

BID #	DESCRIPTION	AMOUNT
NEW SOLICITATIONS		
3865	ANNUAL CONTRACT FOR PRINTER, COPIER, SCANNER AND FAX MACHINE CARTRIDGES, RIBBONS, REPAIR AND SERVICE Limitless Office Products Richardson, TX	\$870,000.00 (3 year total not to exceed)

TO: The Board of Trustees

FROM: District President H. Neil Matkin

DATE: September 22, 2015

SUBJECT: Recommendation for Approval of Competitive Sealed Bid 3865
– Annual Contract for Printer, Copier, Scanner and Fax
Machine Cartridges, Ribbons, Repair and Service.

SCOPE: Annual contract for printer, owned copiers, scanner and fax
machine cartridges, ribbons, repair and service for the District.
The term of the contract is for three (3) years. Term of Contract:
10/1/2015 through 9/30/2018.

RESPONSES: Fourteen (14) viewed the bid package, Three (3) responded.

COMPARISON: See attached

RECOMMENDATION: Limitless Office Products \$870,000.00
Richardson, TX (3 year total not
to exceed)

JUSTIFICATION: Low bid meeting specifications. Pricing is based on a
percentage discount off of manufacturer's list price.

REQUESTING
DEPARTMENT: Auxiliary Services