

# CAMBRIDGE PUBLIC SCHOOLS

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159 THORNDIKE STREET CAMBRIDGE, MASSACHUSETTS 02141



September 3, 2019

TO THE HONORABLE MEMBERS OF THE SCHOOL COMMITTEE:

**CONTRACT AWARD:** Multi-Function Printer Leases, Maintenance & Supplies

**RECOMMENDATION:** That the School Committee award a contract to the following vendor for Multi-Function Printer leases, maintenance and supplies; funds to be provided from the General Fund. Procurement procedures for this contract have complied with Chapter 30B of the laws of the Commonwealth of Massachusetts.

<u>Contractor</u>	<u>Period of Contract</u>	<u>Amount</u>
Ricoh USA, Inc. 70 Valley Stream Parkway Malvern, PA 19365	7/1/19 – 6/30/20	\$325,000.00

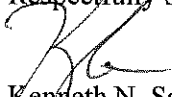
**DESCRIPTION:** This contract is for Multi-Function Printer leases, maintenance and supplies through the district.

**SUPPORTING DATA:** RULES OF THE SCHOOL COMMITTEE: Chapter III, Section 12...”motions calling for the appropriation or expenditure of money shall require the affirmative vote of four members.”

**BUDGET REFERENCES:**

ACCOUNT:	55103	Instructional Materials
FUND:	15000	General Fund
ORG:	8XXXXX	Various Schools & Departments
PROJ:		

Respectfully Submitted,

  
Kenneth N. Salim, Ed.D.  
Superintendent of Schools

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SUPPLEMENTAL INFORMATION: Ricoh USA, Inc.

District Wide Contract: Maintenance, Supplies & Leases of Multi-Function Printer (MFP) Machines

Total Amount of Contract: \$325,000.00

The district leases multi-function printers (MFP) for all schools and departments. MFPs provide printing, copying and scanning functionality. Most schools have two or three MFPs, which serve as the primary printer, copier and scanning machines for the entire school. Each machine is leased on a three-year term, and the annual cost ranges between \$2,500 and \$4,200, depending on features, including whether the machine offers color printing. Supplies (e.g. toner) and maintenance are additional costs.

In the past, the leases were considered individually and did not require a contract. However, the City's Purchasing Director has determined that going forward, CPS must execute a contract for the full estimated annual cost of MFP leases plus the cost of supplies and maintenance. The FY 20 contract amount is based on the volume of products/services purchased in the prior fiscal year. Ricoh USA, Inc. is a state contract vendor. Based on last year's expenditures (see table below), we seek to execute a blanket contract for the district for FY20 valued at \$325,000.00

FY19 Ricoh USA, Inc. Expenditures

<u>Lease Agreements</u>	
Elementary Schools	\$ 101,568.18
Administration & Business Offices	\$ 45,611.65
CRLS (including Copy Center, Library, Career Center, HSEP, RSTA, Teachers' Resource Center)	\$ 45,448.70
Upper Schools	\$ 35,260.89
Curriculum Offices	\$ 22,433.92
Other (Maintenance & MFP Supplies)	\$ 50,660.55
<b>TOTAL</b>	<b>\$ 300,983.89</b>