

**RIVER ROAD INDEPENDENT SCHOOL DISTRICT
BOARD OF EDUCATION
AMARILLO, TEXAS**

Subject: Copier RFP

Date: Monday, November 11, 2013

Presented By: Mike Hodgson
Business Manager

Related Page(s): This page

ACTION

BACKGROUND INFORMATION:

The school district's five year lease agreement with Tascosa Office Machines expires in mid-February. We would like to issue a Request For Proposals (RFP) for the replacement of our existing copiers.

The current lease covers 15 copiers at a cost over the five year period of approximately \$286,000.

The RFP would replace our existing copiers. We are still awaiting feedback from the school to see if there are copiers that are not needed, or if there is a need for more copiers. The RFP would also request a comparison of leasing the machines as opposed to buying the machines (with a service agreement included to cover maintenance issues.)

A copy of the request for proposals is not attached as it is currently being developed.

PRESENTATION/PURPOSE:

This is the presentation to inform the Board that we would like to send out a Request for Proposals for copiers.

BOARD ACTION REQUESTED

To give the administration permission to advertise and distribute a Request for Proposals for copy machines.