

COLLEGE STATION I.S.D.  
1812 WELSH, COLLEGE STATION, TX. 77840  
(979) 764-5408 \* FAX (979) 694-5636

**PURCHASING OFFICE**

**INTER-DEPARTMENTAL MEMO**

TO: Glynn Walker  
DATE: July 7, 2014  
SUBJECT: Copier and Printers

The district was advised in June that the Texas Comptroller of Public Accounts would no longer be awarding or managing copier contracts for the State of Texas effective September 1, 2014. Since most of our copier leases expire in August, the Technology Department began looking for one vendor to provide and manage both the printers and copiers for the district.

Copiers and printers are available on the Department of Information (DIR). The Department of Information Resources (DIR) is an agency of the State of Texas that has established contracts with vendors for technology related products and services. DIR contracts have been competitively bid and meet the competitive bid requirements stipulated in Texas Government Code, Section 791.025. As a public school district, we are eligible to purchase from DIR contracted vendors and receive the discounts that are based on the state's anticipated volume for participating state agencies, public institutions of higher education, public school districts and other local governments.

DIR quotes were requested from our current copier vendor, Kyle Office Products (Xerox) and our current printer vendor, Imagenet. A summary of the evaluation is attached.

Upon analyzing pricing, service and support and quality of products, it is the recommendation of David Hutchison, Director of Technology that the district utilize DIR Contract #SDD-1662 with Imagenet for copier, scanner and printer lease and maintenance services. With Imagenet, the district will pay per the number of copies made with no minimums or maximums. The district will have the opportunity to lower printing costs by reducing the number of copies made per campus rather than being charged a fixed monthly price with potential overage charges at the end of the budget year. Canon copiers will be furnished as a forty- eight (48) month lease as the current leases with Xerox expire.



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David Hutchison, Director of Technology