

WASHOE COUNTY SCHOOL DISTRICT
Reno, Nevada

REGULAR MEETING OF THE BOARD OF TRUSTEES
May 14, 2019

TITLE: APPROVAL OF AWARD OF CERTAIN COPIER & DIGITAL DUPLICATOR SUPPLIES, BID #062-10-04-19, TO FOWLER SERVICES, IN THE ESTIMATED AMOUNT OF \$4,906.67, R&R TRADING, IN THE ESTIMATED AMOUNT OF \$4,335.00, RAM DISCOUNT COMPUTER SUPPLIES IN THE ESTIMATED AMOUNT OF \$75,503.67, AND TOSHIBA BUSINESS SOLUTIONS IN THE ESTIMATED AMOUNT OF \$94,139.79 FOR A TOTAL OF \$178,885.13 FOR A TERM OF TWENTY (20) MONTHS BEGINNING MAY 15, 2019 AND ENDING JANUARY 14, 2021 WITH TWO (2) OPTIONAL ONE (1) YEAR RENEWALS.

FROM: Andrea J. Sullivan, Director of Procurement and Contracts

PRESENTER(S) & PRESENTATION TIME/CONSENT: Consent

DATE REPORT WRITTEN: April 23, 2019

PURPOSE/SUMMARY: The Request for Bid ("Bid") for Certain Copier & Digital Duplicator Supplies was opened on April 18, 2019 and five (5) bids were received. The recommendation, determined to be in the best interest of the District, is to award the bid for Certain Copier & Digital Duplicator Supplies to the following vendors as outlined in the Bid Tabulation (refer to Attachment A of the Staff Report to the Board):

Vendor	Estimated Annual Amount	Estimated Twenty (20) Month Amount
Fowler Services	\$2,944.00	\$4,906.67
R&R Trading	\$2,601.00	\$4,335.00
Ram Discount Computer Supplies	\$45,302.20	\$75,503.67
Toshiba Business Solutions	\$56,483.88	\$94,139.79

BACKGROUND INFORMATION: The Bid for Certain Copier & Digital Duplicator Supplies was issued to provide certain copier and digital duplicator supplies for district-wide usage.

An email was sent to those suppliers who have registered with the District's Purchasing Department to receive bids for this commodity. As required by law, the

bid was advertised in the Reno Gazette Journal on March 25, 2019. It was also posted nationally on Onvia/Demandstar and on the Washoe County School District's Purchasing website.

PREVIOUS BOARD ACTION: N/A

ATTACHMENTS:

Attachment A – Bid Tabulation for Bid #062-10-04-19

STRATEGIC PLAN: This agenda item supports Goal #5, of *Envision WCSD 2020*: "To ensure our schools are safe, secure, supportive, and welcoming environments where students and staff are able to succeed academically and professionally at the highest possible levels."

BOARD POLICY:

[Board Policy 3321 – Bids/Quotations and Contracts](#)

LEGAL: This Bid was conducted within the requirement of Nevada Revised Statutes (NRS) 332.

FINANCIAL: Total dollars recommended for award is estimated to be \$178,885.13. Funding is coming from the General Fund budget.

COMMUNITY INVOLVEMENT: N/A

ALTERNATIVES: N/A

SUPERINTENDENT'S RECOMMENDATION: That the Board of Trustees approves the award of Bid #062-10-04-19 for Certain Copier & Digital Duplicator Supplies to Fowler Services in the estimated amount of \$4,906.67, R&R Trading in the estimated amount of \$4,335.00, Ram Discount Computer Supplies in the estimated amount of \$75,503.67, and Toshiba Business Solutions in the estimated amount of \$94,139.79 for a term of twenty (20) months beginning May 15, 2019 and ending January 14, 2021 in the total amount of \$178,885.13.

CERTAIN COPIER & DIGITAL DUPLICATOR SUPPLIES

BID #062-10-04-19

TABULATION

KEY:	
I.S. INSUFFICIENT SPECS	NO SPEC. NO SPECIFICATIONS
L.P. LOCAL PREFERENCE	NO SUB. NO SUBSTITUTIONS ALLOWED
N.A. NOT AVAILABLE	N.S. NO SAMPLE
N.A.S. NOT AS SPECIFIED	R.A.B. REJECT ALL BIDS
N.B. NO BID	* RECOMMENDED
N.C. NO CHARGE	** CHOSEN BY LOTTERY

BUYER HAS REVIEWED AND APPROVED Jenny Perry DATE 4/24/19

APPEAL WINDOW CLOSING ON **Wednesday, May 1, 2019**

QUANTITIES LISTED BELOW ARE ANNUAL ESTIMATES. THE INITIAL CONTRACT TERM IS FOR TWENTY MONTHS.

