



Dr. Dan A. Sims, Superintendent

ACTION MEMORANDUM

To: Bibb County Board of Education
From: Elaine M. Wilson-Beverly, Director of Procurement
Subject: FY 2024 District Contract – Copiers
Date: July 20, 2023

Summary:

The Procurement Department is seeking board approval to award a multi-functional copier contract to Superior Document Solutions. This will be a new one-year contract with the option of three renewals.

Background:

The Procurement Department has maintained a contract agreement with Superior Document Solutions for the past four years. There are 126 copiers under the current contract (Phase I), which are scheduled to be upgraded during the FY 2024 school year. Also, approximately 50 new copiers will be installed in various schools during the FY 2024 school year.

The new contract is based on Cooperative Contract **083116-SEC**. This will be a 39-month lease, which the board will review annually. The cost is \$14,134 per month for the first year, with the option of three renewals.

Recommendation:

It is recommended that the Bibb County Board of Education authorize the Superintendent to issue a purchase order for \$169,608 to Superior Document Solutions for the FY 2024 Contractual Agreement of Multi-Functional Device Leases. The funding source will be General Funds.

Superintendent's Comments and Approval:

Superintendent's Comments	Select One
Dr. Dan A. Sims	Approved