

Recommendation
 Kevin and Marjorie both agree that the recommendation should be to both cost and customer service into consideration. With that being said we recommend to go with Canon.

SCHOOL ADMINISTRATIVE UNIT 33

SCHOOL BOARD POLICY
Policy:
Bid Requirement: \$ 9,999.99

BID SUMMARY SHEET

Bid Process: Advertisements

Request for Quote
 RFP Digital copier/printer replacement & Print Management Solution

Closed
 7/12/18 @ 2:00 PM

Public Notice
 Direct Mailings

Bid Proposals Received: 7

Budget Line Item	Budget Amount	Fiscal Year
12320033 / 500442 SAU Equipment Lease	\$7,316.00	2019
12410125 / 500442 ES Office Equip Leases	\$16,736.00	
12410225 / 500442 MS Office Equip Lease	\$16,602.00	
12410325 / 500442 HS Office Equip Lease	\$16,932.00	
Total Budget	\$57,586.00	

Name of Vendor / Contractor	Canon	Specialized Purchasing	Conway Office	Kyocera	Budget Document Tech	NEOS	Ryan
Required Bid Documents							
General Company Information	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Quotation Form	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Proposal Contract Person	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Bid Amounts	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Various - 16 units	Various - 14 units	Various - 15 units	Various - 14 units	Various - 14 units	Various - 14 units	Various - 14 units
Lease per month	\$2,320.00	\$2,115.30	\$3,163 or \$3,001	\$2,379.97	\$2,016 or \$1,787	\$1,857.44	\$4,224.00
Papercut Lease per month	\$435.00	\$215.97	Included in costs	No Price	\$406.00	\$389.10	\$420.00
Number of months	48	48	48	48	48	48	48
Maintenance/month	\$1,166.00	\$1,198.00	\$1,458.00	\$1,250.00	\$1,541.67	\$1,145.83	\$1,667.00
Copies included/year	5,000,000	5,000,000	5,000,000	5,000,000	5,000,000	5,000,000	5,000,000
Additional copies charge	\$0.0028BW/\$0.03Color	\$0.00345BW/\$0.03633Color	\$0.0035BW/\$0.036Color	\$0.0038BW/\$0.03Color	\$0.0037BW/\$0.039Color	\$0.00275BW/\$0.034Color	\$0.004BW/\$0.045Color
Total per month:	\$3,921.00	\$3,529.27	\$4,621 or \$4,459	\$3,629.97	\$3,964 or \$3,735	\$3,392.37	\$6,311.00
TOTAL per year:	\$47,052.00	\$42,351.24	\$55,452 or \$53,508	\$43,559.64	\$47,568 or \$44,820	\$40,708.44	\$75,732.00
Return old copier charge	Included	Included	Included	Included	Included	Included	Included

Currently the copiers are split between Canon & Conway. These prices also include toner, supplies & maintenance and software management for 50 printers throughout the district. Also, Canon is correct as 16 units, whereas the other companies are 14 - 15 which assuming the costs would be increased with additional copiers added on. They are also applying money to buyout the current leases that we have and removing all copiers at not cost.