

**MCSB APPROVED 10/20/09,**  
**AGENDA ITEM # 16.04b**

**Memorandum**

TO: Martin County School Board Members  
FROM: Jeff Carver, Director of Purchasing and Warehousing  
DATE: October 20, 2009  
SUBJECT: Request approval to **Renew Piggyback of Marion County School District RFP # 3029JD Digital Multifunctional Copier Equipment, and Provision of Supplies thru 9/30/2010**

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**OPENED:** 9/02/06

**PRESENTED TO BOARD  
FOR LAST APPROVAL:** 10/21/08

**ORIGINAL CONTRACT  
PERIOD:** 10/10/06 through 9/30/09 with annual renewals.

**BUDGET REFERENCE:** Reprographics budget #0100-6200-0360-9528-0001

**ESTIMATED  
EXPENDITURE:** Reprographics estimates they will spend \$312,000.00 annually on these services, based on historical data and contract pricing. Actual expenditures will vary depending on need. Staff will confirm availability of budgeted funds prior to issuance of purchase orders.

**SCOPE OF SERVICES:** Lease price includes equipment, maintenance and supplies other than paper and stitching and binding materials. Xerox will also provide 12-month reconciliation of monthly copy minimums.

**RECOMMENDATION:** Based on satisfactory performance during the past contract period, it is recommended to accept renewal of RFP# 3029JD by the Marion County School Board for the lease maintenance and supplies for imaging equipment currently in our Reprographics Department. This piggyback will be effective for the term of the lease unless funding is not provided in a Board approved budget.

attachments: School Board of Marion County renewal agenda item, Xerox acceptance letter of renewal for 09/10

c: Steve Weil, Ex. Director of Educational Technology