

BID #	DESCRIPTION	AMOUNT
	NEW SOLICITATIONS	
3792	ANNUAL CONTRACT FOR COPIER/MULTIFUNCTIONAL DEVICE FLEET NovaCopy, Inc. Irving, TX	\$1,065,351.00 (not to exceed)

TO: The Board of Trustees

FROM: District President H. Neil Matkin

DATE: May 26, 2015

SUBJECT: Recommendation for Approval of Request for Proposal 3792 - Annual Contract for Copier/Multifunctional Device Fleet.

SCOPE: Annual contract for Copier/Multifunctional Device Fleet. This contract will provide a more efficient and economical process for the management of the District's copier fleet. This contract allows for the buyout of existing copier leases so that all copier leases will include the same contract terms and conditions and be on the same billing cycle. A 10% allowance over the initial base cost is being added to allow for future additions, upgrades and added functionality during the contract term. Term of contract: 07/01/2015 through 08/31/2020.

RESPONSES: Seventeen (17) vendors viewed the bid package, eight (8) responded.

COMPARISON: See attached.

RECOMMENDATION: \$1,065,351.00
(not to exceed)

NovaCopy, Inc. Irving, TX	\$888,501.00 (base cost)
10% Allowance	\$88,850.00
Buyout of Current Leases with Konica Minolta, DataMax, Canon and Xerox	\$88,000.00

JUSTIFICATION: Best Evaluated offer. See attached documentation.

REQUESTING DEPARTMENT: District Wide