



# Wenatchee School District

235 Sunset Ave. Wenatchee, WA 98801  
(509) 663-8161  
wenatcheeschools.org

**Board Report Date:** January 20, 2020

**Title:** Copier Lease Approval

**Submitted by:** Larry Mayfield, Chief Financial Officer

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**Strategy:** Strategy Four: Balance Change for All with Excellence for All  
Objective 4.2: Sound Fiscal, Human Resources Management

**Background:** A 60-month lease for 31 Ricoh copiers expired September 30, 2019.

**Discussion:** This new 60-month lease will replace 28 of the 31 copiers and retain three copiers on maintenance only, due to low usage. A list of current and new copiers is attached. Monthly lease cost for these copiers will be \$7,952.93/mo., excluding taxes and is projected to save \$2,297.88 per month. Projected monthly maintenance cost (cost per copy) based on 10 operating months is estimated to be \$7,231.56/mo., excluding taxes and is projected to save \$45.51 per month.

**Budgetary Funding:** Cost of each copier is funded out of the General Fund from individual building budgets and department budgets.

**Recommendation:** Administration recommends approval of the 60-month Ricoh copier lease for 28 new copiers and for the continuation of 3 existing copiers on maintenance only for a monthly lease cost of \$7,952.93, excluding taxes.

## Contract Request Form

**Non-Federal** (Cost not paid with Federal \$'s)

**ALL CONTRACTS REQUIRE SCHOOL BOARD APPROVAL**

Authorized signatures: Superintendent, Deputy Superintendent, Executive Director of Business & Finance or the School Board  
 Please submit this form with your unsigned contract to Denise Watson 2 weeks before the School Board meeting. Upon review and approval, the contract will be included on the agenda for School Board approval.

Is this contract <b>New?</b> (we do not have a current contract with them), a <b>Renewal?</b> (same contract extending length time) or a <b>Revision?</b> (something added, removed or changed from the original).	<b>New</b>	<input type="checkbox"/>
	<b>Renewal</b>	<input checked="" type="checkbox"/>
	<b>Revision</b>	<input type="checkbox"/>

**Cost of Contract** - If there is no cost put N/A in the box, **Revenue** - if this is a grant or we are receiving funds **Budget code** for contracts with a cost or put in N/A if it is revenue or no cost.

**Total Cost of Contract:** \$7,952.93 per month    **Or Revenue:** N/A    **Budget code:** split between schools and departments

Contract Scheduled to begin on (specific Date)	<u>2/1/20</u>	Or	Date of Execution	<input type="checkbox"/>
Contract is scheduled to end on (specific Date):	<u>2/1/25</u>	Or	Until Terminated	<input type="checkbox"/>
<b>Does this contract renew automatically?</b>	<u>No</u>		# of Days notice needed to Terminate	<input type="checkbox"/>
<b>If Yes - is it Year to Year or Month to Month?</b>				
<b>Contract #</b> _____				

<b>Contract Details:</b> Brief Description/Purpose If this is a revision what changed?	Replacement lease for 28 Black & White and Color copy machines at all school locations, Skills Center, Sped, Food Service and District Office. Will retain 3 expiring copiers at District Office, Transportation and WSHS (from DO). There will be additional maintenance/costs per copy associated with this contract.
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**Agency Contact Information** (where/who contract needs to be mailed for signature)

Agency Name: Ricoh USA, Inc.  
 Attention: Carey Wells  
 Address: 10020 E Knox  
 City, State, Zip Code: Spokane, WA 99206  
 Email Address: carey.wells@ricoh-usa.com  
 Phone Number: 509-944-7235

**Be sure to follow state bid requirements as outlined in RCW 28A.335.190**

Contract Requested By: _____ <small>Print/Type Name</small>	Signature: _____
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<b>I have read this contract and recommend it for board approval.</b>	
Requesters Administrator: _____ <small>Print/Type Name</small>	Signature: _____

Reviewed by: (District Office) <u>Larry Mayfield</u>	Signature: 
Attorney Review Needed: Yes / <u>No</u>	Date Completed: <u>  /  /  </u>



MEMORANDUM of UNDERSTANDING  
BETWEEN  
Wenatchee School District AND Ricoh US, Inc.

Subject: 28 Ricoh black & white and color copiers for use at school buildings and departments to replace expired lease of Ricoh copy machines. Continuation of maintenance for 3 existing Ricoh Copiers. See attached list for copier and department details.

