

**OFFICE OF CHIEF OPERATIONS OFFICER**  
**Summary of State Board of Education Agenda Items**  
**October 11, 2018**

**OFFICE OF CHIEF OPERATIONS**

04.B. Action: Contract with Canon Solutions America, Inc. to provide copier rental for the Mississippi Department of Education Central Office Building [Goals 1, 2, 3, 4, 5, and 6 MBE Strategic Plan]

Awarded Vendor: Canon Solutions America, Inc.  
Ridgeland, MS 39157

Scope of Project: The purpose of this contract is to retain rental services from Canon Solutions America, Inc. to provide a right size fleet of copiers for program offices within the Department.

Personnel associated with this contract are not former Department employees or related to any Department employees.

Scope of Contract:

- Term of Contract: January 1, 2019- December 31, 2023
- Total Amount to be Awarded: \$958,122.60
- Method of Award: State Contract

Funding Source: State and Federal Funds

This item references Goals 1, 2, 3, 4, 5, and 6 of the *Mississippi Board of Education 2016-2020 Strategic Plan*.

Recommendation: Approval

Back-up material attached

**Canon Solutions and Mississippi Department of Education  
Summary of Charges**

60 months (Five Year) Term (January 1, 2019- December 31, 2023)

27% Discounted Rate Per Month for Equipment  $\$12,995 \times 60 \text{ Months} = \$779,700$   
(includes labor, toner, and staples)

Estimated Per Month Usage:  $\$2,973.71 \times 60 \text{ Months} = \$178,422.6$   
Total Contract:  $\$958,122.60$

Average Cost Per Month:  $\$15,968.71$

*We value MDOE and we want  
you to know it!! 😊*



**Canon**

CANON SOLUTIONS AMERICA

MDOE Right Size Assessment

Serial Number	Product Name	Current Volume B&W (Pages)	(Pages)	Total Monthly Volume (Pages)	RECOMMENDATION BASED OF MONTHLY VOLUME USED--ONLY	MDE COPIER PLACEMENTS
	Xerox Series 7 Color Printer			44	ELIMINATE	HUMAN RESOURCE
A2M740716	Xerox WorkCentre 5935 Multifunction System	349		349	45PPM--B/W	PEARL WAREHOUSE
A2M746482	Xerox WorkCentre 5935 Multifunction System	50		50	ELIMINATE	PEARL WAREHOUSE
B0W870947	Xerox WorkCentre 7970 Multifunction Printer	10,080	4,387	14,473	85PPM--B/W	CTE
B0W870952	Xerox WorkCentre 7970 Multifunction Printer	1,115	445	1,560	50PPM--B/W	CTE
CN8J204456	HP LaserJet 400 color M451dw	0	61	70	ELIMINATE	PROFESSIONAL DEVELOPMENT
CNDF356854	HP LaserJet 400 color M451dn	44	40	84	ELIMINATE	HUMAN RESOURCE
CNDF389380	HP LaserJet 400 color M451dn	217	46	266	35PPM-DT--COLOR	OTSS MONICA BATES
CNDF400346	HP LaserJet 400 color M451dw	18	67	82	ELIMINATE	DR. DEBBIE BURSON
CNDF401561	HP LaserJet 400 color M451dwe	7	20	27	ELIMINATE	HEALTHY SCHOOLS
CNJB80617	HP Color LaserJet 3800	20	23	43	ELIMINATE	DR. SONJA ROBERTSON
E22811766	YONHUBA e- STUDIO3500C	387	329	616	35PPM--COLOR	COMMUNICATIONS
E234C900064	RICOH HP C6502	2,209	1,796	4,003	60PPM--COLOR	ELEMENTARY EDUCATION
E28664162	Xerox Color C70 v. 88. 0. 0 Multifunction System	3,524	2,363	5,887	65PPM--COLOR	CTE
E883DF60107	RICOH Pro 8100S	11,978		11,978	75PPM--B/W	CHILD NUTRITION (REPLACE)
GPQ56794	ImageRUNNER ADVANCE C5045	902	642	1,544	35PPM--COLOR	ACCOUNTING
JMQ00737	ImageRUNNER ADVANCE C5250	2,024	689	2,713	35PPM--COLOR	ACCREDITATION
JMQ17946	ImageRUNNER ADVANCE C5250	446	240	686	35PPM--COLOR	SCHOOL FINANCIAL SERVICES
JMQ19117	ImageRUNNER ADVANCE C5250	506	909	1,415	35PPM--COLOR	FEDERAL PROGRAMS
JMQ28932	ImageRUNNER ADVANCE C5250	329	217	546	35PPM--COLOR	OTSS
JPAKF12375	hp color LaserJet 4600	0	6	6	ELIMINATE	307
JPBCC7T04C	HP Color LaserJet CP4020 Series	103	146	249	35PPM--DT--COLOR	SUPERINTENDENT
JPBCC7T09H	HP Color LaserJet CP4020 Series	388	587	945	35PPM--DT--COLOR	CTE
JPBCD3R1NH	HP Color LaserJet CP4020 Series	1	1	2	ELIMINATE	LICENSURE
JPBCD4218E	HP Color LaserJet CP4020 Series	78	80	158	35PPM--DT--COLOR	CHILD NUTRITION (ADM)
JPBCD4T0HV	HP Color LaserJet CP4020 Series	130	549	693	35PPM--DT--COLOR	CTE
JPDC9PQ109	HP LaserJet M806	363		363	35PPM--DT--COLOR	CHILD NUTRITION (PIR)
JPDCFDK0YJ	HP Color LaserJet CP4520 Series	19	31	50	ELIMINATE	HUMAN RESOURCE
JPDCG15118	HP Color LaserJet CP4520 Series	22	46	70	ELIMINATE	COMPULSORY
JPDC9K0853	HP Color LaserJet CP4020 Series	36	146	182	35PPM--DT--COLOR	CHILD NUTRITION (TRAIN)

