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TO: Board Members

FROM: Bobby A. Smith

VIA: Kenneth Bradshaw, Ed.D.
Superintendent of Schools

DATE: March 4, 2020

SUBJECT: Copier Management Service RFP #20-957

Proposals were received from six (6) different vendors. The six vendors were evaluated as indicated on the attached scoring matrix. The evaluation matrix was included in the RFP documents.

To determine the estimated cost, the current inventory of 274 copiers and copy volumes from fiscal year 2019 was used. Digital Office Equipment in Thomson scored the best in cost with a projected annual cost of \$253,435.97. Pollock Company finished second with a projected annual cost of \$309,031.11. Please see the 2020 Copier Costs for projected costs for all vendors. We will work with the schools, departments and vendor awarded to determine the number of copiers needed.

All vendors appear to provide adequate training therefore all vendors received all points available.

Pollock Company was the top scorer in service/maintenance availability. They have 30 service technicians that are based out of the Augusta location. Our current vendor, Ricoh finished second. Digital Office Equipment has 4 technicians based out of the Thomson location and 7 in Statesboro and was third place in service/maintenance availability.

Pollock Company and Ricoh both received all available points for reference responses based on the responses received and the size of the entities they currently service being similar in size to RCSS. Digital Office Equipment was the third place in references. All the reference responses were positive, but the school districts they currently serve are smaller school districts compared to RCSS, with considerably smaller copier fleets.

Pollock Company scored the best overall based on the scoring matrix. Administration recommends the contract be awarded to Pollock Company located in Augusta for copier management service. This will be a 3-year contract to begin July 1, 2020 and continue through June 30, 2023, with an option to renew for two one-year periods. This contract is subject to the terms and conditions in accordance with the laws of the State of Georgia 202-2-560 (b)(1) and contingent upon a formal Equipment Use and Service agreements reviewed and approved by the Board's legal counsel.

		Carolina Business Equipment 5123 Bush River Road Columbia, SC 29212	Digital Office Equipment 132 Main Street Thomson, GA 30824	POLLOCK COMPANY 1711 CENTRAL AVENUE AUGUSTA, GA 30904	Ricoh USA, Inc. 3600 Arco Corporate Drive Charlotte, NC 28273	Simplified Office Systems 6220 Bush River Road Columbia, SC 29212	XEROX Corporation 4350 River Green Parkway, Suite 100 Duluth, GA 30096
Selection Criteria	Total Points Available						
COST	30	18	30	23	19	6	9
TRAINING	20	20	20	20	20	20	20
SERVICE/MAINTENANCE AVAILABILITY	30	25	26	30	29	25	25
REFERENCE RESPONSES	20	0	15	20	20	10	0
Total Points	100	63	91	93	88	61	54

EVALUATION TEAM
Bobby A. Smith, CFO
Suzanne Lentz, Director of Budget and Finance
James Lunsford, Director of Information Technology
Jason Parker, Lead Client Services Specialist