

MEMORANDUM

TO: NWABSD Board of Education
Members

DATE: April 11, 2023

NUMBER: 23-098

FR: Office of the Superintendent

SUBJECT: Approval of Award of Copier
Purchase & Contract for
Maintenance Services

STRATEGIC PLAN/BOARD GOAL:

Ensure budget integrity and transparency.

ABSTRACT:

Board approval is required for all contracts and agreements of \$ 50,000 or more.

ISSUE:

At issue is the approval of a Memorandum of Agreement (MOA) between NWABSD and Boynton Office Systems for the purchase of 24 copiers and award a contract for District wide maintenance services starting July 1, 2023, and ending June 30th, 2026 and may be renewed for up to an additional 2 years.

BACKGROUND AND/OR PERTINENT INFORMATION:

The District copier fleet is in need of several replacements due to copier age and after excessive use to make homework packets during school closures. The attached list shows the District's current list of Canon copiers and the requested replacement models.

The District put out a request for proposals in March of 2023 to purchase 24 new copiers and to request maintenance services for the District's copier fleet. The District received one proposal from Boynton Office Systems. Boynton's proposal includes the copier purchase price of \$231,780, and a yearly maintenance contract of approximately \$70,517 (depending on copy count).

Funding Source: ESSER II Grant (copiers) & General Fund (yearly maintenance)

ALTERNATIVES:

1. Approve the Memorandum of Agreement (MOA) between NWABSD and Boynton Office Systems for the purchase of 24 copiers and award a contract for District wide maintenance services;
2. Disapprove the Memorandum of Agreement (MOA) between NWABSD and Boynton Office Systems for the purchase of 24 copiers and award a contract for District wide maintenance services;
3. Take no final action.

ADMINISTRATION'S RECOMMENDATIONS:

The Administration recommends that the Board approve the Memorandum of Agreement (MOA) between NWABSD and Boynton Office Systems for the purchase of 24 copiers and award a contract for District wide maintenance services.

**ATTACHMENT C
DISTRICT-WIDE COPIERS BY SITE**

| SITE | CURRENT COPIER TYPE | SERIAL NUMBER | YEAR PURCHASED | REPLACEMENT MODEL |
|---------------|--------------------------------|----------------------|---------------------------|------------------------------|
| Ambler | IR-400 | QLA-04698 | 3/6/14 | DX 617iFZ |
| Ambler Color | IR-500 | QLL-05315 | 8/20/15 | DX C3835i |
| ATC | IR-400 | QLA-48848 | 11/21/18 | DX 617iFZ |
| ATC Color | IR-C5240 | JRA09465 | 4/25/14 | DX C3835i |
| Buckland | IR-615 III | 28W00798 | 10/7/19 | N/A |
| Buckland | | | | DX C3835i |
| Deering | IR-615 III | 28W00760 | 10/7/19 | N/A |
| Deering | | | | DX C3835i |
| DO-Supt | IR-400 | QLA-33670 | 3/4/17 | DX 617iFZ |
| DO-SPED | IRV-525 | 2BE-01326 | 2/13/19 | N/A |
| DO-PS | IR-C475 | 2HG-01154 | 10/1/20 | N/A |
| DO-HR Color | IR-400 | QLA--27360 | 9/15/16 | DX C3835i |
| DO-Up | IR-6255 | NMU-18785 | 9/5/15 | 6780i |
| DO-Down | IR-6255 | NMU08044 | 9/15/15 | 6780i |
| D.O. Color | IR-C5535 | WXF-13228 | 7/26/17 | DX C3835i |
| D.O. MA | | | | DX 617iFZ |
| D.O. | iR Adv 617iFZ | 3CB00644 | 12/15/21 | N/A |
| JNES-UP | IR-6555 | XNM-02087 | 9/15/15 | 6780i |
| JNES-Lower | IR-6575I | SMT-00774 | 9/15/16 | 6780i |
| JNES-Color | IR-C5535 | WXF-13246 | 7/26/17 | DX C3835i |
| Kiana | 615iF | 28VOO548 | 10/7/19 | N/A |
| Kiana | DX 5840i | 2YJ15440 | 9/27/22 | N/A |
| Kivalina | | | | DX C3835i |
| Kivalina | IR-615 III | 28W00662 | 9/15/20 | N/A |
| Kivalina | IR-615 III | 28W00664 | 9/15/20 | N/A |
| KMHS | IR-6555 | XNM-02087 | 9/15/16 | 6780i |
| KMHS Color | | | | DX C3835i |
| KMHS | DX-6780I | 27P04055 | 11/15/21 | N/A |
| Kobuk | | | | DX C3835i |
| Kobuk | IR-615 III | 28W00680 | 9/15/20 | N/A |
| Noatak | IR-400 | QLA-48849 | 1/23/15 | DX 617iFZ |
| Noatak Color | IR-500 | QLL-03772 | 2/6/15 | DX C3835i |
| Noorvik | IR-500 | QLL-07538 | 9/15/16 | DX 617iFZ |
| Noorvik Color | IR-4225 | RKM-08507 | 9/12/12 | DX C3835i |
| Selawik | IR-615 III | 28W00814 | 10/7/19 | N/A |
| Selawik | IR-400 | QLA-27015 | 9/15/16 | DX 617iFZ |
| Selawik | iR Adv 617iFZ | 3CB00643 | 12/21/21 | N/A |
| Shungnak | IR-C5740 | 3BB03094 | 11/26/20 | N/A |
| Shungnak | IR615 | 28VOO591 | 11/19/19 | N/A |

Grand Total:

24 Devices

All prices include shipping into Kotzebue

Shipping from Kotzebue will be billed separately at actual cost