

<b>BID #</b>	<b>DESCRIPTION</b>	<b>AMOUNT</b>
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**CONTRACT RENEWALS**

3478	ANNUAL CONTRACT FOR PRINTER, SCANNER, COPIER AND FAX MACHINE CARTRIDGES, RIBBONS, REPAIR AND SERVICE	\$260,000.00 (not to exceed)
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Limitless Office Products  
Richardson, TX

Encon Systems, Inc.  
Sunnyvale, TX

Cartridges and Ribbons:	\$255,000.00
Repair and Service:	\$5,000.00

TO: The Board of Trustees

FROM: President Cary Israel

DATE: August 26, 2014

SUBJECT: Recommendation for Renewal of Competitive Sealed Bid 3478 - Annual Contract for Printer, Scanner, Copier and Fax Machine Cartridges, Ribbons, Repair and Service.

SCOPE: Second and final renewal of the annual contract to purchase printer, scanner, copier and fax machine cartridges, ribbons, repair and service for the District. The initial term of contract was for one (1) year with an option to renew two (2) additional consecutive years upon mutual agreement and Board approval. Term of contract: 9/1/2014 through 8/31/2015.

RECOMMENDATION: \$260,000.00  
Limitless Office Products (not to exceed)  
Richardson, TX

Encon Systems, Inc.  
Sunnyvale, TX

Cartridges and Ribbons: \$255,000.00  
Repair and Service: \$5,000.00

JUSTIFICATION: Renewal based on the supplier's ability to keep prices at the originally awarded cost and meet the 24 – 36 hour delivery requirement. Both suppliers have provided outstanding service to the District.