JPOCH9Q1KV	HP Color LaserJet CP4020 Series	531	6	537	35PPM--DT--COLOR	CHILD NUTRITION
JPOCJCK0X9	HP Color LaserJet CP4020 Series	2	15	17	ELIMINATE	307
JPFL73POCH	hp LaserJet 9050	0		0	ELIMINATE	MSD/B
JPFL74T022	hp LaserJet 9050	539		539	35PPM--DT--COLOR	ACCOUNTING
JPGLB08346	HP Color LaserJet 4700	94	173	267	35PPM--DT--COLOR	MVR PRINTER
JPHAB21160	hp color LaserJet 4450	2	19	21	ELIMINATE	FEDERAL PROGRAMS
JPHAC19126	hp color LaserJet 4450	0	17	17	ELIMINATE	SONYA AMIS
JPLLC19988	HP Color LaserJet 4700	0	0	0	ELIMINATE	PROCUREMENT
JPLRL7D908B	hp LaserJet 9050	682		682	35PPM--DT--COLOR	CHILD NUTRITION
JPCDDCOWY	hp LaserJet 9040	225		225	35PPM--DT--COLOR	CHILD NUTRITION
LWA05275	imageRUNNER ADVANCE C7260	8,583	7,271	15,854	60PPM--COLOR	SPECIAL EDUCATION
MXDCH1X0Q6	HP Color LaserJet Now MFP M778	56	210	266	35PPM--COLOR	OTSS
MXPC034135	HP LaserJet 700 color MFP M778	2,013	534	2,547	35PPM--COLOR	CHILD NUTRITION (TRAIN)
MXHCGDY08N	HP LaserJet 700 color MFP M778	8	17	25	ELIMINATE	OTSS
MXHCH7Q05X	HP LaserJet 700 color MFP M778	74	277	351	60PPM--COLOR	OTSS
NMCO6914	imageRUNNER ADVANCE 6275	1,798	0	1,798	55PPM--B/W	SPECIAL EDUCATION
NMLD9885	imageRUNNER ADVANCE 6265	2,630	0	2,630	55PPM--B/W	MSD/B
NML07208	imageRUNNER ADVANCE 6265	369	0	369	50PPM--B/W	MISCONDUCT
NMU20305	imageRUNNER ADVANCE 6255	2,623	0	2,623	55PPM--B/W	MSD/B
PHBBQ08551	HP LaserJet M506	0		0	ELIMINATE	MSD/B
PHBBR03322	HP LaserJet M506	0		0	ELIMINATE	MSD/B
PHGGD04903	HP LaserJet 400 M401dw	300		380	25PPM--B/W	CHILD NUTRITION
QNN05186	imageRUNNER ADVANCE C3501F	1,030	461	1,491	35PPM--COLOR	SPECIAL EDUCATION
QNN06194	imageRUNNER ADVANCE C3501F	532	102	634	35PPM--COLOR	SPECIAL EDUCATION
RKP01227	imageRUNNER ADVANCE 4251	3,083	0	3,083	45PPM--B/W	MSD/B
RKP07144	imageRUNNER ADVANCE 4251	5,113	0	5,113	50PPM--B/W	MSD/B
RRB13410	imageRUNNER ADVANCE C5235	1,213	204	1,417	35PPM--COLOR	ACCREDITATION
RRB18803	imageRUNNER ADVANCE C5235	726	216	942	35PPM--COLOR	MSD/B
RRB24179	imageRUNNER ADVANCE C5235	1,070	466	1,546	35PPM--COLOR	MSD/B
ULD03618	imageRUNNER ADVANCE C7270	345	476	823	35PPM--COLOR	SUPERINTENDENT
ULK00587	imageRUNNER ADVANCE C7260	2,369	1,087	3,456	60PPM--COLOR	BUDGET
ULK01935	imageRUNNER ADVANCE C7260	1,295	2,108	3,403	60PPM--COLOR	LICENSURE
VNB3082016	HP LaserJet M203dn	87		57	ELIMINATE	MSD/B
VNB3D13316	HP Color LaserJet M482dn	0	61	61	ELIMINATE	ELISHA CAMPBELL
VNB3D11626	HP Color LaserJet M482dn	31	108	139	35PPM--DT--COLOR	DR. FELICIA GAVIN
VNB3D22336	HP Color LaserJet M482dn	7	82	89	ELIMINATE	DR. CORY MURPHY
VNB3N20244	HP Color LaserJet M482dn	30	26	56	ELIMINATE	ERIN MEYERS
VNB3YB2477	HP LaserJet P3010 Series	80		80	ELIMINATE	TEXTBOOKS 207
VNB8H0847Z	HP Color LaserJet MFP M277dw	8	23	31	ELIMINATE	MSD/B
VNB8H087H4	HP Color LaserJet MFP M277dw	5	0	5	ELIMINATE	MSD/B
VNB8H0C3RW	HP Color LaserJet MFP M277dw	45	0	45	ELIMINATE	MSD/B
VNB8J1DGPP	HP Color LaserJet MFP M277dw	8	17	25	ELIMINATE	MSD/B
VNB8J5VCZ9	HP Color LaserJet MFP M277dw	0	9	9	ELIMINATE	MSD/B
VNB8J6M28W	HP Color LaserJet MFP M4770dn	27	20	47	ELIMINATE	MSD/B

