



**Board Action Required X**

No Action Required

---

To: Coppell ISD Board of Trustees  
From: Sid Grant  
Date: April 15, 2014

cc: Dr. Jeff Turner, Kelly Penny, Larry Guerra

**Re: Copy Machine Lease Renewal**

Our current district-wide 48 month copy machine lease with Ricoh USA, Inc. expires at the end of this fiscal year, 2014. Therefore, utilizing the State of Texas DIR purchasing method (e.g. Texas Department of Information Resources Cooperative Purchasing Contract) as provided in the Texas Education Code 44.031, we obtained pricing for new copy machines, for a new 48 month lease, and for all the related maintenance, service, and supplies. The new lease is to be structured whereas all new machines will be installed during the summer of 2014 before the start of the 2014-15 school year. In order to contain and minimize total costs, the specifications for the new machines were essentially the same as for the existing machines with some added enhancements for the latest technology in scanning and faxing capabilities. We are adding four additional machines (e.g. one at the CHS registrar's office area; one in the technology department; and two at Richard J. Lee Elementary).

Using the State of Texas DIR contract pricing and terms, we are able to actually decrease our average cost per black and white copy (excluding lease cost of machines) from .0044 cents per copy, to .0039. Consequently, even though we are adding four additional machines and some additional faxing and scanning capabilities, our total monthly lease and service cost will remain essentially the same as we are currently paying at a proposed fixed cost of \$18,208.00 per month. The lease includes all service and supplies, except paper, as well as, unlimited copies for each machine. On average, district-wide, we make approximately 20.2 million copies per year which equates to a grand total copy cost of \$0.0109 per copy (excluding paper).

Over the last eight years, Ricoh has provided Coppell ISD with excellent multi-purpose machines and fast, consistent service that has actually gone beyond our specifications and expectations. Given that copy machines historically require frequent service and regular preventive maintenance, the service-level a company is willing and able to provide is equally important as the quality of the actual machines provided.

I would encourage any board members with specific questions to notify Larry Guerra or me prior to the board meeting so that we may research and obtain answers in advance.

**RECOMMENDATION:** That the Coppel ISD Board of Trustees approve Ricoh USA, Inc. as the provider of a 48 month copy machine lease for 52 machines (See Exhibit A) with all service, unlimited copies, and supplies included (excluding paper) at a total monthly cost of \$18,208.00, and that Sid Grant be authorized to finalize and sign the Agreement with Ricoh USA, Inc.

### **Exhibit A**

- 1 - Ricoh Pro8100
- 19 - Ricoh MP9002SP
- 8 - Ricoh MP6002SP
- 3 - Ricoh MP5002SP
- 19 - Ricoh MP3053SP
- 1 - Ricoh MP C6502
- 1 - Ricoh MP C2503
- 52 Total New Machines