



Dr. Dan A. Sims, Superintendent

ACTION MEMORANDUM

To: Bibb County Board of Education, Dr. Dan A. Sims, Superintendent
From: Dr. Elaine M. Wilson-Beverly, Executive Director of Procurement
Subject: FY 2026 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 175 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 \$21,196.45 per month for the second year, with the option of three renewals.

Recommendation

It is recommended that the Bibb County Board of Education authorizes the Superintendent to issue a purchase order for \$254,357.40 to Superior Document Solutions for the FY 2026 Contractual Agreement of Multi-Functional Device Leases. The funding source will be General Funds.

Superintendent's Comments and Approval

Superintendent's Comments	Approved / Not Approved
Dr. Dan A. Sims	Approved