

**The Public Schools
West Orange, New Jersey 07052**

**REQUEST FOR PROPOSALS SUMMARY AND CONTRACT AWARD
RECOMMENDATION**

On authorization of the Business Administrator formal request for proposals were solicited for copiers/managed print services for the West Orange School District. This solicitation was made on July 21, 2015.

Bids were sent to the following vendors:

Atlantic Tomorrows Office	Ricoh USA, Inc.
Konica Minolta Business Solutions, USA	Sharp Business Systems
Kyocera Advanced Document Solutions	United Business Systems
Matthijssen, Inc.	Xerox

Proposals were opened and read on Friday, July 31, 2015 at 11:00AM at the Administration Building.

Those in attendance were:

<u>Name</u>	<u>Firm</u>
John Calavano	WOBOE
Grace Yeo	WOBOE

Proposals were received from the following firms:

Managed Print Services – Cost Per Copy

	<u>48 Months- Per Month</u>	<u>Black & White</u>	<u>Color</u>
Sharp Business Systems	\$17,436.75	.01700	.0985
Ricoh USA, Inc.	\$17,882.00	.02000	.1300
Atlantic Tomorrows Office	\$20,866.63	.01702	.0985
United Business Systems	\$21,147.95	.01490	.1590
Xerox	\$26,436.03	.01200	.1200
Konica Minolta	\$31,926.84	.01970	.1450

Recommend award of a contract to Sharp Business Systems, Mahwah NJ for a total of \$17,436.75 per month for 48 months, and .0170 cost per copy for black and white printers and .0985 cost per copy for color printers.