



# District School Board of Pasco County

20430 Gator Lane • Land O' Lakes, Florida 34638 • 813/ 794-2221

Heather Fiorentino, Superintendent

[www.pasco.k12.fl.us](http://www.pasco.k12.fl.us)

Department of Purchasing  
Kendra Goodman, CPPB, Purchasing Agent  
813/ 794-2221 Fax: 813/ 794-2111  
727/ 774-2221 TDD: 813/ 794-2484  
352/ 524-2221 e-mail: [kgoodman@pasco.k12.fl.us](mailto:kgoodman@pasco.k12.fl.us)

June 16, 2009

## MEMORANDUM

TO: Honorable School Board Members

FROM: Kendra Goodman, CPPB, Purchasing Agent

RE: District-Wide Copier Contract  
Multifunctional Devices, Copying Equipment, Service & Supplies  
Piggyback Miami-Dade County Schools Bid # 128-FF11-**Ikon Office Solutions**

At this time the Information Services Department is requesting permission to “piggyback” Miami-Dade County Schools Bid # 128-FF11 for district-wide copier services with Ikon Office Solutions. We are currently under a nine-month piggyback with Ikon Office Solutions that was Board approved on September 16, 2008. This nine-month piggyback expires on June 30, 2009. While Miami-Dade County Schools is working on a one year- extension with Ikon Office Solutions, we are requesting permission to piggyback for a three-month period to synchronize our contract with Miami-Dade County Schools bid timeframe. Once Miami-Dade County Schools has approved the one-year extension, we will present that one-year renewal for Board approval.

In addition, the Information Services Department is requesting permission to accept IKON Office Solutions’ lease buyout offer (see attachment) for the District’s existing lease contracts with Ricoh Business Systems (RBS) totaling \$121,124.75 which were as a result of the previous bid the District was piggybacking (Hillsborough County School Board Bid 4091-HM). This buyout will afford us an opportunity to reconfigure and relocate the District’s copier fleet and push volumes to more cost effective, lower cost per copy machines. The goal of this buyout is to eliminate the higher cost per copy, lower volume machines which could result in approximately a 25% decrease in the average cost per copy rate of those particular machines. This contract renewal with subsequent buyout will lower the District’s overall cost-per-copy rate and equipment lease costs for the 2009-1010 year

Considering services have been satisfactory, Ikon Office Solutions was contacted to determine their willingness to enter into a three-month extension along with an attached letter from Ikon Office Solutions agreeing to buyout our existing lease contracts with RBS. They have indicated in writing that they are willing to do so. The services covered under this contract are exempt from the competitive pricing requirements as outlined in DOE's Section 6A-1.012(5). Under DOE's Rule 6A-1.012(5), the Board may make purchases to vendors awarded by other governmental agencies.

The estimated equipment needs and cost per copy and maintenance are as follows:  
Estimated July 1, 2009 through September 30, 2009 lease amounts: \$230,250  
Estimated July 1, 2009 through September copy volume with associated cost 17,055,000  
copies @ .0045 average cost per copy rate: \$76,750.

The estimated total three-month expenditure based on the quantities listed above and the anticipated number of copies and lease amount is \$307,000.

Therefore, it is my recommendation that this piggyback renewal be approved with the company referenced above. The piggyback will cover the period of July 1, 2009 through September 30, 2009. Should you have any questions regarding this matter, please feel free to contact me at your earliest convenience.

KDG/sn