

BOARD OF EDUCATION OF HARFORD COUNTY

INFORMATIONAL REPORT

DECISION ON CONTRACT FOR COPIERS

JULY 12, 2021

Background Information:

The Purchasing Department is requesting approval to award a contract to Canon Solutions America, Inc., located at 6011 University Boulevard, Suite 460, Ellicott City, MD 21043 for a new sixty (60) month lease for copiers, for the estimated amount of \$1,746,346.80.

Discussion:

This contract is for supplying, delivering, training, servicing, and maintaining copiers for a sixty (60) month lease term. The current lease of approximately two hundred fifty (250) copiers will expire in August 2021. The Purchasing Department obtained competitive pricing from three (3) vendors representing three (3) different product lines. The NASPO (National Association of State Procurement Officials) contract was used to “piggyback” pricing, models offered, specifications of components, availability of components and performance.

Each vendor provided copiers for demonstrations at nine (9) locations, which included, seven (7) schools and two (2) central office locations. A survey was conducted to obtain feedback for each machine. Based upon the feedback, a best and final offer was requested from Canon Solutions America, Inc., which resulted in a net savings to the district of approximately 22% each year from \$447,496.20 to \$349,269.36 annually.

Pricing per Fiscal Year for Approximately Two Hundred Fifty (250) Copiers:	
FY 21-22	\$349,269.36
FY 22-23	\$349,269.36
FY 23-24	\$349,269.36
FY 24-25	\$349,269.36
FY 25-26	\$349,269.36

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 accept the recommendation made by the Purchasing Department and award the contract to Canon Solutions America, Inc., for the estimated amount of \$1,746,346.80.

The lease will cover the period of September 1, 2021 through August 31, 2026.