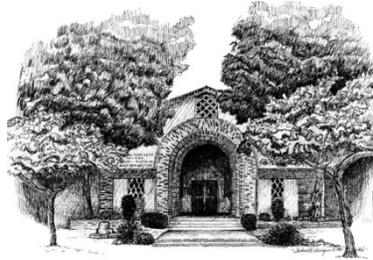


SOUTH PASADENA UNIFIED SCHOOL DISTRICT  
Business Services



**TO:** Board of Education

**FROM:** Dave Lubs, Assistant Superintendent of Business Services

**PREPARED BY:** Derek Aoki, Director of Technology

**DATE:** February 14, 2017

**SUBJECT:** Approval of Ricoh USA, Inc. Contract for Copier Leasing, Laserfiche Document Management and Microfilm Imaging Project.

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**Discussion**

South Pasadena Unified School District is coming to the end of a four-year copier contract with So Cal Office Technologies, a subsidiary of Xerox, on March 31, 2017. While we have the option to lease month to month until summer, several factors have come forth and it is now in the best interest of the district to change vendors at the end of the current contract.

Several of our current sites have been hampered with constant downtime, likely due to overworked models that weren't properly fit for the load. Support arrives quickly, but waiting on parts and having recurring issues has resulted in unacceptable spans without a copying resource. Due to the mileage on the current copiers, repairs are not an effective solution.

Pending approval, installation would take place over the SPUSD Spring Break (April 3<sup>rd</sup> – April 7<sup>th</sup>). Installation is estimated at two hours per machine.

The contract includes sixteen leased copiers capable of higher volumes at each location. Parts, labor, toner, staples, and training are all inclusive. These copiers are capable of additional modules, should the need ever present itself. The contract includes 631,000 black and white and 28,008 color images per month as part of a pool before excess charges incur.

Excess charges will be .0036 and .056 respectively. SPUSD is waiving the Equitrac Print Service, which offers “follow me printing” and “tap card authentication,” for the time being.

The Laserfiche Document Imaging system would include the software, licensing for five users, training and support. The Laserfiche system will be installed on two virtual machines on a pre-existing server at the District Office, and shouldn't require any immediate hardware purchases.

South Pasadena Unified School District has come to its limits of physical storage space for paper documents. The Laserfiche system will provide the foundry to begin digitizing microfilm and paper documents, which will ultimately allow for shredding of past documentation. South Pasadena High School Registrar microfilm and transcripts will be the first phase of this project. Included in this contract will be a Fujitsu FI-6670, used for high speed scanning. The District also recommends that we approve the payment to finish scanning all SPHS Registrar files, which would be an estimated \$16,500.

The SPUSD Business Division conducted reference checks with four current K-12 districts that currently use Ricoh copier and imaging solutions. All four referrals came back positive in every aspect.

The proposed contract would be a “piggyback” of the US Communities – Ricoh Contract #4400003732, alleviating the need to go out to bid.

### **Fiscal Impact**

Ricoh proposes everything discussed for \$7,695 per month, copiers and Laserfiche. Our current So Cal Office Technologies contract is for \$7,706 per month, but is for copiers only.

Financial savings will come from many areas of the contract. Annual reconciliation of black and white images should save us approximately \$4,500 per year, from the overages we incur due to a quarterly system. We pay for every color image in our current contract, but we have been offered an allotment of 28,028 color images per month with Ricoh. Staples are now included, providing an approximate savings of \$3,000/year. We are receiving the month of April 2017 for free, a \$7,667 savings. The Fujitsu FI-6670 scanner, a \$4,250 value, is being added without charge. We are also being offered \$15,000 credit that can be used toward the scanning of the registrar's material. The balance to complete the SPHS Registrar microfilm & document project would be roughly \$16,500.

### **Recommendation**

Dave Lubs, Assistant Superintendent of Business Services, recommends that the Board of Education authorize a five year contract with Ricoh USA, Inc. for copier leasing, Laserfiche document management and registrar's back-file and microfilm imaging project.