



135 Berkshire Street, Cambridge, Massachusetts 02141

June 4, 2024

TO THE HONORABLE MEMBERS OF THE SCHOOL COMMITTEE:

CONTRACT: Multi-function Printer Leases, Maintenance & Supplies (FY25)

RECOMMENDATION:

That the School Committee approve a contract with the following vendor, funds to be provided in accordance with the budget reference listed below. Procurement procedures for this purchase 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 Pkwy Malvern, PA 19365	7/01/24 – 6/30/25	\$360,000.00

DESCRIPTION: This contract is for multi-function printer leases, maintenance and supplies for all schools and departments. The contract amount is based on school and department expenditures in FY 24.

ADDITIONAL INFORMATION:

See the attached supplemental information for additional details.

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

BUDGET REFERENCE:

Fund		Account		Dept.	
15000	General Fund	52701	Copier Leases & Services	Various	Various Schools & Departments

Respectfully Submitted,

*Victoria L. Greer, PhD*  
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 Superintendent of Schools

## SUPPLEMENTAL INFORMATION: Ricoh USA, Inc.

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

**Total Amount of Contract:** \$360,000.00

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 \$3,200 and \$4,200, depending on features, including whether the machine offers color printing. Supplies (e.g. toner) and maintenance are additional costs.

CPS must execute a contract for the full estimated annual cost of MFP leases plus the cost of supplies and maintenance. The FY25 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 FY25 valued at \$360,000.00

### FY24 Ricoh USA, Inc. Expenditures

<u>Lease Agreements</u>	
Elementary Schools	\$ 126,589.76
Administration & Business Offices	\$ 48,104.98
CRLS (including Copy Center, Library, Career Center, HSEP, RSTA, Teachers' Resource Center)	\$ 78,728.04
Upper Schools	\$ 28,987.42
Other (Maintenance & MFP Supplies)	\$ 68,325.16
<b>TOTAL</b>	<b>\$ 350,735.36</b>