


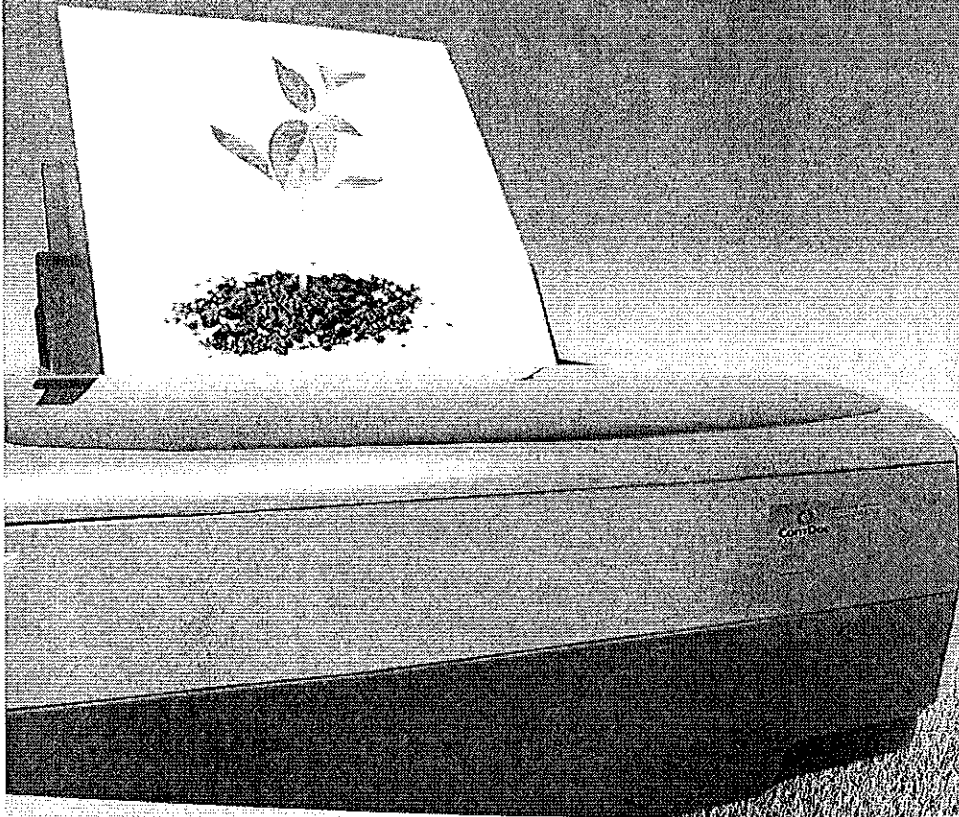
ComDoc, Inc.
Cost Savings /
Extension Proposal
For
Copier & Printer
Services

August 15, 2011

Prepared by:

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 **PRINT** responsibly.



PLUM BOROUGH SCHOOL DISTRICT

August 15, 2011

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I. 2005-2008 / Xerox Situation**A. Throughout the District**

- (4) 12 page per minute systems – Not equipped with stapling and hole punch
- (11) 23 page per minute systems – Not equipped with stapling and hole punch
- (2) 35 page per minute color systems

B. Print Shop

- (1) 110 page per minute system
 - (1) 135 page per minute system
- Total of 19 Copiers**

II. 2008 / ComDoc Recommendation

- Plum Area School District increased the speed of their machines by approximately two times on each black & white system.
- Every system was upgraded to be equipped with Finishing and Hole Punch. Only 21% of the equipment with Xerox had the staple and hole punch capability.
- All printers are serviced by ComDoc giving Plum Area School District a total Document Solutions Provider. ComDoc implemented Rules Based printing while putting a mechanism in place to monitor all output devices. This was a strategic step that allows the districts to identify waste and manage productivity.
- FM Audit allows the ability to monitor the volume of all copiers and printers in the School District. This software gives Plum the ability to view real time information about any output device on the network.
- Reduced monthly cost by \$3,422.00. Savings over 5 years \$205,320. Savings over first 12 months \$41,064.
- Included a check in the amount of \$50,000.00.
Board accepted the above proposal

Current Situation**Throughout the District**

- (7) 35 page per minute systems
- (8) 62 page per minute systems
- (2) 35 page per minute color systems

Print Shop

- (3) 100 page per minute systems
 - (1) Micropress system
- Total of 20 Copiers and 1 Micropress system**

III. Present Day / ComDoc Situation

Throughout the District

- (7) 35 page per minute systems
- (8) 62 page per minute systems
- (2) 35 page per minute color systems

Print Shop

- (3) 100 page per minute systems
- (1) Micropress system
 - **Total of 20 Copiers and 1 Micropress system**

IV. August 15, 2011 ComDoc Recommendation:

- Increased total copiers within the district from 20 to 27. High volume copiers will be located at each of the schools to allow for the teachers to have increased capabilities.
- All printers will be serviced by ComDoc giving Plum Area School District a total Document Solutions Provider. This will allow the district to budget for the printer costs per month which will be included with the copiers. All printer expenses will be reduced from \$.015/impression to \$.012/impression and will include 564,000 impressions per year (Information Works Agreement).

