

**RIVER ROAD INDEPENDENT SCHOOL DISTRICT  
BOARD OF EDUCATION  
AMARILLO, TEXAS**

**Subject:** Copy Machine Contract Award      **Date:** Monday, January 13, 2014

**Presented By:** Mike Hodgson      **Related Page(s):** This page +2  
Business Manager

**ACTION**

**BACKGROUND INFORMATION:**

At your November meeting, the Board gave the administration permission to advertise and distribute a "Request for Proposal" related to copy machines for the district.

The RFP asked for proposals for a five year lease for all new machines, for a shorter lease with a mix of new and remanufactured machines, and for the purchase of new machines with a service contract included.

Three proposals were received by the 2:00 deadline on December 12 and a fourth proposal was received after the deadline. The proposals were reviewed and it was determined that the five year lease (the district currently has a five year lease that expires in February) with all new machines was the best option.

Negotiations were conducted with the two lowest price companies, slightly altering the mix of the speed of the copiers being considered and changing the price slightly.

The legal sized attached spreadsheet details the costs of the proposals while the second spreadsheet looks at the criteria that we based our decision on as stipulated in the RFP. You can see that we are not recommending the lowest priced bidder. We are doing this for two primary reasons. First, we believe that the faster machines proposed by Tascosa Office Machines for our high volume applications are worth the additional cost. Secondly, we have been happy with the service provided by Tascosa over the last five years, as evidenced when we had problems at the Middle School because the volume was too much for the original machine; they replaced the machine at no additional cost to eliminate the problem.

You will also see that the total annual cost of the recommended proposal is **LESS** than our current cost.

**BOARD ACTION REQUESTED:**

We request that the Board award a five year lease to Tascosa Office Machines for fourteen (14) new copiers.