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Elizabeth Janowiak
Director of Technology
Geneva School District

To: Donna Oberg
From: Elizabeth Janowiak
Date: April 22, 2015
Re: Copier Contract

Please submit this information for the consent agenda to the BOE for the April 27, 2015 meeting.

Geneva CUSD 304's current copier contract with Gordon Flesch Company ends on May 17th, 2015. In preparation for the end of this contract, a district team developed and distributed a Request for Proposal (RFP) that was responded to by six different vendors. After reviewing and scoring the proposals, the district team invited three of the top finalists to present a detailed explanation of their proposal and respond to a list of specific questions. The finalists also detailed the costs associated with their proposal.

At the completion of this lengthy review process, the district team recommends that the BOE accept the five year proposal presented by Gordon Flesch Company for the following reasons:

- GFC's proposal offered the best price for a five year contract
- GFC will allow for a refresh of the copier equipment after year three of our contract
- The cost per copy for both b/w and color prints was the lowest of all proposals (b/w @ \$0.0032 per image, color @ \$0.04 per image)
- GFC will include, at a reduced cost, a copier / printer management system to monitor usage, configure devices, and track billing
- GFC offers unlimited training and quality customer service
- GFC also proposed a maintenance service for the district printers which we will be evaluating further for possible future consideration.

The total cost for the five year GFC copier agreement is \$1,207,914.

This expected total cost is based on an estimated print output equal to the district's copier output for the past 12 months. Actual costs would vary depending on the actual copier output for the next five years. This cost also is based on a fleet of 68 copiers, which is equal to the number of copiers we have in the district at this time. The total cost for the new contract would vary if the number of copiers is adjusted.

For reference, the total cost (using similar print output numbers) proposed from the next lowest vendor participating in the RFP process was \$1,403,619 for a five year contract.

As an additional reference point, the district has spent over \$2,034,695 for copier costs for the last 5 years. Our current contract cost is \$0.005 per b/w image and \$0.055 per color image.