❑ **Option 1:** Reduced monthly cost by \$884.00 and include a check in the amount of \$50,000.00 to the District. 1st year savings \$60,608 for a 3 year extension onto the current agreement.

❑ **Option 2:** Or include a check in the amount of \$92,000 and reduce total monthly costs by \$141.00. 1st year savings \$93,692.00 for a 3 year extension onto the current agreement.

❑ **Option 3:** Or reduce total monthly costs by \$1,633.00. Annual savings of \$19,596 for a 3 year extension onto the current agreement.

All options have an effective date of September 2011

ComDoc Update Recommendation

- (7) 35 page per minute systems (Sharp MX-350N)
- (8) 62 page per minute systems (Sharp MX-620N & 623N)
- (7) 85 page per minute systems (Sharp MX-850N)
- (1) 41 page per minute color system (Sharp MX-4101)

Print Shop

- (3) 100 page per minute systems (Ricoh 1100)
- (1) Micropress system
 - **Total of 26 Copiers and 1 Micropress system**

Inventory Summary:

School	Department	Current Copiers	Recommended Copiers
O'Block	Office	Sharp MX-M350N	Sharp MX-350N
	Library	Sharp MX-620N	Sharp MX-850N
			Sharp MX-620N
	Library	Sharp MX-M350N	Sharp MX-350N
Adlai	Main Office	Sharp MX-620N	Sharp MX-850N
			Sharp MX-620N
Holiday Park	Main Office	Sharp MX-620N	Sharp MX-850N
			Sharp MX-620N
Regency	Main Office	Sharp MX-620N	Sharp MX-850N
			Sharp MX-620N
Center Elementary	Main Office	Sharp MX-620N	Sharp MX-850N
			Sharp MX-620N
Pivik Elementary	Main Office	Sharp MX-620N	Sharp MX-850N
			Sharp MX-620N
Transportation	Main Office	Sharp MX-M350N	Sharp MX-350N
Senior High	Business Office	Sharp MX-620N	Sharp MX-623N
	Superintendents Office	Sharp MX-M3500N	Sharp MX-4101 Color
	Facilities Office	Sharp MX-M350N	Sharp MX-350N
	Main Office	Sharp MX-620N	Sharp MX-850N
			Sharp MX-620N
	Guidance	Sharp MX-M350N	Sharp MX-350N
	Library	Sharp MX-M350N	Sharp MX-350N
Special Education	Sharp MX-M350N	Sharp MX-350N	
Print Shop		Ricoh 1100	Ricoh 1100
		Ricoh 1100	Ricoh 1100
		Ricoh 1100	Ricoh 1100
		Sharp MX-3500	Sharp MX-3500

Individual Printers:

2010-11 Printer Expenses (Existing Agreement)				
Date	Line Description	Qty	Cost Per Copy	Billed Amount
9/27/10	PRINTER MANAGEMENT	111,000	\$0.015	\$1,665.14
10/20/10	PRINTER MANAGEMENT	66,486	\$0.015	\$997.48
11/19/10	PRINTER MANAGEMENT	58,963	\$0.015	\$884.57
12/23/10	PRINTER MANAGEMENT	42,999	\$0.015	\$645.13
1/19/11	PRINTER MANAGEMENT	39,010	\$0.015	\$585.33
2/25/11	PRINTER MANAGEMENT	57,009	\$0.015	\$855.32
3/24/11	PRINTER MANAGEMENT	58,098	\$0.015	\$871.63
4/27/11	PRINTER MANAGEMENT	42,476	\$0.015	\$637.31
6/7/11	PRINTER MANAGEMENT	75,051	\$0.015	\$1,125.93
		551,092		\$8,266.38

Annual usage 551,092 = 45,924 impressions per month (10 month window of meter reads. No meter reads are taking during the summer months because school is not in session.)

ComDoc is proposing a reduction of \$.03 per print which would generate an annual savings of \$1,653.27 per year, based on current volume.