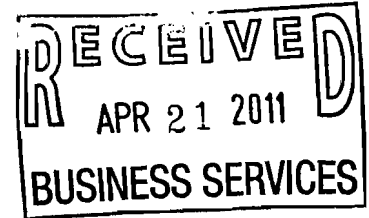


INDEPENDENT SCHOOL DISTRICT NO. 709
Historic Old Central High School - 215 N. First Avenue E.
Duluth, MN 55802
Ph# (218) 336-8738
Fx# (218) 336-8777



MEMORANDUM

TO: Bill Hanson, CFO/Director of Business Services
FROM: Patrick J. Devlin, Supervisor of Purchasing ~~PA~~
SUBJECT: RFP-276 Canon Copier Service Contract – District Wide
DATE: April 25, 2011

Requests for Canon Copier Service proposals were advertised in the Duluth News Tribune and sent to three (3) known Canon service providers

This service contract is district wide and covers approximately 56 Canon Copiers of various age, speed capabilities and volume production. The number of copies used to figure costs was an estimate of 5,615,000 during the period July 1, 2010 through June 30, 2011.

Proposals were received from three (3) vendors with the breakdown on the attached.

It is recommended that the low total annual cost proposal submitted by Great Lakes Office Solutions in the estimated amount only of \$29,744.20 be accepted.

Great Lakes Office Solutions has provided this service for the past eleven (11) years and has met or exceeded all criteria expectations.

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, 2011 through June 30, 2015 with annual renewals by mutual agreement. Annual price increases will be in accordance with the Consumer Price Index for the north central region and will be set from this basis

INDEPENDENT SCHOOL DISTRICT NO. 709

RFP-276

CANON COPIER SERVICE CONTRACT – DISTRICT WIDE

PROPOSAL RE-CAP

<u>VENDOR:</u>	<u>PRICE QUOTE:</u>
Ikon Office Solutions Duluth, MN	\$46,286.34**
Great Lakes Office Solutions Superior, WI	\$29,744.20
Shel/Don Reproduction Centre Duluth, MN	\$56,551.25

** RFP did not meet specifications