ITEM #1 TONER, LANIER LD045, LD235, LD245 & RICOH 2035, PART #888181. **MUST BE LANIER/RICOH - NO SUBSTITUTES.** (WCSD #651/5780)

VENDOR	MFG./MODEL	QTY EA	EA PRICE	EXT. PRICE	RECOMMENDED
Fowler Services		40		\$0.000	N.B.
Nevada Office Machines	Lanier (550 g)	40	\$49.24	\$1,969.600	
R&R Trading		40		\$0.000	N.B.
Ram Discount Computer Supplies	Ricoh	40	\$39.53	\$1,581.200	
Toshiba Business Solutions	Ricoh	40	\$36.40	\$1,456.000	*

ITEM #2 TONER, LANIER 5622/5627, LD122, LD127, LD225, LD230, LD235, LD330, PART #841337. **MUST BE LANIER/RICOH - NO SUBSTITUTES.** (WCSD #651/5752)

VENDOR	MFG./MODEL	QTY EA	EA PRICE	EXT. PRICE	RECOMMENDED
Fowler Services		120		\$0.000	N.B.
Nevada Office Machines	Lanier (360g)	120	\$21.1000	\$2,532.000	
R&R Trading		120		\$0.000	N.B.
Ram Discount Computer Supplies	Ricoh	120	\$16.7900	\$2,014.800	*
Toshiba Business Solutions	Ricoh	120	\$16.9000	\$2,028.000	

ITEM #3 TONER, LANIER MP4054/MP5054, MP4055/MP5055, PART #842126. **MUST BE LANIER/RICOH - NO SUBSTITUTES.** (WCSD #651/0054)

VENDOR	MFG./MODEL	QTY EA	EA PRICE	EXT. PRICE	RECOMMENDED
Fowler Services		500		\$0.000	N.B.
Nevada Office Machines	Lanier (1046 g)	500	\$58.1400	\$29,070.000	
R&R Trading		500		\$0.000	N.B.
Ram Discount Computer Supplies	Ricoh	500	\$49.9900	\$24,995.000	*
Toshiba Business Solutions	Ricoh	500	\$51.5000	\$25,750.000	

CERTAIN COPIER & DIGITAL DUPLICATOR SUPPLIES

BID #062-10-04-19

ITEM #4 TONER, LANIER 4002, 5002, LD345, PART #841346. **MUST BE LANIER/RICOH - NO SUBSTITUTES.** (WCSD #651/2900)

VENDOR	MFG./MODEL	QTY EA	EA PRICE	EXT. PRICE	RECOMMENDED
Fowler Services		50		\$0.000	N.B.
Nevada Office Machines	Lanier (630 g)	50	\$46.9100	\$2,345.500	
R&R Trading		50		\$0.000	N.B.
Ram Discount Computer Supplies	Ricoh	50	\$38.1600	\$1,908.000	
Toshiba Business Solutions	Ricoh	50	\$36.6000	\$1,830.000	*

ITEM #5 TONER, KONICA BIZHUB 200, 250, 282, PART #TN211. **MUST BE KONICA - NO SUBSTITUTES.** (WCSD #651/6002)

VENDOR	MFG./MODEL	QTY EA	EA PRICE	EXT. PRICE	RECOMMENDED
Fowler Services		20		\$0.000	N.B.
Nevada Office Machines		20		\$0.000	N.B.
R&R Trading	Konica (1 per ctn)	20	\$34.2500	\$685.000	
Ram Discount Computer Supplies	Konica	20	\$26.8400	\$536.800	*
Toshiba Business Solutions	Konica	20	\$30.9000	\$618.000	

ITEM #6 TONER, KONICA BIZHUB 360, 361, 420, 421, 501, PART #TN511. **MUST BE KONICA - NO SUBSTITUTES.** (WCSD #651/5754)

VENDOR	MFG./MODEL	QTY EA	EA PRICE	EXT. PRICE	RECOMMENDED
Fowler Services		700		\$0.000	N.B.
Nevada Office Machines		700		\$0.000	N.B.
R&R Trading	Konica (1 per ctn)	700	\$44.5000	\$31,150.000	
Ram Discount Computer Supplies	Koncia	700	\$43.1100	\$30,177.000	
Toshiba Business Solutions	Konica	700	\$37.6500	\$26,355.000	*

