

BOARD OF EDUCATION OF HARFORD COUNTY

INFORMATIONAL REPORT

DECISION ON CONTRACT FOR COPIERS

June 13, 2016

Background Information:

The Purchasing Department is requesting a decision by the Board of Education on a sixty (60) month lease for copiers to Toshiba America Business Solutions, Inc. The contract award is for the supply, delivery, training and servicing of copiers for the entire lease term. The current lease of two hundred and nine (209) copiers expires on August 05, 2016.

Discussion:

A decision was made to compete existing contracts. The Purchasing Department entertained offers from three (3) vendors representing three (3) different product lines. Vendors were instructed to provide a contract vehicle for HCPS to “piggyback”, pricing, and additional specified criteria such as value added services, models offered, specifications of components, availability of components and past performance.

A cross-functional committee representing the three school levels, central office and the Technology department was formed to gather input from principals and office staff to determine and prioritize the needs for the schools. Each copier model was tested at three separate locations, two schools and central office. While the models were being tested, Purchasing analyzed and evaluated the cost proposals. Once the testing period was complete a survey was conducted to evaluate each machine and prospective vendor. The Committee and Purchasing evaluated each models survey and cost proposal results cumulatively. The Toshiba model received the majority vote, best score and had the best cost proposal. A best and final offer was requested from Action Business System (ABS) a third party service provider / independent reseller for Toshiba. ABS submitted a best and final offer on behalf of Toshiba. Purchasing was in the process of preparing the final contract details and Board Letter when they were advised ABS was bought out by another copier company, Konica Minolta. Konica Minolta was then granted the opportunity to provide demonstration models to be considered.

Purchasing notified the committee and original testing locations of the newest events that transpired and made arrangements for the Konica model to be tested. The new model was tested by the original testing locations and a survey was conducted. Again the Toshiba model received the majority vote and best score. Concurrent to the testing of the fourth model, Toshiba contacted us directly and submitted their best and final offer. The best and final offer resulted in a savings to the district of approximately 10% each year, with the annual cost going from \$380,479.92 currently to the proposed amount of \$345,280.08.

The contracting vehicle for this contract is State of Maryland ITB 001IT818846 for Document Imaging Equipment. The estimated annual cost is \$345,280.08.

Superintendent's Recommendation:

The Superintendent of Schools recommends that the Board of Education accept the recommendation made by the Purchasing Department as a result of the offers received and award a sixty (60) month lease contract to Toshiba America Business Solutions, Inc. in the amount of \$1,726,400.40.