



January 5, 2017

Ms. Sheila Alles
Chief Academic Officer
Mr. Phillip Francis
Director of Operations
Livonia Public Schools
15125 Farmington Road
Livonia, MI 48154

RE: Contract Award Recommendation for Multi-Function Devices and Printers

Dear Ms. Alles and Mr. Francis:

Plante Moran CRESA is pleased to provide this recommendation for award for multi-function devices (copiers) and printers as a part of the technology bond project. It is our recommendation that the contract be awarded to Ricoh USA, Inc. in the amount of **\$1,169,697**. This award is for a District-wide solution for printing and copying devices, replacing and upgrading the current solution with **117** new multi-function devices and **105** new printers. This solution will also provide enhanced functionality, including:

- Scanning, faxing and emailing documents
- Card access for devices for security and control
- "Follow me" printing to allow users to output to any device

The printers and multi-function devices that would be procured under this recommendation will be implemented in the District throughout the winter and spring of 2017.

Note that while the recommended hardware purchase is eligible for funding via the technology bond, solutions of this nature also include items that are not eligible for funding via the bond (maintenance and consumables) which must be paid via the General Fund. Based on current print volumes, total annual General Fund costs for this recommended solution are estimated to be **\$207,732**. Under the current solution annual General Fund costs were approximately **\$429,502**, the recommended solution represents an estimated General Fund savings of approximately **\$221,770**.

This recommended award is within the total bond budget of **\$1,170,000** for this category. We also recommend that the Board set aside **\$50,000** in contingency funds for this contract, to be drawn from the Technology Contingency budget category.

Background

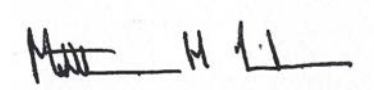
Barton Malow technology worked with PMC and LPS staff to identify the requirements hardware and professional services for printing and copying solutions. A detailed needs assessment was conducted which included an examination of current print volumes, as well as discussions with central office and building administration regarding required functionality. A number of district buildings were walked to

determine device locations and confirm that the requisite supporting infrastructure was sufficient as it relates to power and data network access.

This recommended procurement will utilize the competitively bid MiPrint contract (a component of the MiDeal contract) which exists between the Michigan Department of Technology, Management and Budget and Ricoh USA, Inc., negating the need for a Request for Proposal process for Livonia Public Schools. Plante Moran, Barton Malow and the Technology Team are available to answer any questions that you may have related to this recommendation.

Sincerely,

PLANTE MORAN CRESA

A handwritten signature in black ink, appearing to read "Matt Lindner", written over a horizontal line.

Matt Lindner
Senior Manager

Enclosures: Award Recommendation Letter