

BOARD OF EDUCATION OF HARFORD COUNTY

INFORMATIONAL REPORT

DECISION ON CONTRACT AMENDMENT FOR COPIERS

AUGUST 22, 2022

Background Information:

The Procurement Department is recommending the approval of a contract amendment with Canon Solutions America, Inc. located at 6011 University Boulevard, Suite 460, Ellicott City, MD 21043, for an additional amount of \$280,787.04 to the original approved estimated amount of \$1,746,346.80 to add six (6) new copiers and adjust the allowable district overages from 9.3 million copies per quarter to 13.5 million copies per quarter.

As Procurement continues to evaluate the district's copier fleet, an additional \$20,000 may be needed to make recommended adjustments.

Discussion:

On July 12, 2021, the Board approved the contract award to lease approximately two hundred fifty (250) copiers for a sixty (60) month lease term for a total amount of \$1,746,346.80. The fleet of copiers were installed November 2021. Since installation, copy counts were collected throughout the district resulting in an underestimated number of included allotted overages from the original contract at 9.3 million copies per quarter. Results show the district has the need to add copiers at some locations and increase the allotted overages to 13.5 million copies per quarter for the entire district to help mitigate overage costs. Overall, this will increase the per copier cost approximately \$14.86 per month to cover the additional overage allotment. If the district's overage demands drop, HCPS has the option to alter the contract to a lower overage allotment, which will then lower the total cost. The cost for the added copiers and increase in the overage allotment for the district is an additional \$70,196.76 annually. Additional copiers will have a coterminous lease period to coincide with the original sixty (60) month lease term.

The contracting vehicle for this contract is NASPO Contract #RFP-NP-18-001 for Copiers and Managed Print Services.

The funding source for this lease is each School and Department's Operating Funds, corresponding to each fiscal year.

Superintendent's Recommendation:

The Superintendent of Schools recommends that the Board of Education approve the contract amendment with Canon Solutions America, Inc., for the additional amount of \$280,787.04.

The lease with Canon is valid through August 31, 2026.