

BOARD OF EDUCATION OF HARFORD COUNTY

INFORMATIONAL REPORT

DECISION ON CONTRACT FOR PRINT SHOP COPIERS

NOVEMBER 8, 2021

Background Information:

On behalf of the Technology Department, the Procurement Department is requesting approval to award a contract to Xerox Corporation, located at 9065 Guilford Road, Columbia, MD 21046 for a new sixty (60) month lease for print shop copiers, for the estimated amount of \$1,090,618.80.

Discussion:

This contract is for supplying, delivering, training, servicing, and maintaining copiers in the Print Shop for a sixty (60) month lease term. The current lease will expire in December 2021. The Procurement Department obtained competitive pricing from four (4) vendors representing four (4) 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.

The Print Shop consists of eleven (11) different pieces of equipment to perform the needs of the district. Due to the influx of work during the summer months, the Print Shop copiers need to be installed during the school year so there are no disruptions to production.

Pricing per Calendar Year for the Print Shop Copiers:	
2022	\$218,123.76
2023	\$218,123.76
2024	\$218,123.76
2025	\$218,123.76
2026	\$218,123.76

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 the Technology Operating Budget, corresponding to each year.

Superintendent’s Recommendation:

The Superintendent of Schools recommends that the Board of Education accept the recommendation made by the Procurement Department and award the contract to Xerox Corporation, for the estimated amount of \$1,090,618.80.

The lease will cover the period of January 1, 2022 through December 31, 2026.