

ACTION MEMORANDUM

To: Bibb County Board of Education

From: Dr. Lori Rodgers
Assistant Superintendent of District Effectiveness and Federal Programs
Dr. Cassandra Washington, Executive Director of CTAE

Subject: Wish Printing Ricoh Order Agreement

Summary:

Hutchings College and Career Academy is requesting to execute an updated Wish Printing service order agreement with RICOH that will remove the on-site personnel component to further optimize operations and streamline costs.

Background:

The CTAE Department established WISH Printing as the District's in-house print shop. The partnership with RICOH allows students in the Graphic Arts pathway to operate the District's print shop by performing jobs for a variety of internal and external clients. This provides students with the opportunity to apply and develop the skills they have acquired within the classroom to a practical learning setting while gaining real world experience.

In December 2018, the Board granted approval for the District to enter into a contractual agreement with Ricoh America for an annual cost of \$54,821.64 for one-year with the option of renewal for the next four years for the lease of equipment for the Wish Program. A U.S. Communities Master Lease Agreement and U.S. Communities Product Schedule (collectively, the "Equipment Lease") was entered into in December 2018, with an effective date of January 1, 2019 and the initial term continues until December 31, 2023. Beginning in January 2024, the Equipment Lease will continue on a month-to-month basis. This Equipment Lease is currently in place and is not changing.

On November 21, 2019, the Board of Education granted approval for the District to enter into a contractual agreement in the form of a U.S. Communities Service Order (the "2019 Service Order"). This 2019 Service Order terminates on December 1, 2023, but could continue on a month to month basis.

This 2019 Service Order was for the service/maintenance and repair of the equipment, PrintNet Software, and one full-time technical specialist who is on-site at the District (this is the personnel component).

After a recent evaluation of the Wish Printing RICOH program, it has been determined that it would be beneficial to execute an updated service order agreement that removes

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the personnel component and focuses solely on servicing the equipment. This strategic decision was made to enhance efficiency and continuity, reduce overhead cost, and ensure a more effective allocation of human resources. By removing the personnel component, the District will be able to hire a full-time district employee to manage Wish Printing operations. Additionally, this updated agreement will allow the District to have more flexibility in adapting to changing business needs and contribute to a more streamlined and agile operation.

In order to remove the personnel component, end the PrintNet Software component (which the District did not want to continue), and allow the District to hire a full-time district employee, the District notified RICOH of its intention to partially terminate the 2019 Service Order. RICOH does not allow partial terminations; however, they have agreed to continue the service/maintenance/repair component at the same prorated cost that the District is currently paying. There will be no changes to the existing Equipment Lease for the equipment which will remain in place.

To memorialize the removal of the personnel and software components, RICOH has provided a new document, in the form of an updated Order Agreement that outlines the services component previously addressed in the 2019 Service Order. Counsel for the District has reviewed the updated Order Agreement to ensure it meets the District's requirements. This updated Order Agreement will be for an initial term of 12 months and the cost is \$2,628.82 per month, which is \$31,545.84 per year. This Order Agreement renews on an annual basis, but the District can terminate the Order Agreement at any time by providing 30 days' notice. Moving forward, the District will save approximately \$81,244.92 per year. This updated Order Agreement is necessary to continue the service, maintenance, and repair of the leased equipment and continue the operation of the Print Shop in an efficient manner.

Next Step:

It is recommended that the Bibb County Board of Education allow the Superintendent to execute an updated RICOH Order Agreement.

Superintendent's Comments and Approval:

Superintendent's comments	Select one Approve/Disapprove
Dr. Dan A. Sims	Approved