

# Stanwood Camano School District

TO: BOARD OF DIRECTORS

FROM: STEVE LIDGARD, EXECUTIVE DIRECTOR – BUSINESS SERVICES *SL*

SUBJECT: COPIER LEASE AGREEMENT – CEDARHOME ELEMENTARY SCHOOL

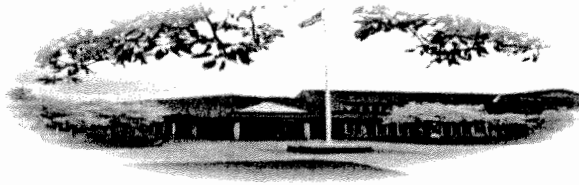
DATE: NOVEMBER 6, 2018

TYPE: ACTION NEEDED

Attached is an agreement with Ricoh USA for the replacement of copy machines at Cedarhome Elementary School and a memo recommending board approval from Principal Jeff Lofgren. The machines will be leased under a state contract through the Washington State Department of Enterprise Services. The monthly payments will be paid from the school building budget. The lease payments are fixed for the lease term.

Recommendation:

We recommend the board **move to approve the lease agreement with Ricoh USA as attached for Cedarhome Elementary School.**



## **Cedarhome Elementary**

*"Home of the Grizzlies"*

27911 68th Ave NW  
Stanwood, WA 98292  
360 629-1280

Mr. Jeff Lofgren, Principal  
jlofgren@stanwood.wednet.edu  
Fax: 360 629-1289

---

October 25, 2018

Dear Stanwood-Camano School Board Members,

Our current lease of our Ricoh Pro 8110S copier expires in December 18<sup>th</sup>, 2018. We would like to continue our partnership with Ricoh by leasing two copiers. One machine will be located in the workroom and will continue to do the bulk of copying and printing. The second machine will be located in the office to serve office needs, back up copier should the main copier be out of commission and for the printing of confidential information.

Thank you,

A handwritten signature in black ink, appearing to read "Jeff Lofgren". The signature is fluid and cursive, with a long horizontal stroke at the end.

Mr. Jeff Lofgren, Principal  
Cedarhome Elementary School

# Purchase Order

Stanwood Camano School District

DATE: 10/11/2018

P.O. #

**VENDOR**  
 Attn: Karen Harris  
 Ricoh USA  
 14450 NE 29th Place, Ste 220  
 Bellevue, WA 98007  
 360-739-4842  
 Karen.harris@ricoh-usa.com

**BILL TO/SHIP TO**  
 Accounts Payable  
 Stanwood-Camano School  
 26920 Pioneer Hwy  
 Stanwood, WA 98292  
 360-629-1200

**REMIT TO**  
 Remit to: Ricoh USA  
 P.O. Box 650073  
 Dallas TX 75265-0073

REQUISITIONER	SHIP VIA	F.O.B.	SHIPPING TERMS
	Ricoh	Dest	freight included

ITEM #	DESCRIPTION	QTY	UNITS	TOTAL
1	Ricoh Pro8210 Service and Supplies .0027	1	\$ 612.65	\$ 612.65
2	2/3 Hole Punch		\$ 13.27	13.27
3	Ricoh MPC 2004 Service and Supplies, .0082 per black image, .082 per color	1	68.05	68.05
	PO is subject terms and conditions of WSCA Contract #3091 and State of WA Contract #05214. 60 month operating lease			

SUBTOTAL	\$ 693.97
TAX RATE	local
TAX	
OTHER	none
<b>TOTAL</b>	

**Special Instructions**

Ship to: Cedarhome Elementary, 27911 68TH AVE NW, Stanwood, WA 98292      Delivery  
 contact Sherri Hamlin    shamlin@stanwood.wednet.edu    tel:360-629-1280    ext 2402

Remove Ricoh C86037933 and cancel lease

Authorized by \_\_\_\_\_ Date \_\_\_\_\_

Title \_\_\_\_\_



# Organizations with current master contract agreements

This is a list of entities authorized to use Washington State Master Contracts because they have a signed [master contract usage agreement](#). Members of the [Oregon Cooperative Procurement Program](#) (ORCPP) are also eligible to use Washington master contracts through agreement with the State of Oregon. ORCPP maintains this [current list](#) of eligible entities.

Additional information about eligibility to use contracts can be found on our [MCUA web page](#).

