

CHRONOLOGY OF THE AGENDA ITEM
Contract Award– RFP #25-611
RICOH USA
Personal Electronic Device Locker Installation Services

Scope

Contract award to **Ricoh USA** to provide the installation of wall-mountable cell phone lockers throughout DeKalb County School District middle schools. **The contract is Not to Exceed \$1,615,215.31.**

Contract Term

Per the solicitation documents, the contract terms are as follows:

- The Contract is an initial one (1) year agreement with services beginning upon Board approval through the tentative installation date of December 2025.

Solicitation Process

On June 12, 2025, the Purchasing Department issued Solicitation RFP 25-611, Personal Electronic Device Locker Installation Services via IonWave.

It was also posted in the Champion Newspaper on June 12, 2025, and June 19, 2025. Electronic notifications were sent to 19 vendors from the DCSD vendor Bid List, 967 vendors through the State of Georgia Procurement Registry, and 424 vendors through IonWave.

Five (5) proposals were evaluated by a selection committee and four (4) were deemed responsive to the requirements of the solicitation.

Award Process

Based on the scoring and evaluation, Ricoh USA was selected as the most responsive and responsible bidder.

This agenda item seeks the Board of Education approval for the initial year 1 contract for **(RFP 25-611)** for purchase and installation of wall-mountable cell phone lockers across all DeKalb County School District Middle Schools in support of the district-wide Disconnect to Reconnect initiative to **Ricoh USA** from **Board Approval, through the tentative installation date of December 2025.**