ITEM #7 TONER, KONICA BIZHUB 223/283, PART #TN217. **MUST BE KONICA - NO SUBSTITUTES.** (WCSD #651/5000)

VENDOR	MFG./MODEL	QTY EA	EA PRICE	EXT. PRICE	RECOMMENDED
Fowler Services		25		\$0.000	N.B.
Nevada Office Machines		25		\$0.000	N.B.
R&R Trading	Konica (1 per ctn)	25	\$33.0000	\$825.000	
Ram Discount Computer Supplies	Konica	25	\$27.6800	\$692.000	*
Toshiba Business Solutions	Konica	25	\$30.9200	\$773.000	

CERTAIN COPIER & DIGITAL DUPLICATOR SUPPLIES

BID #062-10-04-19

ITEM #8 TONER, KONICA BIZHUB 363/423, PART #TN414. **MUST BE KONICA - NO SUBSTITUTES.** (WCSD #651/5100)

VENDOR	MFG./MODEL	QTY EA	EA PRICE	EXT. PRICE	RECOMMENDED
Fowler Services		90		\$0.000	N.B.
Nevada Office Machines		90		\$0.000	N.B.
R&R Trading	Konica (1 per ctn)	90	\$28.9000	\$2,601.000	*
Ram Discount Computer Supplies	Konica	90	\$31.5300	\$2,837.700	
Toshiba Business Solutions	Konica	90	\$30.9500	\$2,785.500	

ITEM #9 TONER, KONICA BIZHUB 25E/28E, PART #TN219. **MUST BE KONICA - NO SUBSTITUTES.** (WCSD #651/2800)

VENDOR	MFG./MODEL	QTY EA	EA PRICE	EXT. PRICE	RECOMMENDED
Fowler Services		30		\$0.000	N.B.
Nevada Office Machines		30		\$0.000	N.B.
R&R Trading	Konica (1 per ctn)	30	\$88.4000	\$2,652.000	
Ram Discount Computer Supplies	Konica	30	\$87.5800	\$2,627.400	
Toshiba Business Solutions	Konica	30	\$84.2000	\$2,526.000	*

ITEM #10 TONER, KONICA BIZHUB 224E, 284E, 364E, PART #TN322. **MUST BE KONICA - NO SUBSTITUTES.** (WCSD #651/3000)

VENDOR	MFG./MODEL	QTY EA	EA PRICE	EXT. PRICE	RECOMMENDED
Fowler Services	Konica	200	\$60.0000	\$12,000.000	
Nevada Office Machines		200		\$0.000	N.B.
R&R Trading	Konica (1 per ctn)	200	\$38.7000	\$7,740.000	
Ram Discount Computer Supplies	Konica	200	\$38.8900	\$7,778.000	
Toshiba Business Solutions	Konica	200	\$35.9000	\$7,180.000	*

ITEM #11 TONER, KONICA BIZHUB 368, 308, PART #TN325. **MUST BE KONICA - NO SUBSTITUTES.** (WCSD #651/0368)

VENDOR	MFG./MODEL	QTY EA	EA PRICE	EXT. PRICE	RECOMMENDED
Fowler Services	Konica	200	\$55.0000	\$11,000.000	
Nevada Office Machines		200		\$0.000	N.B.
R&R Trading	Konica (1 per ctn)	200	\$52.5000	\$10,500.000	
Ram Discount Computer Supplies	Konica	200	\$44.9500	\$8,990.000	*
Toshiba Business Solutions	Konica	200	\$48.9800	\$9,796.000	

CERTAIN COPIER & DIGITAL DUPLICATOR SUPPLIES

BID #062-10-04-19

ITEM #12 TONER, KONICA BIZHUB 368E, 308E, PART #TN326. MUST BE KONICA - NO SUBSTITUTES. (WCSD #651/0370)

VENDOR	MFG./MODEL	QTY EA	EA PRICE	EXT. PRICE	RECOMMENDED
Fowler Services		150		\$0.000	N.B.
Nevada Office Machines		150		\$0.000	N.B.
R&R Trading	Konica (1 per ctn)	150	\$55.0000	\$8,250.000	
Ram Discount Computer Supplies	Konica	150	\$46.0500	\$6,907.500	*
Toshiba Business Solutions	Konica	150	\$49.7500	\$7,462.500	

ITEM #13 TONER, KONICA BIZHUB 458E, 558E, PART #TN516. MUST BE KONICA - NO SUBSTITUTES. (WCSD #651/0458)

