



Lamar CISD

Board Agenda Item Overview

Meeting Date: June 20, 2023

Meeting Type: Regular

Item Category: Consent Item

Primary Contact: Dr. Roosevelt Nivens

Presenter(s)/Add'l Contact(s): Jill Ludwig, CPA, RTSBA

Item Name: CONSIDER APPROVAL OF RFQ #38-2023RL DIGITAL PRINTING EQUIPMENT

Item Summary: This solicitation requested qualifications from vendors that can provide copiers, printers and maintenance services. Vendors must have the capability of providing high volume equipment with minimal maintenance. Equipment must be capable of being placed on the District's network and have scanning capabilities. Finally, costs outlined in the proposal must meet the confines of the District's annual budget.

This type of award is beneficial to the District as it allows campuses and departments to utilize high-performance equipment, along with necessary maintenance services to keep the units operational, while ensuring that the District is compliant with purchasing regulations according to TEC 44.031.

Proposals were received from seven qualified vendors. The evaluation team included members from the Technology, Purchasing, and Finance departments. Proposals were evaluated and three vendors were selected to participate in an on-site interview process with follow-up clarifications as needed. After careful consideration, a single vendor was selected for negotiation toward a final contract. The evaluation tabulation is attached for review. This proposal will be awarded as a five-year term contract provided that both Lamar CISD and the approved vendor are in mutual agreement. Either party may provide a 30-day advance written notice of intent to cancel prior to the contract termination. Installation and updates to equipment will occur prior to the start of the 2023-2024 school year.

Recommendation: Administration recommends that the Board of Trustees approve ImageNet Consulting as the vendor meeting the needs of the District and allow Administration to finalize the contract terms.

Policy Reference: CH (Legal and Local)

Leadership Definition Alignment: Plan for Success

Strategic Plan Alignment: N/A

Currently Budgeted? ☒ Yes ☐ No ☐ No Budgetary Impact

Completion or Implementation Timeline: 2022-2023 Fiscal Year