

Special Meeting of the Board of Education
 July 31, 2018 5:00 PM
 IRVINE UNIFIED SCHOOL DISTRICT
 Administration Center
 5050 Barranca Parkway
 Irvine, CA 92604
 5:00 p.m. Special Meeting

Agenda Item: **7.b. Receive Proposals/Award Contract: Digital Copiers**

Rationale: Request for Proposals No. 17/18-04IT Digital Copiers was advertised per Public Contract Code Section 20118.2 on May 22 and 29, 2018. A proposal due date of June 15, 2018 was set; thirteen (13) providers submitted proposals in response to the call for proposals.

Proposals were reviewed and scored based on the following evaluation components: (1) Price - 40%, (2) Vendor Experience and Ability to Perform - 30%, and (3) Technology Requirements - 30%. Criteria were approved at the February 13, 2018 Board Meeting.

Number of Proposals	Score Range	Proposal Estimated Total Cost* (48-Month Term)	Proposed Estimated Total Cost* (60-Month Lease Term)
13	24.9 – 165.6	\$1,955,101.54 – \$3,093,903.92	\$2,225,582.51 - \$3,680,375.56

*Estimated Total Cost includes projected costs for equipment leases, equipment purchases and per-impression charges for maintenance and consumable supplies. Estimated Total Cost was calculated based on the Irvine Unified School District's (IUSD) current copier fleet (equipment and utilization) and projections of future needs. Actual contract cost may differ based on varying program and school site needs.

The following provider has been determined to have the highest scoring proposal based on a comprehensive evaluation that included the vendor's written proposal, site visits, evaluation of an on-site demo unit, reference calls, and is within the amount budgeted for this project. Staff has verified references and proposal contents.

Provider	Score	Proposal Total Cost* 48 month lease term	Proposal Total Cost* 60 month lease term
Toshiba America Business Solutions, Inc. DBA Toshiba Business Solutions (with U.S. Bancorp Government Leasing and Finance, Inc.)**	165.6	\$2,035,670.74	\$2,303,105.45

**U.S. Bancorp Government Leasing and Financing, Inc. will provide equipment financing and associated Municipal Lease contract per the terms and conditions of the State of California GS Smart program. Toshiba Business Solutions will provide ongoing maintenance of the equipment including replenishment of consumable supplies and servicing, repair, and replacement of the equipment.

The initial term of the contract shall be four (4) years, in accordance with provisions contained in Education Code Section 17596. IUSD shall have the option to extend the maintenance contract with Toshiba America Business Solutions, Inc. DBA Toshiba Business Solutions for one (1) additional year at the end of the lease term.

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Financial Impact: Approximately \$510,000.00 per fiscal year. Funding may be provided by various categories including, but not limited to: General Fund - Fund 01, Child Development Fund - Fund 12, Cafeteria Fund - Fund 13, Building Fund - Fund 21, Capital Facilities Fund - Fund 25, County School Facilities Fund - Fund 35, Special Reserve Fund for Capital Outlay Projects - Fund 40, and Community Facilities District - Multiple.

Recommended Motion: Authorize the Assistant Superintendent of Business Services to award the contract for RFP No. 17/18-04IT Digital Copiers to Toshiba America Business Solutions, Inc. DBA Toshiba Business Solutions with a lease contract through U.S. Bancorp Government Leasing and Finance, Inc.

Quick Summary / Abstract: Authorize the Assistant Superintendent of Business Services to award the contract for RFP No. 17/18-04IT Digital Copiers to Toshiba America Business Solutions, Inc. DBA Toshiba Business Solutions with a lease contract through U.S. Bancorp Government Leasing and Finance, Inc.