

Staff Report

Subject: Approval of New Ricoh Copier Lease and Service Agreement

Author: Danielle Carver, Procurement and Contracts Manager

Department: Procurement

Meeting Date: March 18, 2025

Item Description: Consideration of approving a new 60-month lease and service contract with Ricoh USA, Inc. for copier and printing services for all county departments.

Summary Recommendation: Staff recommends that the Board approve the new lease agreement with Ricoh USA, Inc., ensuring continued copier and printing services at competitive pricing while expanding service to additional departments.

Executive Summary/Background:

Effingham County has an existing copier lease and service contract with Ricoh USA, Inc., which is set to expire. To continue uninterrupted service, a new 60-month lease agreement has been proposed, including upgraded equipment and service enhancements.

The new contract has been procured utilizing state contract pricing through Omnia Partners, a cooperative purchasing program that provides pre-negotiated competitive pricing for public agencies. This approach ensures cost savings, compliance with procurement regulations, and efficiency in the acquisition process.

Previous Pricing (Expiring Contract):

- Monthly Lease & Service Cost: \$6,204.86
- Black & White Print Allowance: 100,000 pages/month
- Color Print Allowance: 25,000 pages/month
- Overage Rate (B/W): \$0.006 per page
- Overage Rate (Color): \$0.035 per page

New Pricing (Proposed Contract with 4 additional machines):

- Monthly Lease & Service Cost: \$6,462.45 (Increase of \$257.59 per month)
- Black & White Print Allowance: 100,000 pages/month (no change)
- Color Print Allowance: 25,000 pages/month (no change)
- Overage Rate (B/W): \$0.006 per page (no change)
- Overage Rate (Color): \$0.035 per page (no change)

Alternatives for Commission to Consider

1. Approve the Ricoh lease agreement for copier and printing services.
2. Do not approve the new lease and issue a Request for Proposals (RFP) for alternative vendors.

3. Provide alternative direction to staff regarding copier procurement.

Recommended Alternative: 1

Other Alternatives: 2,3

Department Review: County Manager, Finance, Purchasing & Procurement

Funding Source: FY 2025/2026

Attachments: New Ricoh Lease Agreement, Ricoh Upgrade Quote, Omnia Partners Cooperative Purchasing Agreement