



UNITED INDEPENDENT SCHOOL DISTRICT AGENDA ACTION ITEM

Topic: Discussion and possible action to extend RFP 005-2017 District Wide Copiers & Digital Duplicators with Dahill Office Technology Corporation beginning July 1, 2021 and ending June 30, 2022

Submitted by: Cordelia Jackson **Of:** Director of Purchasing

Approved for transmittal to school board: APRIL 27, 2021

Recommendations:

Administration is recommending an extension of RFP 005-2017 District Wide Copiers and Digital Duplicators with Dahill Office Technology Corporation for a period of twelve months beginning on July 1, 2021, and ending on June 30, 2022. The contract extension will yield the District a savings of \$344,229.96 on the lease payments of the equipment. The cost per copy rates will remain the same and the buyout of the equipment at the end of the term will be reduced to 65% of the original buy back price. Any additional equipment needs will be rented at the established lease rates, all other terms and conditions of the contract will remain unchanged. Dahill has provided excellent customer service.

Rationale:

Staff has complied with all applicable federal, state and local purchasing policies and procedures in obtaining pricing information for the items listed above. Staff is recommending the awards based on being the best value to the district.

Budgetary Information:

General Funds

Board Policy Reference and Compliance

CH local – Purchasing and Acquisition

CH legal – Purchasing and Acquisition

CV Local – Facilities Construction

CV Legal – Facilities Construction

CVB Legal – Facilities Construction – Competitive Seal Proposals



Cordelia Flores Jackson
Director of Purchasing

To: Roberto J. Santos
Superintendent

From: Cordelia Flores Jackson
Director of Purchasing

Date: April 13, 2021

Subject: Contract Extension - RFP 005-2017 District Wide Copiers & Digital Duplicators

In April of 2017, the Board approved the award of RFP 005-2017 District Wide Copiers & Digital Duplicators for a period of 4 years. This contract is based on the District paying a monthly lease per copier / digital duplicator and a cost per copy fee per page printed. At the end of the contract the District would own the equipment and would have the option to sell the equipment to the vendor for a set fee based on the model number of the device (see attached original board tabulation). This contract terminates on June 30, 2021 however, the RFP provides the District and the vendor may extend the proposal on a monthly basis. Vendor is in agreement to extend the contract term for a period of twelve months.

Due to the pandemic, the copy volume on these machines has substantially decreased and therefore an extension to our current contract would be beneficial to the District. The vendor has agreed to keep the current cost per copy rates we currently pay for a period of 12 months. The District will own the equipment at the end of June, therefore we would not need to make any further lease payments. Our current annual lease payment is \$344,229.96.

For our two new locations, Roberto J. Santos Elementary and the UISD Natatorium, as well as any additional copiers needed during the extension, we would pay a rental fee equal to the current lease fee for comparable devices. At the end of the 12 month term, we can still sell the equipment owned at 65% of the original agreed amount per copier model as they will be one year older. All other terms and conditions of our current contract would continue.

If you have any questions, please feel free to call me at (956) 473-7921.



Quote Summary

United ISD's cost to extend contract for 1 year term - CPC rates will remain the same.

Current CPC Rates:

Device	B/W CPC	Color CPC
MFCL6900DW	\$ 0.0075	
SF5130U	\$ 0.0031	
XALB8055	\$ 0.0035	
XALB8090	\$ 0.0035	
XD125CP	\$ 0.0029	
XWC7845	\$ 0.0035	\$ 0.0350
XXC702	\$ 0.0035	\$ 0.0350

- BuyBack of Equipment: XBSSW will pay 65% of the original purchase amount at the end of the term.
- Service level guarantees or equipment replacements. Same T&C as the current contract, including our "Common Sense" Total Satisfaction Program (see next page).

Terms and Conditions

- The contract pricing will be fixed for 1 year extension.
- If United ISD would like XBS SW to move equipment based on equal engine utilization, XBS SW will review and move equipment accordingly.
- For the new campus United ISD will add the new machines as rentals with the same original price and CPC rate during the extension

The information contained in this catalog is confidential or proprietary and is designed for the sole use of United ISD.



xerox™
Business Solutions Southwest

“Common Sense” Total Satisfaction Program

“Common Sense” Total Satisfaction Guarantee

If the equipment you ordered under this agreement does not perform according to any of the guarantees listed below, Xerox Business Solutions Southwest will, at your request, replace it with a machine of comparable performance and features at no additional cost. This guarantee will be effective for the term of your lease/rental or for 36 months, up to 60 months, from date of installation on purchased equipment.

**This guarantee applies only to equipment which has been continuously maintained by Xerox Business Solutions Southwest under a Xerox Business Solutions Southwest Full Service Agreement.*

“Common Sense” Performance Guarantees

- All systems recommended exceed your current needs for volume capacity and meet or exceed all of your requested functionality.
- Fleet Equipment uptime of at least 95%. Uptime will be calculated on a quarterly basis. Equipment uptime percentage is calculated using the sum of normal business hours for each system installed (9 hours per business day) minus all business hours lost due to downtime. Example: 100 Business Hours- 3 hours downtime= 97% uptime
- 4 hours or less average response time
- Loaner equipment available for any unit that will be down more than 1 business day
- Authorized parts and supplies for all systems
- Excludes all units installed in a production or print for pay environment