BIBB COUNTY SCHOOL DISTRICT

Dr. Dan A. Sims, Superintendent

ACTION MEMORANDUM

To: Board of Public Education for Bibb County ("Board")
Dr. Dan A. Sims, Superintendent

From: Dr. Elaine M. Wilson, Executive Director of Procurement

Subject: FY 2027 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 185 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 $22,284.65 per month for the third year.

Recommendation

It is recommended that the Bibb County Board of Education authorizes the Superintendent to issue a purchase order for $267,415.80 to Superior Document Solutions for the FY 2027 Contractual Agreement of Multi-Functional Device Leases. The funding source will be General Funds.

Superintendent's Comments and Approval

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