VENDOR	MFG./MODEL	QTY EA	EA PRICE	EXT. PRICE	RECOMMENDED
Fowler Services	Konica	30	\$47.0000	\$1,410.000	
Nevada Office Machines		30		\$0.000	N.B.
R&R Trading	Konica (1 per ctn)	30	\$40.0000	\$1,200.000	
Ram Discount Computer Supplies	Konica	30	\$38.8700	\$1,166.100	*
Toshiba Business Solutions	Konica	30	\$38.9900	\$1,169.700	

ITEM #14 INK CARTRIDGE, BLACK, FOR RISOGRAPH RZ220 DIGITAL DUPLICATOR, PART #S-4254. MUST BE RISOGRAPH - NO SUBSTITUTES. (WCSD #651/6000)

VENDOR	MFG./MODEL	QTY EA	EA PRICE	EXT. PRICE	RECOMMENDED
Fowler Services	Riso (2 rolls/box, \$34.08/box or \$17.04/tube)	475	\$17.0400	\$8,094.000	
Nevada Office Machines		475		\$0.000	N.B.
R&R Trading		475		\$0.000	N.B.
Ram Discount Computer Supplies	Riso (\$37.63 per package of 2)	475	\$18.8150	\$8,937.125	
Toshiba Business Solutions	Riso (Ink only) *\$33.90 carton of 2	475	\$16.9500	\$8,051.250	*

ITEM #15 MASTERS, BLACK, FOR RISOGRAPH RZ220 DIGITAL DUPLICATOR, PART #S-4250. MUST BE RISOGRAPH - NO SUBSTITUTES. (WCSD #651/6001)

VENDOR	MFG./MODEL	QTY EA	EA PRICE	EXT. PRICE	RECOMMENDED
Fowler Services	Riso (2 rolls/box, \$58.88/box or \$29.44/roll)	275	\$29.4400	\$8,096.000	
Nevada Office Machines		275		\$0.000	N.B.
R&R Trading		275		\$0.000	N.B.
Ram Discount Computer Supplies	Riso (\$58.89 per package of 2)	275	\$29.4450	\$8,097.375	
Toshiba Business Solutions	Riso Master's (Ink only) *\$53.75 carton of 2	275	\$26.8750	\$7,390.625	*

CERTAIN COPIER & DIGITAL DUPLICATOR SUPPLIES

BID #062-10-04-19

ITEM #16 INK CARTRIDGE, BLACK, FOR RISOGRAF SF 5130 DIGITAL DUPLICATOR, PART #S-6930. MUST BE RISOGRAF - NO SUBSTITUTES. (WCSD #651/6004)

VENDOR	MFG./MODEL	QTY EA	EA PRICE	EXT. PRICE	RECOMMENDED
Fowler Services	Riso (2 rolls/box, \$34.08/box or \$17.04/tube)	100	\$17.0400	\$1,704.000	
Nevada Office Machines		100		\$0.000	N.B.
R&R Trading		100		\$0.000	N.B.
Ram Discount Computer Supplies	Riso (\$40.84 per package of 2)	100	\$20.4200	\$2,042.000	
Toshiba Business Solutions	Riso Master's (Ink only) *\$33.90 carton of 2	100	\$16.9500	\$1,695.000	*

ITEM #17 MASTERS, BLACK, FOR RISOGRAF SF 5130 DIGITAL DUPLICATOR, PART #S-6977. MUST BE RISOGRAF - NO SUBSTITUTES. (WCSD #651/6005)

VENDOR	MFG./MODEL	QTY EA	EA PRICE	EXT. PRICE	RECOMMENDED
Fowler Services	Riso (2 rolls/box, \$58.88/box or \$29.44/roll)	100	\$29.4400	\$2,944.000	*
Nevada Office Machines		100		\$0.000	N.B.
R&R Trading		100		\$0.000	N.B.
Ram Discount Computer Supplies	Riso (\$66.00 per package of 2)	100	\$33.0000	\$3,300.000	
Toshiba Business Solutions	Riso Master's (Ink only) *\$62.60 carton of 2	100	\$31.3000	\$3,130.000	

Suppliers	Items				
Fowler Services	17			\$2,944.00	
Nevada Office Machines					
R&R Trading	8			\$2,601.00	
Ram Discount Computer Supplies	2, 3, 5, 7, 11, 12, 13			\$45,302.20	
Toshiba Business Solutions	1, 4, 6, 9, 10, 14, 15, 16			\$56,483.88	
			Total	\$107,331.08	