

**(ATTACHMENT 1) ACTION ON REQUEST TO WAIVE ADMINISTRATIVE POLICY 3.09(9)(e)
AND ENTER INTO MASTER LEASE AGREEMENT WITH RICOH USA, INC. TO LEASE
A PRINTER BUNDLE**

U.S.
Communities
Master Agreement
4400003732

Authorization to Enter into a Master Lease Agreement with Ricoh USA, Inc., to Lease a Printer Bundle

The Administration requests authorization to enter into a master lease agreement with Ricoh USA, Inc. for the lease of a Xante X33 UV Printer, Xante X16 UV Printer Bundle, and Roland TrueVIS VG2 SeriesWide Format Roll-Fed. In accordance with Administrative Policy 3.09(7)(e)1a, this master agreement is based on a contract generated from a competitive bidding process held by the County of Fairfax, Virginia. MPS is able to piggyback off that master agreement as a member of the U.S. Communities cooperative government purchasing alliance.

The Department of School Business and Transportation Services made the determination that this equipment is necessary for the Division of Duplicating Services to continue providing quality services and products needed for district stakeholders. This replaces an existing Ricoh L4160 printer that was being leased. The lease agreement on the L4160 expired in August 2021. As such, this contract agreement with Ricoh is the best available option. There will be no equipment sale or maintenance agreement.

The request to waive administrative policy and issue the agreement for five years is based upon the significant costs associated with bidding for such a service outside of the State Contract.

This master agreement will run from April 1, 2022, through March 31, 2027. The total cost of the master agreement will not exceed \$107,288.40.

Budget Code:

DUP-0-0-DUP-DU-EMTC.....\$107,288.40