

## EXECUTIVE SUMMARY

### 55-048E - Multifunction Copiers, Service & Supplies

#### BACKGROUND

The current Invitation to Bid (ITB) 27-100B - Digital and Multifunctional Copying Machines was awarded on March 19, 2007. ITB 15-048E - Multifunctional Devices, Cost-Per-Copy, was advertised to replace 27-100B. On July 3, 2014, the Procurement & Warehousing Services Department received two (2) Notices of Intent to Protest the Recommendation for Award. The bid protest for 15-048E is proceeding, in accordance with School Board Policy 3320 Part VIII, and Florida Statute Chapter 120.

The District's current copier inventory is as follows:

Type of Copier	Total Number of Copiers	Current Vendor	Item Being Protested
Low to Mid-Range Copiers	1100	Toshiba Business Solution USA, Inc.	Yes
High Production Copiers	221	Ricoh USA, Inc.	No
High Production Color Copiers	2	Toshiba Business Solution	Yes

The most problematic copiers are the high-production copiers. The current inventory of high-production copiers has been a tremendous hardship on many of our schools and departments. Within the month of September, there were more than 302 service calls.

A reliable and functioning copier is vital in supporting the learning environment of our students.

#### RECOMMENDATION

It is recommended that the School Board utilize the State of Florida's contract for Multifunction Copier, Service & Supplies, and to award Konica Minolta Business Solutions USA, Inc. (Konica Minolta) for the high-production copiers. The equipment offered by Konica Minolta, on the State of Florida contract, meets the equipment specification required by the District. The contract term is for 38 months, which include 60 days for the removal and installation of copiers within the District. The 60-day implementation period would allow for uniform start and end date of the copiers placed in service.

**Executive Summary**  
**55-048E - Multifunction Copiers, Service & Supplies**  
**Page 2**

The State of Florida’s contract was selected because Konica Minolta would be the successful bidder for this option, as 15-048E is currently under protest.

**FINANCIAL JUSTIFICATION**

Pricing on the State of Florida’s contract is more cost-effective than the bid response on 15-048E. The State of Florida’s contract will provide an annual savings of \$132,482 as compared to the proposed pricing of 15-048E.

	<b>Monthly Estimated Payment</b>	<b>Annual Estimated Payment</b>	<b>Total Cost 3 Year Term</b>
Proposal for ITB 15-048E	\$136,745	\$1,640,942	\$4,922,826
State of Florida Contract	\$125,705	\$1,508,460	\$4,525,380
<b>Savings</b>	<b>\$11,040</b>	<b>\$132,482</b>	<b>\$397,446</b>

Konica Minolta’s proposal is based on a total of 221 copiers, as specified in 15-048E. An additional 25 copiers are anticipated to be added to the inventory. The additional copiers are based on the current over-utilization of the low- to mid-range copiers; as well as the desire of a technical college to eliminate the use of higher cost devices (individual desk printers), and changeover to a lower cost network copier.

**Cost Breakdown**

<b>State of Florida Contract</b>	<b>Annual Estimated Payment</b>	<b>Total Cost 3-Year Term</b>
Yearly Fee – 221 machines	\$1,508,460	\$4,525,380
Additional – 25 machines	\$170,640	\$511,920
<b>Total</b>	<b>\$1,679,100</b>	<b>\$5,037,300</b>

The remaining \$62,700 from the award amount will be utilized for any additional copiers or services needed for the duration of the contract term, if needed, for a total request of \$5,100,000.