

**MCSB APPROVED 10/16/07**

**EX. # 12-C-1**

**Memorandum**

TO: Martin County School Board Members  
FROM: Ed Parker, Director of Purchasing and Warehousing  
DATE: October 16, 2007  
SUBJECT: Request approval to **Piggyback of Marion County School District RFP # 3029JD Digital Multifunctional Copier Equipment, and Provision of Supplies.**

---

**OPENED:** 9/02/06

**CONTRACT PERIOD:** 10/10/06 through 9/30/09

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

**ESTIMATED  
EXPENDITURE:**

Reprographics estimates they will spend \$110,000.00 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:**

The awarded vendor will replace two Xerox 2101 copiers with two 4110CP Multifunctional Copier Duplicators. The lease of the equipment will save the District \$1,500 annually and reduce downtime by providing a more efficient and faster copier to meet the District needs. 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, installation, set up and training on the new equipment and removal of the old equipment.

**RECOMMENDATION:**

Approve the piggyback of RFP# 3029JD by the Marion County School Board for the lease maintenance and supplies for the above imaging equipment as described on Xerox proposal. 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, FL RFP Evaluation, Recommendation/Award

c: Roger Osborne, Ex. Director of Operations Services