



Dr. Dan A. Sims, Superintendent

ACTION MEMORANDUM

To: Bibb County Board of Education
From: Elaine M. Wilson-Beverly, Executive Director of Procurement
Subject: FY 2025 District Contract – Copiers

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 167 copiers under the current contract.

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 \$19,949.00 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 \$239,388.00 to Superior Document Solutions for the FY 2025 Contractual Agreement of Multi-Functional Device Leases. The funding source will be General Funds.

Superintendent's Comments and Approval:

Superintendent's Comments	Approved/Disapproved
Dr. Dan A. Sims	Approved