



To: Deborah Bushnell
Contract Manager

From: Robert Zingelmann
Chief Financial Officer, Finance and Operations Services

Date: February 25, 2020

Subject: Approval of Contract Award

Per official action taken by the Board of Directors of Region 4 Education Service Center (ESC) on February 25, 2020 the following contract was approved as presented:

➤ **Copiers and Printers**

- Konica Minolta Business Solutions U.S.A. Inc.
- Kyocera Document Solutions America, Inc.
- Toshiba America Business Solutions, Inc.
- Xerox Corporation

Contract is effective June 1, 2020. If you have any questions, please let me know.



To: Board of Directors
From: Robert Zingelmann
Date: February 25, 2020
Subject: Recommendation of Contract Award

Region 4 ESC held a RFP opening on October 2, 2019 for RFP #19-11 for **Copiers and Printers**. There were five (5) proposals submitted:

- Konica Minolta Business Solutions U.S.A. Inc.
- Kyocera Document Solutions America, Inc.
- Sharp Electronics Corporation
- Toshiba America Business Solutions, Inc.
- Xerox Corporation

After careful review of all proposals, the Evaluation Team has determined that four(4) companies demonstrated the ability to provide the products and services outlined in the solicitation while offering competitive pricing to the members.

CONSIDERATION

Award of annual contract in compliance with the bid laws of the State of Texas is recommended.

RECOMMENDATION

The Evaluation Team recommends the following companies for award based on their response:

Contract	Vendor	Term of Contract
Copiers and Printers	Konica Minolta Business Solutions U.S.A. Inc. Kyocera Document Solutions America, Inc. Toshiba America Business Solutions Inc. Xerox Corporation	Three (3) years with option of two (2) one year renewals

Support documentation has been attached for your reference.

Enclosure: Bid Tab Summary



To: Dr. Pam Wells
Executive Director

From: Robert Zingelmann
Chief Financial Officer, Finance and Operations Services

Date: February 25, 2020

Re: Copiers & Printers Multi-Award Justification; RFP # 19-11

The Evaluation Committee has reviewed the responses and recommend that the following companies be awarded:

- Konica Minolta Business Solutions U.S.A. Inc.
- Kyocera Document Solutions America, Inc.
- Toshiba America Business Solutions, Inc.
- Xerox Corporation

The recommended vendors submitted offers that were determined to be most advantageous to OMNIA Partners, Public Sector members, based upon their submitted proposal and the bid tabulation. All the recommended respondents were determined to be competitively priced and strong for the specified products and services outlined in the RFP.

We believe all recommended vendors demonstrate the ability to provide and perform the services requested in the proposal. We will monitor their performance and determine at the end of each year if they are eligible for renewal with each new term.

This multiple award is recommended as most advantageous as it limits contract awards to the least number of suppliers necessary to meet the requirements of OMNIA Partners, Public Sector members. In order to serve the entire nation, a multiple award is recommended to provide any governmental agency with complete coverage of commodities, services and any other offering within the scope of proposal.

Please let me know if you have any questions.