



College Station Independent School District

Success...each life...each day...each hour

MEMORANDUM

To: Dr. Clark Ealy, Superintendent
From: Glynn Walker, Deputy Superintendent
Date: July 10, 2014
Subject: Printer-Copier Contract award

Agenda Item: J-2
Board Priority/
District Goal: Priority 3, Goal 4


Background

Most of the existing CSISD current leases for printer- copier services expire this year. David Hutchison, Director of Technology, and his staff evaluated vendors available in the Department of Information Resources (DIR Contract #SDD-1662). All DIR contracts have been competitively bid and comply with all state purchasing laws and district purchasing procedural requirements. DIR quotes were requested from our current vendors, Kyle Office Products (Xerox) and Imagenet. These two vendors proposed competitive annual cost allocations, but Xerox's proposal was fee based and the Imagenet proposal is calculated per copy.

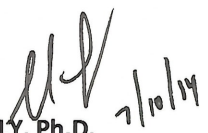
Utilizing the Imagenet per copy lease agreement gives our employees the opportunity to reduce actual expenditures by improving our printer – copier practices. It is the recommendation of the district technology staff that we utilize the Imagenet services.

Recommendation

It is recommended that the Board of Trustees of the College Station Independent School District utilize DIR Contract #SDD-1662 with Imagenet to provide copier, scanner, and printer lease and maintenance services.


GLYNN WALKER
Deputy Superintendent for
Business and Operations

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CLARK C. EALY, Ph.D. 7/10/14
Superintendent of Schools