VNB8J7BFRR	HP Color LaserJet MFP M477dn	0	0	0	ELIMINATE	MSD/B
VNBK4W72F	HP Color LaserJet MFP M477nw	21	44	65	ELIMINATE	MSD/B
VNBKG707CC	HP Color LaserJet MFP M477dn	0	2	2	ELIMINATE	MSD/B
WFM01242	imageRUNNER ADVANCE C7501	199	278	477	35PPM--COLOR	ASSESSMENT
WFM03562	imageRUNNER ADVANCE C75651	2,961	865	3,826	35PPM--COLOR	ASSESSMENT
WFM04194	imageRUNNER ADVANCE C75651	1,275	1,097	2,372	35PPM--COLOR	OTSS
WXCO0895	imageRUNNER ADVANCE C55601	1,627	2,239	3,866	35PPM--COLOR	ACCOUNTING
WXCO1004	imageRUNNER ADVANCE C55601	2,643	3,363	6,006	50PPM--COLOR	DR. KIM BENTON
WXCO4445	imageRUNNER ADVANCE C55601	1,547	223	1,770	35PPM--COLOR	HUMAN RESOURCE
WXDO0739	imageRUNNER ADVANCE C55501	1,350	2,506	3,856	35PPM--COLOR	FEDERAL PROGRAMS
WXDO5032	imageRUNNER ADVANCE C55501	931	1,586	2,517	35PPM--COLOR	SCHOOL IMPROVEMENT
XKP071874	Xerox WorkCentre 7556 v1 Multifunction System	607	646	1,253	65PPM--B/W	SCHOOL IMPROVEMENT
XLG02170	imageRUNNER ADVANCE C55501	2	342	344	35PPM--COLOR	MSD/B
XNE002310	Xerox ColorQube 9302	3,264	1,215	4,479	80PPM--COLOR	SAFE & ORDERLY
XNE136810	Xerox ColorQube 9303	2,710	758	3,468	80PPM--COLOR	CHILD NUTRITION
XXXXXXXXXX	HP Color LaserJet 4700	188	18	206	35PPM--DT--COLOR	ACCREDITATION
<b>Total</b>		<b>92,253</b>	<b>43,076</b>	<b>135,373</b>		

