

**BOARD OF EDUCATION OF HARFORD COUNTY**

**INFORMATIONAL REPORT**

**DECISION ON CONTRACT AWARD FOR DUPLICATOR MAINTENANCE AND  
SUPPLIES**

**JUNE 7, 2021**

Background Information:

The Purchasing Department, on behalf of the Technology Department, is requesting a decision to approve the use of a Professional Services Agreement with Duplicator Sales Company, Inc. located at 154 Lakefront Drive, Hunt Valley, Maryland 21030.

The total annual expenditure is expected to be more than \$100,000. The contract will be utilized on an as-needed basis.

Discussion:

Duplicator Sales Company, Inc. is the dealer designated for the Harford County area for Standard Business Systems' equipment. This manufacturer's equipment is the established standard for HCPS with devices located in almost every school in the district. HCPS entered into a Professional Services Agreement to cover the maintenance and supplies for these machines. Based upon our spend analysis, the combination of supplies and maintenance will exceed \$100,000 by the end of the contract term.

The contracting vehicle for this is a Professional Services Agreement between HCPS and Duplicator Sales Company, Inc. dated July 1, 2019. This agreement will expire on June 30, 2021.

The funding source for these services is from the Technology and School Operating Accounts.

Superintendent's Recommendation:

The Superintendent of Schools recommends that the Board of Education approve the Professional Services Agreement between HCPS and Duplicator Sales Company, Inc., dated July 1, 2019.