

Cedar Hill Independent School District
BOARD OF TRUSTEES

Meeting Date: October 18, 2010

Presented by: Mr. Horace Williams, Superintendent of Schools

Subject: Approve 48 months Copy Machine Lease and Service contract with Sumner Group, Inc., DBA "Datamax of Texas"

Action Item

BACKGROUND INFORMATION:

As the District's needs change, staff explored a solution for new copy machine lease and service contract. The current vendor gave a proposal to the District under DIR contract which will allow us to meet the needs of the end users, replace some machines with high volume with newer technology and faster speed, add additional features to existing machines and new machines and yet save District money. A list of copy machines is attached showing comparison of the existing machines and the proposed machines. A spreadsheet showing cost analysis and savings between current and proposed machine is also attached. The quote from Datamax is attached.

RECOMMENDATION:

Staff recommends signing a 48 month lease and service contract with Sumner Group, Inc., DBA Datamax of Texas under DIR contract # DIR-SDD-509 with a monthly payment of \$21,519.80 for the first year and with a CPI cost adjustment for the service for the other three years. The term of the contract will be November 1, 2010 to October 31, 2014.

BOARD ACTION REQUIRED:

Motion to approve 48 month lease and service contract with Sumner Group, Inc., DBA Datamax of Texas as recommended by the staff.

POLICY AUTHORIZATION:

PURCHASING – CH - LEGAL

CONTACT PERSON(S):

Mike McSwain and Carrie Alexander

FUNDING SOURCE:

General Fund (199) budget as adopted for 2010-2011

ENCLOSURES:

Under separate covers