

INDEPENDENT SCHOOL DISTRICT NO. 709  
Duluth Public Schools  
Historic Old Central High School - 215 N. 1st Avenue E.  
Tel. (218) 336-8738 Duluth, Minnesota 55802-2069 Fax (218) 336-8777

**MEMORANDUM**

To: Cathy Erickson, CFO/Executive Director of Business Services  
From: Tony Kelekovich,<sup>TV</sup> Supervisor of Purchasing  
Subject: RFP-310 Copier Service Contract  
Date: May 1, 2019

Requests for copier service proposals were advertised in the Duluth News Tribune and sent to five (5) known service providers.

This service contract is district-wide and covers approximately thirty-four (34) copiers from Canon and Konica Minolta of various ages, speeds, and production volume. The number of copies used to calculate costs was an estimate of 5,095,500 for the period January 1, 2018 through December 31, 2018.

Two (2) responses were received with the following estimated annual costs:

Great Lakes Office Solutions \$ 25,950.60

Marco \$ 25,145.40

Great Lakes Office Solutions has provided this service for the past nineteen (19) years and has met or exceeded all criteria expectations. They have demonstrated an ability to service all of our copiers successfully, including finding parts for the outdated and difficult to service models.

Marco is a larger company, who is the service provider for our high speed copiers in the Print Shop. Their service level has also been excellent over the past two and half years, since they installed those machines. The Print Shop copiers are separate from this RFP due to their size and a (4) four year replacement cycle.

With a much longer service record and their ability to repair older copiers, the recommendation is to contract with Great Lakes Office Solutions.

Payment for service at each site/program will be made through the 1350.02 (copier maintenance code) in each budget.

This contract shall cover the period July 1, 2019 through June 30, 2023 with annual renewals by mutual agreement.

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VENDOR LIST/RECAP

RFP-310

COPIER SERVICE CONTRACT

Great Lakes Office Solutions Superior WI	\$ 25,950.60
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Marco Duluth MN	\$ 25,145.40
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Ricoh USA Bloomington MN	No Response
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Shel/Don Reproduction Centre Duluth MN	No Response
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Tri-State Business Systems Superior WI	No Response
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