

MEMORANDUM

F.2 Approve Printer Purchases and Services

Mr. Sederlund

RECOMMENDED MOTION: “That the Chippewa Valley Schools Board of Education approve American Office Solutions for the purchase of approximately 319 new printers for \$231,535.36, and a three-year cost per print managed service contract based on actual pages printed, with an approximate annual cost of \$50,970 with the option of three annual contract extensions.”

RATIONALE: Aggressive pricing was obtained through the public bidding process RFP 11.2122B.

The proposals were reviewed by the Purchasing and Technology Offices and approved by the Technology Sub-Committee on December 6, 2021. Funding for the printer purchase will come from the 2018 Building and Site Fund, and the annual managed service contract will be funded through the General Fund.

PRINTERS AND MANAGED PRINTER SERVICES RFP 11.2122B

BID EVALUATION SHEET

BIDDER	SEHI		Toshiba		Applied Imaging		Canon		Marco		AOS		Eiffle		
	1-5	2	1-5	2	1-4	2	1-5	2	1-5	2	1-5	2	1-5	2	
ADVERTISERS AFFIDAVITS															
NO PRINTER CONSOLIDATION															
LOW VOL BW PRINTER	HP M208dw Tray 1-500	135.66	HP 404dn Tray 1-250	257.27	HP E504dn Tray 1-550	648.55	HP Managed E400dn and HP M1342	699.00	HP Managed E400dn and HP M1342	285.98	HP Managed E400dn and HP M1342	494.25	HP Managed E400dn and HP M1342	699.00	
LOW VOL BW PRINTER	HP M404dn Tray 1-500	241.02	no bid	no bid	HP E400dn Tray 1-250	397.08	HP Managed E400dn and HP M1342	511.00	HP Managed E400dn and HP M1342	391.01	HP Managed E400dn and HP M1342	390.00	HP Managed E400dn and HP M1342	725.00	
LOW VOL COLOR PRINTER	HP M454dn Tray 1-500	306.84	HP M454dn Tray 1-550	829.73	HP E504dn Tray 1-550	915.58	HP Managed E400dn and HP M1342	620.00	HP Managed E400dn and HP M1342	436.27	HP Managed E400dn and HP M1342	748.88	HP Managed E400dn and HP M1342	725.00	
LOW VOL COLOR PRINTER	HP M255dw Tray 1-500	262.65	no bid	no bid	HP E504dn Tray 1-550		no bid	no bid	no bid	386.53	HP Managed E400dn and HP M1342	510.00	HP Managed E400dn and HP M1342	no bid	
on Color PRINTER	no bid		HP E504dn Tray 1-550	0.0083	HP E504dn Tray 1-550		same cost as BW printer	same cost as BW printer	same cost as BW printer	same cost as BW printer	same cost as BW printer	same cost as BW printer	same cost as BW printer	same cost as BW printer	
TOTAL COST	385,323.78		388,884.51		920,980.26		979,780.00		409,437.49		707,142.36		884,909.00		
ANNUAL IMPRES COST	no bid		572,183.49		542,674.69		559,222.41		488,340.51		554,370.00		555,903.34		
ANNUAL IMPRES COST	340,131.75		no bid		540,028.80		724,100.00		488,340.51		554,370.00		555,903.34		
AVERAGE 5:1 PRINTER CONSOLIDATION															
BW PRINTER	HP M404dn Tray 1-500	241.02	HP Managed E504dn Tray 1-550	780.34	HP Managed E504dn Tray 1-550	832.46	HP Managed E504dn and HP M1342	1,004.00	HP Managed E504dn and HP M1342	696.96	HP Managed E504dn and HP M1342	677.25	HP Managed E504dn and HP M1342	858.00	
BW PRINTER	HP M406dn Tray 1-500	381.18	no bid	no bid	HP E400dn Tray 1-250	588.99	HP E400dn and HP M1342	816.00	HP E400dn and HP M1342	686.44	HP E400dn and HP M1342	580.00	HP E400dn and HP M1342	no bid	
COLOR PRINTER	HP M454dn Tray 1-500	306.94	HP Managed E504dn Tray 1-550	1,095.17	HP Managed E504dn and HP M1342	1,194.50	HP Managed E504dn and HP M1342	925.00	HP Managed E504dn and HP M1342	930.72	HP Managed E504dn and HP M1342	1,006.88	HP Managed E504dn and HP M1342	928.00	
COLOR PRINTER	HP M555dn Tray 1-500	599.75	no bid	no bid	HP E504dn Tray 1-550	1,194.90	no bid	no bid	no bid	1,005.13	HP E504dn and HP M1342	669.00	HP E504dn and HP M1342	no bid	
BW ON COLOR PRINTER	no bid		HP E504dn Tray 1-550	0.0083	HP E504dn Tray 1-550		same cost as BW printer	same cost as BW printer	same cost as BW printer	same cost as BW printer	same cost as BW printer	same cost as BW printer	same cost as BW printer	same cost as BW printer	
TOTAL COST	79,983.62		269,651.47		371,252.62		413,858.00		233,316.95		231,535.36		730,016.00		
ANNUAL IMPRES COST	no bid		551,406.24		542,674.63		559,222.41		557,107.89		550,999.98		559,903.34		
PRINTER	131,869.21		no bid		290,668.58		362,722.00		233,858.79		188,921.00		no bid		
ANNUAL IMPRES COST	no bid		no bid		589,902.92		584,951.79		557,107.89		587,732.24		no bid		
NOTES:	1. CPP rate firm for 6 yrs				1. CPP rate firm for 5 yrs				1. CPP rate firm for 6 yrs				1. Recommend 800 lvs printers Consolidation Bid 2. CPP rate increase 4th year		

