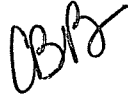


**URBANA SCHOOL DISTRICT # 116
BUSINESS OFFICE MEMO**

TO: Dr. Preston L. Williams, Jr., Superintendent
FROM: Carol Baker
Director of Business & Financial Services 
DATE: February 28, 2013
RE: Copier Equipment and Print Shop Management Services Bid

We are currently contracted with Ricoh Imaging for all printing for the District, which includes copiers in the buildings as well as personnel (1) and copiers in the District print shop. We currently pay \$11,347 per month for these services. Our current contract with Ikon expired on January 31, 2013, with a month to month extension.

On February 15, 2013, bids were opened for the Copier Equipment and Print Shop Management Services. The following bids were received:

DTI Office Solutions	\$10,429.05 **
RK Dixon (Aroworks web tool)	\$11,337.64
RK Dixon (Digital storefront web tool)	\$11,837.64
Ricoh (Remanufactured & additional hours included)	\$11,841.84 **
CI Digital	\$14,057.93
Xerox	\$15,467.37
Ricoh (All optional equipment & additional hours included)	\$17,261.85 **
Advanced Digital Solutions	\$17,909.00

** These bids were disqualified as they were not responsive to bid specifications.

The lowest responsive and responsible bidder was RK Dixon offering Xerox copiers. The Xerox copiers that will be placed in the buildings by RK Dixon all offer digital systems which support network printing and scanning. The prices quoted include all supplies except paper.

I recommend that the bid be awarded to RK Dixon for a total cost of \$11,338 per month for the five year contract. The annual cost would be \$136,056 per year. In addition we recommend the alternate bid be accepted for UHS to lease an additional 75 ppm machine at \$133.22 per month.