



To: Dr. Mike Riggle
Board of Education

From: Dr. R.J. Gravel
Mr. Ryan Manly
Dr. Kimberly Ptak

Date: Tuesday, May 8, 2018

Re: Multifunction Printer Bid for FY2018-19

Background

At the May 13, 2013 board meeting, the Board approved the purchase of 71 walk-up MFPs to be placed in department office spaces and 4 High Speed Production Xerox devices to be placed in the centralized print shops. The purchase was financed through a 5 year, \$1 buy-out lease which ends June 30, 2018; at which time the District will own the devices. Prior to this purchase, an equipment consolidation study was conducted to right-size the fleet resulting in an overall fleet reduction of 15%.

Since 2008, the overall annual print and copy volume, district-wide, has consistently measured around 20 million impressions (an impression can be a copy, print, scan or fax image). Glenbrook North and South each offer a central copy center to support school programs and operations, where jobs can be submitted electronically or in-person to be printed/copied. Additionally, each department, depending on size, has one or two MFPs to support walk-up needs from staff and students. On average, 55-60% of the print volume is processed in the print shops, with the remaining volume spread among the departments. Approximately 99% of impressions are monochrome, and only 1% color.

The current fleet of MFPs have performed well over the last five years, but have started to demonstrate significant deficiencies in their performance. Continuation with these machines through refurbishment would not be cost effective, given technological developments and overall design changes since we last purchased machines. It should be noted that 5 years is an industry standard for the replacement timeline of these types of machines. As a result, a Request for Proposal (RFP) process was initiated for the following items:

- Purchase of approximately 72 walk-up multifunction printers (MFPs) that offer copy, print, fax, and scanning services;
- Purchase of 4 high-speed production MFPs for the two centralized print shops;
- Approval of a supply and maintenance contract(s) for the purchased equipment;
- Trade-in proposal for existing equipment.

Request for Proposal Process

A Request for Proposal (RFP) process was conducted and RFPs were sent to 16 companies representing Canon, Xerox, Kyocera, Konica Minolta, Lexmark, Toshiba, Samsung, Ricoh and HP devices. The RFP was broken out into four packages, and bid specifications emphasized that multiple vendors could be awarded the contract should it be in the best interest of the district:

- Package 1: Multifunctional Devices for Office and Department Areas
- Package 2: Multifunctional Devices for Central Print Centers
- Package 3: Supply and Maintenance Contract for Package 1 and Package 2
- Package 4: Trade in Price for Existing Equipment Purchased in July 2013

On Wednesday, April 18, 2018, a mandatory pre-RFP meeting was held to give vendors the opportunity to review the specifications, view a map of current device locations and participate in a Q&A session. The specifications required the recommended device be compatible with the District's existing PaperCut print management technology. PaperCut provides staff the ability to submit print jobs to a global print queue, and securely retrieve their print job from any MFP in the district by logging into the device with a barcoded staff identification card. PaperCut also provides the ability to account for MFP usage by user, department, and school, to identify trends and addressing internal billing needs.

Proposals were due on Monday, May 7, 2018 and eight (8) proposals were received. Proposals were grouped together by manufacturer, followed by the model of devices recommended. The following manufacturers were represented in the proposals:

- Canon
- HP
- Konica Minolta
- Lexmark
- Sharp
- Toshiba
- Xerox

Proposals are currently being reviewed and will be shared at the May 21, 2018 Board of Education meeting.

Purchasing Terms

The RFP specification requested pricing for a direct purchase of the equipment; as opposed to pricing for a fair market value or \$1 buy-out lease. Once the purchase is awarded, the District will have the option to conduct another RFP process directly with leasing companies to solicit pricing should the district wish to finance the equipment. However, given \$525,788 of technology related leases are ending June 30, 2018 and not being renewed for FY2018-19, it is anticipated a direct purchase of the equipment will be recommended.

Leases Expiring	Lease Payment
Multifunctional Equipment	\$100,000
Aruba Hardware	\$76,402
Network Security Equipment	\$35,315
Student Chromebook	\$314,071
	\$525,788