1. Purpose: Lease for copier equipment.
2. Reference: Pricing and terms per the NASPO Valuepoint Master Agreement Contract resulting from RFP #3091 and Washington Contract #05214.
3. Contract period: February 1, 2020 – February 1, 2025
4. Monetary and performance terms: 60-month lease payment of \$7,952.93 per month. Additional charge of .0035 to .0095 per click for black and .050 to .062 per click for color. Includes all parts, Labor, service and supplies excluding paper.
5. This MOU shall be effective upon the signature of Wenatchee School District and Ricoh USA. Inc. officials. Is shall be in force from February 1, 2020 – February 1, 2025. Both parties indicate agreement with this MOU by their signatures.

Wenatchee School District #246

Ricoh USA. Inc.

\_\_\_\_\_  
Authorized Signer – Superintendent

\_\_\_\_\_  
Authorized Signer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

Site Name	Lease End Date	Current Model	Equipment Id	Current Lease Payment (All Contracts)	Current B/W Cost Per Copy	Current Color Cost Per Copy	Current B/W Maintenance Costs	Current Color Maintenance Costs	New Model	New 60 Month Lease Payment	New B/W Cost Per Copy Rate	New Color Cost Per Copy Rate	New B/W Maintenance Costs	New Color Maintenance Costs	BW AMCV	Color AMCV	Scans AMV
COLUMBIA ELEMENTARY	9/30/19	PRO8100S	13266298	\$517.82	\$0.0037		\$281.83		PRO8300	\$435.19	0.0035		\$266.60		76,170		8,510
DISTRICT OFFICE - Downstairs	9/30/19	MPC3503	13266245	\$263.90	\$0.0080	\$0.0514	\$19.59	\$417.6764	IMC6000	\$248.64	0.0078	\$0.05	\$19.10	\$406.30	2,449	8,126	1,487
DISTRICT OFFICE - Upstairs	8/31/19	MPC3503	13408641	\$289.55	\$0.0080	\$0.0514	\$36.06	\$478.9452	IMC6000	\$248.64	0.0078	\$0.05	\$91.77	\$465.90	4,507	9,318	1,297
DISTRICT OFFICE - Downstairs	9/30/19	MP6002SP	13266242	\$397.87	\$0.0048		\$13.63		Keep	None	0.0078	\$0.055	\$22.14	\$0.00	2,839		783
DISTRICT OFFICE - Upstairs	9/30/19	MP6002SP	13308751	\$293.18	\$0.0048		\$34.84		MP4055SP	\$147.46					7,259		3,492
FOOD SERVICES	9/30/19	MP2553SP	13266297	\$117.67	\$0.0089		\$20.06		MP2555	\$88.60	0.0078	\$0.05	\$17.58	\$0.00	2,254		86
FOOTHILLS MIDDLE SCHOOL	9/30/19	PRO8100S	13266249	\$517.82	\$0.0037		\$336.75		PRO8300	\$435.19	0.0035		\$318.55		91,014		4,528
HIGH SCHOOL COPY - Athletics	9/30/19	MP2553SP	13265702	\$86.32	\$0.0089		\$37.22		IMC3500	\$153.75	0.0078	\$0.05	\$32.62	\$0.00	4,182		607
HIGH SCHOOL	9/30/19	MP301SPF	13265902	\$44.51	\$0.0089		\$12.92		N/A - Combine with Athletics.						1,452		496
HIGH SCHOOL	9/30/19	MP301SPF	14063410	\$71.65	\$0.0089		\$24.69		IM350F	\$43.11	0.0078		\$21.64		2,774		180
HIGH SCHOOL	9/30/19	MP4002SP	13265844	\$152.62	\$0.0068		\$119.80		MP4055SP	\$147.46	0.006		\$105.71		17,618		1,867
HIGH SCHOOL	9/30/19	MP6002SP	13302277	\$293.18	\$0.0048		\$196.38		MP6503SP	\$254.16	0.0045		\$184.11		40,913		2,695