**CHIPPEWA VALLEY SCHOOLS
INTER-OFFICE MEMORANDUM**

To: Scott Sederlund Assistant Superintendent for Business and Operations

From: Laura Harrington Purchasing and Risk Management Supervisor
Sarah Monnier-White Director of Technology

Date: Friday, December 3, 2021

Re: **Recommendation for Award of Bid Package Number 11.2122B
(Printer Purchases and Managed Printer Services)**

Please review this recommendation for award of Public Bid Package No. 11.2122B for a turn-key printer purchase, service, parts, and supply contract. The award of this RFP will provide contracted per-unit costs for printer equipment replacements needed since our printers were purchased over 15 years ago and are becoming unserviceable. The district currently has 1,370 mono printers and 65 color printers. This RFP does not include replacing 20 of those printers purchased in the past year, nor larger multi-functional copiers being serviced by Ricoh.

The RFP was structured with flexibility for the district to award either a 1:1 printer replacement or consolidated 5:1 printer replacement. Each bidder could recommend up to 8 different printer models, while allowing the 5:1 consolidated printer option to include an additional paper tray and a print engine that provides a higher monthly duty cycle. An average 5:1 printer replacement would reduce the purchase quantities to 274 mono printers and 65 color printers.

The award of this RFP will also provide cost-per-print (CPP) pricing for a Managed Printer Services (MPS) contract. The MPS contract includes firm CPP pricing for onsite printer repair, service, and JIT delivery of consumable cartridges for three years, with an option to renew the agreement with three annual contract extensions. The RFP also required that the awarded bidder be responsible for MPS services (at the same reduced CPP bid pricing) on our obsolete printer fleet until the new printers are delivered and installed. Note that the annual CPP cost is dependent on the quantity of pages printed. The district printed 3,972,538 pages on mono printers, 92,177 black/white pages on color printers, and 331,053 color pages on color printers for a total cost of \$58,386 during the calendar year 2019 with Canon Business Solutions. Print usage from 2020 was not utilized due to the remote learning environment affecting print volume. We predict similar 2019 print volume despite recommending a reduction in the quantity of printers in 2022.

Public bidding requirements were followed according to applicable State of Michigan laws and Board of Education policies. Aggressive bid solicitation included directly notifying 24 companies of this project and posting the bid to the state's SIGMA website. Seven (7) proposals were opened October 29, 2021 and were based upon bidding documents prepared by the Purchasing Department.

The attached Bid Evaluation Sheet shows that we are recommending award of a 5:1 consolidated solution to the lowest qualified bidder, American Office Solutions (AOS) for the purchase of approximately 272 mono and 47 color Lexmark printers for a total cost of \$231,535.36. The 5:1 consolidation plan is an average across the entire district. The physical layout of each building will determine the exact quantity of printers purchased per location. A detailed walkthrough of all buildings will be conducted, and consequently, unique needs may increase the printer quantity purchased. The cost, however, will remain below our 2018 bond budget of \$400,000 for this purchase. The MPS service contract with AOS would cost the general fund approximately \$50,940 on an annual basis, which is 12.8% less expensive than our current Canon MPS contract. AOS also agreed to keep their CPP pricing firm for a total of six years, three years longer than required.

AOS received the highest score in the evaluation team's review, which included important technical factors along with customer reference evaluations. AOS provided realistic printer lead time estimates and will work evenings and weekends, if needed, to install the new printers in spring/early summer 2022. The evaluation committee unanimously agree that AOS has the expertise to deliver superior customer service support while providing reliable and affordable equipment and service for a district-wide turn-key printer solution.