



GENESEO
 COMMUNITY UNIT
 SCHOOL DISTRICT #228

Where the *future* grows.

April 11, 2019

Copier and Printing Services Recommendation

On March 5, 2019 the District received 3 proposals from vendors for printing and copier leasing and maintenance services for the next 5 years. Below are the weighted scoring criteria that were used to evaluate each proposal.

EVALUATION SCORING RUBRIC FOR COPIER SERVICES

Criteria as Indicated in the Request for Proposal	Weight	Total Weighted Score	
Vendor Understands the entire scope of the project and the proposal reflects this understanding. RFP is clear.	5%	Office Machine Consultants, Rock Island Il	9.70
Price point of products and services.	30%	RK Dixon, Davenport, IA	9.58
Overall equipment proposed meets the functionality of school operations.	10%	Access Systems, Waukee, Iowa	9.55
Ability of vendor's management system to provide information.	10%		
User interface/ease of use of equipment for teachers and other stakeholders.	5%		
Professional qualifications, level of service, and experience in working with school systems and Geneseo CUSD 228.	20%		
Professional certifications and experience of work force.	5%		
Business reputation in working under similar contracts.	5%		
Compliance with insurance requirements as outlined in RFP.	5%		
Equal Employment Opportunity Policy as outlined in Appendix C of RFP.	5%		

I recommend the Board of Education enter into a 5 year, 60 month lease agreement with Office Machines Consultants of Rock Island, IL. The proposal is for \$39,078 per year which includes the leasing of 21 pieces of printer/copier equipment, parts, labor, service calls, toner, and developer drums.

The proposal is a \$626 per month savings on our current contract with Office Machines Consultants, and a \$37,560 total savings over the 5-year term of this contract.

Tim Gronski
 CSBO