease costs. Purchasing versus leasing the copiers was explored during the assessment to ensure the maximum cost savings for the District. In comparing the six different manufacturers against their purchasing cooperative contract pricing, Canon, Xerox, and HP offered the greatest cost savings.

Phase 3: A Request for Quote (RFQ2) was performed with the top three manufacturers identified in Phase 2. Vendors provided quotes on device purchase pricing, managed print / copier services, white glove services, as well as maintenance turn-around time. It was important to choose a partner that provides an excellent product with maximum cost savings as well as outstanding customer service for Denton ISD. Canon Solutions America INC. was chosen as Denton ISD's copier partner.

### **SIGNIFICANT ISSUES:**

The current copier lease agreement with Canon Solutions America INC. expires June 30, 2022.

A data analysis was required to ensure the District moves forward in the most cost-effective way. Through the cost analysis it was determined that purchasing rather than leasing copiers would provide a cost savings of approximately \$1,200,000.00 over the next 5 years.

The multifunction copiers and managed print services agreement will be purchased from Canon Solutions America INC. through a Texas Local Governmental Purchasing Cooperative (DIR) contract award. This purchase is being brought for approval in accordance with the District's CH (local) policy.

**FISCAL IMPLICATIONS:**

The project cost will be borne by the General Fund-Fund Balance.

**BENEFIT OF ACTION:**

The approval of this purchase will allow the District to continue the daily operations and services without interruption by establishing a copier vendor with the associated equipment and services.

**SUPERINTENDENT’S RECOMMENDATION:**

It is recommended that the service agreement with Canon Solutions America INC., for the purchase of multifunction copiers in the amount of \$507,429.35 along with the with the associated managed print services agreement be approved.

**STAFF PERSONS RESPONSIBLE:**

Robert Pierce, Chief Technology Officer  
Susan Cheatham, Senior Technology Services Manager  
Dianna Casper, Director of Purchasing

**ATTACHMENTS:**

None

**APPROVAL:**

Signature of Staff Member Proposing Recommendation: \_\_\_\_\_

Signature of Divisional Assistant Superintendent: \_\_\_\_\_

Signature of Superintendent: \_\_\_\_\_