



135 Berkshire Street, Cambridge, Massachusetts 02141

April 7, 2026

TO THE HONORABLE MEMBERS OF THE SCHOOL COMMITTEE:

CONTRACT: Multi-function Printer Leases, Maintenance, & Supplies (FY27 Contract)

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. 214 Main St. Stoneham, MA 02180	7/1/26 – 6/30/27	\$475,000.00

DESCRIPTION: This contract is for multi-function printer leases, maintenance, and supplies for all schools and departments.

ADDITIONAL INFORMATION:
See the attached supplemental information for additional details.

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

BUDGET REFERENCE:

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

Respectfully Submitted,

David Murphy
Superintendent of Schools

SUPPLEMENTAL INFORMATION: Ricoh USA, Inc.

Purpose: District Wide Contract for maintenance, supplies, and leases of the Multi-Function Printer (MFP) Machines.

Total Amount of Contract: \$475,000.00

Description/Scope of Services:

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 \$4,800 depending on the features. This includes 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 FY27 contract amount is based on the volume of products/services purchased in the prior fiscal year. Based on last year's expenditures (see table below), we seek to execute a blanket contract for the district for FY27 valued at \$475,000.00.

FY26 Ricoh USA, Inc. Expenditures Lease Agreements, Maintenance & Supplies

Elementary Schools	\$	166,974.89
Administration & Business Offices	\$	67,561.00
CRLS (including Copy Center, Library, Career Center, HSEP, RSTA, Teachers' Resource Center)	\$	99,693.77
Upper Schools	\$	43,886.48
Other (Maintenance & MFP Supplies)	\$	80,068.32
TOTAL	\$	458,184.46