



To: Coppell ISD Board of Trustees
From: Stephen McGilvray
Date: February 11, 2022

cc: Dr. Brad Hunt, Dr. Denis Womack, Diana Sircar, Carol Snowden

Re: District-wide multifunction copier lease and service agreement

In June, the district's existing lease agreement for multifunction copiers with Ricoh USA expires. Therefore, the district issued an RFP on December 5, 2021, to select a company to provide multifunction copy services at the end of the existing lease agreement. The district received a total of eight responses. An evaluation committee comprised of representatives from the Technology department evaluated those responses to establish the best value. The committee is recommending the following suppliers, in ranked order.

1. Canon Solutions America, Inc.
2. Sharp Business Systems
3. Toshiba Business Solutions

District administration will attempt to negotiate a successful contract with the first ranked vendor, and if unsuccessful, we will move to the next ranked vendor.

Our current annual cost for copier service is approximately \$266,000. Our projected cost includes the addition of machines for the fine arts program. Neither the current annual cost nor the projected future cost includes color copies. Those charges are billed separately based on usage.

RECOMMENDATION:

That the Coppell ISD Board of Trustees approve the administration to negotiate and enter into a four-year lease agreement with the recommended supplier, in an amount not to exceed \$200,000 annually.