While the list is alphabetical, there are some oddities. If you think an agency should be listed look for alternative ways it may be described. For example, certain agencies listed specifically begin with 'Washington State' while with others it is implied.

If you are a vendor or contractor attempting to determine eligibility, focus on the 'Org Name' column. There is seldom a case you need to reference the other columns unless your customer asks you to.

This page is refreshed daily. For additional information contact [contractingandpurchasing@des.wa.gov](mailto:contractingandpurchasing@des.wa.gov)

The current number of organizations with master contract agreements: 1526

**Showing 1 to 2 of 2 Orgs**  
**(filtered from 1,470 total entries)**

All  Orgs Per Page.

Search Orgs:

stanwood

Org Name	Org #	Account #	Org Type
STANWOOD, CITY OF	23116		Cities Including Towns
STANWOOD-CAMANO SCHOOL DISTRICT 410	36410		School Districts

1

## Didn't find what you were looking for?

The Contracts Resource Center is here to help.

(360) 407-2210

[contractingandpurchasing@des.wa.gov](mailto:contractingandpurchasing@des.wa.gov)

[Find a Contracts Specialist](#)



© Copyright 2012 Department of Enterprise Services

**Who can use this contract?**

- » Organizations with Master Contract Usage Agreements

**Current Documents**

- » Pricing & Ordering
- » Specifications
- » Contract & Amendments

**Historical Documents**

- » Original Solicitation Documents
- » Original Solicitation Amendments
- » Bid Tab
- » Award Memo

**Resources**

- » Contract Comments
- » Vendor and Contract Performance Feedback

Contractors	OMWBE	Veteran	Small Business
CANON U.S.A., INC. - W7625		N	N
HP INC. - W6537		N	N
KONICA MINOLTA BUSINESS SOLUTIONS U.S.A., INC. - W229		N	N
RICOH USA, INC. - w19074		N	N
SHARP ELECTRONICS CORPORATION - W1135		N	N
TOSHIBA AMERICA BUSINESS SOLUTIONS, INC. - W2739		N	N
XEROX CORPORATION - W2295		N	N

**M**=OMWBE Certified Minority Owned **W**=OMWBE Certified Women Owned **MW**=OMWBE Certified Minority Women Owned

Information about the number of bids received is included to show:

- Vendors which contracts would benefit from more competition.
- Assure our customers that we sought the best overall value through as many competitive bids as possible.

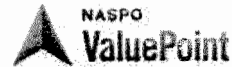
**NASPO ValuePoint**  
 The NASPO ValuePoint Cooperative Purchasing Organization (formerly WSCA-NASPO) creates multi-State contracts in order to achieve cost-effective and efficient acquisition of quality products and services. NASPO VP contracts maximize cost avoidance, reduce individual state administrative costs, and encourage market competition and product availability through standard specifications and consolidated requirements. NASPO VP contracts are available for use by public agencies when approved by the State Purchasing Director. List of current NASPO ValuePoint contracts





## Contract Summary

### NASPO Copiers, Printer & Related Devices



**Contract#:** 05214 **Replaces:** 07912 **Related Contracts:** 03706

This Nevada led WSCA-NASPO solicitation is for the lease, rental or purchase of copiers, printers and related devices and software bundles that enable and enhance the capabilities of the devices.

DES has awarded 7 vendors with participating addendums. The contract will be effective April 1, 2015.

The awarded Vendors are:

- 1) Canon (Group A, Group B, Group C, Group D, Group F)
- 2) Hewlett Packard (Group D)
- 3) Konica Minolta (Group A, Group B, Group D)
- 4) Ricoh (Group A, Group B, Group C, Group D, Group E)
- 5) Sharp (Group A, Group B)
- 6) Toshiba (Group A)
- 7) Xerox (Group A, Group B, Group D)

A description of the groups are:

Group A - Convenience Copiers  
 Group B - Production Copiers  
 Group C - Wide Format  
 Group D - Printers  
 Group E - Digital Duplicators  
 Group F - Scanners

**Current Term Start Date:** 07-01-2015 **Award Date:** 07-01-2015 **Est. Annual Worth:** \$4,902,985

**Current Term Ends On:** 12-31-2019 **Final Term Ends On:** 12-31-2019 **Commodity Code(s):** 600-72

**Diversity:** 0% WBE 0% MBE **# of Bids Received:** 12

**Contact Info:** Breann Aggers at (360) 407-9416 or breann.aggers@des.wa.gov