



November 17, 2008

M E M O R A N D U M

TO: District Board of Trustees
FROM: William D. Law, Jr., President
SUBJECT: Copy & Print Services Contract

The College has conducted an extensive search for a vendor to provide copying and printing services, as well as our convenience copiers through-out the campus. In September 2008, the College issued a Request for Proposals (RFP) which was mailed to 50 applicable vendors, while also being advertised in the local newspapers and on TCC's web site.

The College received seven proposals from the RFP for copy and print services, which were reviewed evaluated by a copy/print services focus group, comprised of representatives from Academic Support, Library Services, Administrative Services, Campus Life, Communications and Public Information. The proposals were evaluated on five areas of interest including; 1) services provided, 2) equipment capabilities, 3) overall costs, 4) experience, and 5) environmental awareness

The best overall proposal that meets the needs of the College was determined to be the bid from IKON Office Solutions, Inc. The top three vendor scores were:

17.25 - IKON Office Solutions
16.50 - Ricoh Americas Corporation
15.75 - Xerox Corporation

The estimated annual cost of services will be less than \$240,000, as determined by the projected print center and department volumes. The desired contract period will be for five years, with renewal options available if needed.

STAFF RESOURCE: TERESA SMITH

RECOMMENDED ACTION:

Authorize College to contract with IKON Office Solutions, Inc. for copy & print services.