

PURCHASING AGENDA ITEM

Hernando County School District

School Board Approval Meeting:

April 11, 2023

Bid No. 21-015-09 PB

**Bid Title: Multi-Function Devices and
Related Services**

Recommend approval of this agenda item under the specific category below:

- | | | | |
|---|---|---|---|
| <input type="checkbox"/> Lowest Bid(s) | <input type="checkbox"/> Request for Proposal(s) | <input type="checkbox"/> Low Bid(s) Meeting Specification | <input type="checkbox"/> Rejection/Cancellation |
| <input type="checkbox"/> Revised Award | <input type="checkbox"/> Renewal of Contract | <input type="checkbox"/> Sole Source | <input type="checkbox"/> Re-Award (Partial/Whole) |
| <input type="checkbox"/> Bid Termination | <input checked="" type="checkbox"/> Revisions/Amendments to Bid | <input type="checkbox"/> Bid Extension | <input type="checkbox"/> Emergency |
| <input checked="" type="checkbox"/> Piggyback Cooperative | | | |

Bid Contract Period: 12/01/2020 through 11/30/2025

☐ N/A – One Time Purchase

Amended: 10/11/2022 through 11/30/2025

Amended: 04/11/2023 through 11/30/2025

Contract Type:

☐ Estimated
Dollar Amount

☐ Firm, Fixed
Dollar Amount

☒ Firm, Fixed
Unit Prices

☐ Firm, Fixed Unit Prices,
Hourly Rates, Fees and/or
Percentages

Renewal Options:

No. of Terms
Remaining

☐ Length of
Each Term (month)

☐ Length of
Each Term (year)

☒ None

Rationale/Reason: Piggyback of US Communities and National IPA, Contract No 4400003732, both wholly owned subsidiaries of OMNIA Partners, on behalf of the County of Fairfax, Virginia, RFP No. 2000000264 for Multi-Function Devices and Related Services, awarded to *Ricoh USA, Inc.* HCSB Bid #21-015-09 PB has been assigned for internal tracking purposes.

10/11/2022: Requested approval to amend the contract to allow the additional copier lease for remainder of contract for the Purchasing/Warehouse Department. Initial/Original contract board approved on 7/28/2020.

04/11/2023: Amended to remove one unit from Print Shop equipment inventory. Original contract approved on 7/28/2020.

**Bidders Electronically
Downloaded From Public
Purchase Website:** n/a

Bids Received:

No Bids:

Late Bids:

Rejected Bids:

**N/A – Bids Not
Required:** Piggyback

Submitted/Requested By:

Neil McDonald
Director of Purchasing & Warehousing

Site: Purchasing/Warehouse

Recommended award to Ricoh USA, Inc.

T/C CODE: 2124

Lease Breakdown

District-Wide Fleet	\$18,709.00
Print Shop Fleet	\$10,085.00 <i>less \$397.16 = \$9,687.84</i>
Food & Nutrition Fleet	\$1,008.00
Additional Copier (added 10/2022)	\$235.51

Total Lease Cost: \$29,640.35 per month

CPC (cost per copy)

District Fleet:	Black & White - \$.0034 Color - \$.040
Print Shop:	Black & White - \$.0032 Color - \$.040