



SCHOOL BOARD ACTION REPORT

DATE: 01/04/2018
FROM: Dr. Larry Nyland, Superintendent
LEAD STAFF: Pegi McEvoy, Assistant Superintendent of Operations,
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For Introduction: 2/13/2018
For Action: 3/7/2018

1. TITLE

Approval of the QBSI-Xerox Copier Contract Amendment 1

2. PURPOSE

This Board Action Report details an increase of \$1,008,000 to Contract No. RFP02321 with QBSI-Xerox through the end of the contract, which is set to expire July 31, 2018. The funding to cover this contract increase was included in the 2017-18 budget.

3. RECOMMENDED MOTION

I move that the School Board authorize the Superintendent to execute Amendment 1 of the QBSI-Xerox Contract No. RFP02321 increasing the contract by \$1,008,000, for a revised total not to exceed \$6,411,156, as attached to the School Board Action Report, with any minor additions, deletions and modifications deemed necessary by the Superintendent, and to take any necessary actions to implement this Amendment.

4. BACKGROUND INFORMATION

a. Background

In 2013, the District awarded a competitively bid, 5-year contract, RFP02321, with QBSI-Xerox for the lease of multifunctional print devices for use throughout the district, in the amount of \$5,403,156. The contract amount was “estimated”, as it was understood that the District anticipated both an increase in student population and new construction over the life of the contract.

RFP02321 is set to expire July 31, 2018, and a new competitive solicitation for multifunctional printers is currently underway. RFP02321, Amendment 1, is necessary to ensure the current contract accurately reflects the cost increase required to support the expansion of print services resulting from the enlarged student population, the opening of new schools, and to be more transparent by including the total costs and taxes that were not included in the original estimated dollar amount of the contract. The increase in costs are not covered by Capital funding as contract RFP02321 is a lease agreement.

The district pays the vendor monthly based on actual costs. These costs will likely reach the original estimated cost by February 2018, necessitating the approval of this increase.

b. Alternatives

No Action – This is not recommended because RFP02321 is necessary for school and district operations.

c. **Research** – Not applicable.

5. FISCAL IMPACT/REVENUE SOURCE

The funding to cover this contract increase was included in the 2017-2018 budget, according to the prior year’s actual print line item usage for each school and District departments. The fiscal impact to this action will be \$1,008,000.

The revenue source for this motion is the general fund.

Expenditure: One-time Annual Multi-Year N/A

Revenue: One-time Annual Multi-Year N/A

6. COMMUNITY ENGAGEMENT

With guidance from the District’s Community Engagement tool, this action was determined to merit the following tier of community engagement:

Not applicable

Tier 1: Inform

Tier 2: Consult/Involve

Tier 3: Collaborate

7. EQUITY ANALYSIS

Not applicable

8. STUDENT BENEFIT

Ensures continuation of study material for students, and the ability of students to print in libraries and computer labs.

9. WHY BOARD ACTION IS NECESSARY

- Amount of contract initial value or contract amendment exceeds \$250,000 (Policy No. 6220)
- Amount of grant exceeds \$250,000 in a single fiscal year (Policy No. 6114)
- Adopting, amending, or repealing a Board policy
- Formally accepting the completion of a public works project and closing out the contract
- Legal requirement for the School Board to take action on this matter
- Board Policy No. _____, [TITLE], provides the Board shall approve this item
- Other: _____

10. POLICY IMPLICATION

Per Board Policy No. 6220, Procurement, and any contract over \$250,000 requires Board approval.

11. BOARD COMMITTEE RECOMMENDATION

This motion was discussed at the Operations Committee meeting on February 1, 2018 and the Operations Committee moved this item forward to the school board for introduction.

12. TIMELINE FOR IMPLEMENTATION

Upon approval of this motion, the Contract No. RFP02321, Amendment 1 will be executed upon approval of the School Board.

13. ATTACHMENTS

- Contract No. RFP02321 Amendment 1

**SEATTLE PUBLIC SCHOOLS
AMENDMENT NO. 1
FOR CONTRACT NO. RFP02321
COPY AND PUBLISHING SERVICES**



THIS AMENDMENT is made between the Seattle School District no. 1, (hereinafter called “District”), and QBSI-Xerox (hereinafter called “Vendor”) regarding Contract No. RFP02321, Copy and Publishing Services.

Whereas, the District and the Vendor entered into a five-year contract dated June 27, 2013, herein incorporated by this reference; and,

Whereas, the District would like to increase the original contract amount by approximately nineteen percent (19%), or one million, eight thousand dollars (\$1,008,000) to accommodate the recent increased number of students and classrooms to the District and account for the adjusted sales tax.

NOW, THEREFORE, District and Vendor agree as follows:

1. Contract Amount. The contract amount is to be increased by \$1,008,000 for a revised total not to exceed amount of SIX MILLION, FOUR HUNDRED ELEVEN THOUSAND, ONE HUNDRED FIFTY-SIX DOLLARS (\$6,411,156).
2. Any of the other provisions of the subject contract not modified in writing shall remain in full force and effect.

QBSI-XEROX

SEATTLE SCHOOL DISTRICT NO. 1

Signature

Signature

(Vendor Representative)

Dr. Larry Nyland

Title

Superintendent
Title

Date Signed

Date Signed

Company Name

Employer I.D. No. or Social Security No.