



# District School Board of Pasco County

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Heather Fiorentino, Superintendent

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July 8, 2007

## MEMORANDUM

**TO:** Honorable School Board Members

**FROM:** Kendra Goodman, CPPB, Purchasing Agent

**SUBJECT:** Hillsborough County School Board Bid 4091-HM  
Cost Per Copy – Copiers, Ricoh Corporation  
Estimated Rental and Usage Costs 2008-2009

On July 10, 2007, official action was taken (attached) to award the above-referenced one-year piggyback extension to Ricoh Corporation utilizing the School Board of Hillsborough County Bid 4091-HM. The one-year extension set forth by the School District of Hillsborough County expired on June 30, 2008. The copiers brought in under this piggyback are in various stages of multi-year agreements. Nancy Alfonso, School Board Attorney, concurs that the District's original commitment must be honored until all the machines complete their various expiration dates per the original request for proposal document. As such, the copiers on the attached list reflect the remaining machines and dollars that need to be approved for the 2008-2009 fiscal year. Ricoh Corporation has agreed, in writing, to extend all pricing for any units currently still under active lease agreements per the terms and conditions of the School District of Hillsborough County Bid 4091-HM.

The attached memorandum from Mr. Bruce Baldwin, Director Information Services Department, is requesting approval of the attached list of machines and estimated copy quantities for the equipment still under contract. Although the total contract will vary depending on actual usage, the unit costs will remain firm throughout the contract period. Based upon the cost analysis by Information Services, it is estimated that total expenditures for the 2008-2009 fiscal year will be approximately \$165,000. This usage will cover July 1, 2008 through June 30, 2009.

Should you have any questions or concerns, please contact me at your earliest convenience.

KDG/sn

Attachments