**STATE CONTRACT #8200038140**

**\*\* (60) MONTHS LEASE AMOUNT PER MODEL AND CONFIGURATION**

**BREAKDOWN PER UNIT PROPOSED:**

**C8000VP—\$5701.89**

**C3561F—\$1042.02 (14) UNITS (THE C3561F IS NOT LISTED ON CONTRACT—USED THE C3501F)**

**IR4551—\$175.19**

**IR4545—\$161.59**

**IR4525—\$109.92**

**IR6555—\$1113.60 (\$278.40 (4) UNITS**

**IR6575—\$366.79**

**C7565—\$534.13**

**C5560—\$770.22 (\$256.74 (3) UNITS**

**C5550—\$741.72 (\$247.24 (3) UNITS**

**C5550—\$290.75**

**C5560—\$343.14**

**C5535—\$3450.24 (\$215.64 (16) UNITS**

**C5535—232.99**

**IR8505—\$893.51**

**UNIFLOW—\$442.03**

**TOTAL—\$15,927.70/MONTH WITHOUT UNIFLOW**

**\$16,369.73/MONTH WITH UNIFLOW**

Current State Deficiencies:(50) Multifunctional devices under multiple contracts\*\*Multi-vendor\*\*Multi-billing\*\*Massive outsourcing budget due to inability to produce quality products in Print Shop\*\*No accountability/ability to track and reallocate cost per departmentProposed State:\*\*Canon will:

- "Right-size" the fleet. (per volume bands)
- Upgrade units that are costing the most money via streamlining
- Combine areas that are able to share units/departments
- Drive "color" volume to the Print Shop to eliminate waste, control cost and improve quality of output/product
- Install software (Uniflow) that will reinforce accountability and streamline cost by 20%

Investment: (60) months term:Lease payment: \$12,995 ☺

Which includes:

- Uniflow software (card readers and proximity cards)
- Upgrade units in district/rightsized fleet
- Upgrade Print Shop to become more efficient and able to produce overflow jobs throughout district
- Professional Installation and training (**CANON TO PROVIDE A CHECK TO PAY FOR**)

Maintenance Breakdown:

--All Black/White copies will be billed @ State of MS contract rates per model

--All Color copies will be billed @ State of MS contract rates per model

--Canon has approved for "all" State of MS contract "base rates to be waived" ☺ on each model—providing a **INSTANT** savings of \$560/month ☺(Which includes: All labor, toner and staples)

This is a process. When all items are in place MDOE will start to recover more saving with accountability/monitoring/streamline usage and cost containment. The Print Shop will become the "core" area of functionality for printing and reproduction of high quality documentation. The outlining departments will be able to utilize the rightsized equipment for "on site" productivity but excess will be eliminated and forwarded to the print shop.

**Canon**

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