



District School Board of Pasco County

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John Long, Ph.D., Superintendent

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Department of Purchasing
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May 16, 2006

MEMORANDUM

TO: Honorable Board Members

FROM: Kendra Goodman, CPPB, Purchasing Agent

RE: Bid 4091-HM Cost Per Copy – Copiers, Ricoh Corporation
Extension of Five-Year Agreement

On May 3, 2005, official action was taken to award the above-referenced bid to the vendor noted. This bid is a five-year contract, renewable annually by mutual agreement of both parties. The fifth year of the agreement will expire on June 30, 2006.

The original terms set forth by the School District of Hillsborough County allowed for bid 4091-HM to be extended for one additional year after the original five (5) year period had expired. The School District of Hillsborough County at this time has extended bid 4091-HM for one additional year. At this time it is my recommendation to enter into the extension of the agreement. Raid Sleti, Branch General Manager, has agreed in writing to enter into a one year extension of the agreement – see attached. Although the total contract will vary depending on actual usage, the unit costs will remain firm throughout the contract period. Based upon the cost analysis by Information Services, it is estimated that total expenditures under this bid with Ricoh will be approximately \$425,000.00. This extension will cover the period of July 1, 2006 through June 30, 2007.

Should you have any questions or wish to discuss this matter further, please to contact me at your convenience.

KDG/mk

Attachments (10)