HIGH SCHOOL	9/30/19	PRO8100S	13266243	\$582.28	\$0.0037		\$398.41		PRO8300	\$435.19	0.0035		\$376.87		107,678		5,532
HIGH SCHOOL	9/30/19	PRO8120S	13266292	\$834.20	\$0.0033		\$562.79		PRO8320	\$670.29	0.0033		\$562.79		170,543		
HIGH SCHOOL	9/30/19	MP2553SP	13266241	\$86.32	\$0.0089		\$52.46		IMC2500	\$124.79	0.0078	\$0.055	\$42.07	\$27.50	5,394	500	1,026
JUVENILE JUSTICE	9/30/19	MP301SPF	13266392	\$44.51	\$0.0089		\$11.77		IM350F	\$43.11	0.0078		\$10.31		1,322		487
LEWIS & CLARK ELEMENTARY	9/30/19	PRO8100S	13266300	\$517.82	\$0.0037		\$375.16		PRO8300	\$435.19	0.0035		\$354.88		101,394		7,632
LINCOLN ELEMENTARY	9/30/19	PRO8100S	13265904	\$517.82	\$0.0037		\$348.22		PRO8300	\$435.19	0.0035		\$329.40		94,113		8,108
MISSION VIEW ELEMENTARY	9/30/19	PRO8100S	13266293	\$517.82	\$0.0037		\$450.69		PRO8300	\$435.19	0.0035		\$426.32		121,807		
NEWBERY ELEMENTARY	9/30/19	PRO8100S	13265972	\$517.82	\$0.0037		\$322.88		PRO8300	\$435.19	0.0035		\$305.43		87,265		7,463
ORCHARD MIDDLE SCHOOL	9/30/19	PRO8100S	13265967	\$517.82	\$0.0037		\$259.70		PRO8300	\$435.19	0.0035		\$245.66		70,189		3,951
PIONEER MIDDLE SCHOOL	9/30/19	PRO8100S	13266291	\$517.82	\$0.0037		\$230.68		PRO8300	\$435.19	0.0035		\$218.21		62,345		3,403
SPECIAL EDUCATION	9/30/19	MPC4503	13266247	\$222.79	\$0.0075	\$0.0482	\$72.65	\$477.2764	IMC4500	\$185.24	0.0078	\$0.05	\$75.56	\$495.10	9,687	9,902	5,096
SPECIAL EDUCATION - PRE-SCHOOL	9/30/19	MP2553SP	13268608	\$117.67	\$0.0089		\$40.05		IMC2500	\$124.79	0.0078	\$0.055	\$15.60	\$137.50	2,000	2,500	444
SUNNYSLOPE ELEMENTARY	9/30/19	PRO8100S	13263823	\$517.82	\$0.0037		\$252.32		PRO8300	\$435.19	0.0035		\$238.68		68,195		5,285
TRANSPORTATION	9/30/19	MPC3503	13265679	\$190.27	\$0.0080	\$0.0514	\$31.55	\$147.0040	Keep	None	0.0078	\$0.05	\$30.76	\$143.00	3,944	2,860	2,110
VALLEY ACAD OF LEARNING	9/30/19	MP4002SP	13266299	\$144.23	\$0.0067		\$122.97		IMC4500	\$185.24	0.006		\$110.12		18,354		2,050
WASHINGTON ELEMENTARY	9/30/19	MP5002SP	13266248	\$234.60	\$0.0067		\$259.75		MP6503SP	\$254.16	0.0045		\$174.46		38,768		2,558
WASHINGTON ELEMENTARY	9/30/19	PRO8100S	13265536	\$517.82	\$0.0037		\$310.13		PRO8300	\$435.19	0.0035		\$293.37		83,820		8,179
WESTSIDE HIGH SCHOOL									Dist Office MP6002	none	0.0078	\$0.055	\$257.39		32,999		6,137
WESTSIDE HIGH SCHOOL	9/30/19	MP6002SP	13302421	\$312.41	\$0.0048		\$165.60		MPC407 Desktop Color	\$61.16	0.0095	\$0.062	\$9.50	\$31.00	1,000	500	
WVTS	9/30/19	MPC4503	13265910	\$292.88	\$0.0075	\$0.0482	\$67.46	\$287.1756	IMC4500	\$185.24	0.0078	\$0.05	\$70.15	\$297.90	8,994	5,958	

Current Lease Payment Total \$10,250.81

New Lease Payment Total \$7,952.93

Current 12 Month Lease Payment Total \$5,468.99  
\$ 7,277.07

Monthly Lease Savings \$1,808.08  
New 10 Month Maintenance Payment Total \$5,227.36  
\$ 7,231.56

Monthly Maintenance Cost Savings \$2,297.88  
\$45.51

# of New Copiers 28  
# of Continuation of Maintenance on Existing Copiers 3