



**COMMENT AND REVIEW**  
to the  
REQUEST FOR PROPOSAL (RFP) #030321  
Entitled

**Copiers, Printers, and Multi-Function Devices with Related Supplies, Accessories, and Services**

The following advertisement was placed January 12, 2021 in *USA Today*, in South Carolina's *The State*, and on the Sourcewell website [www.sourcewell-mn.gov](http://www.sourcewell-mn.gov), Sourcewell Procurement Portal <https://portal.sourcewell-mn.gov>, Biddingo, Merx, The New York State Contract Reporter [www.nyscr.ny.gov](http://www.nyscr.ny.gov), PublicPurchase.com, January 13, 2021 in Oregon's *Daily Journal of Commerce*, and January 15, 2021 in Utah's *Deseret news*:

*Sourcewell, a State of Minnesota local government agency and service cooperative, is requesting proposals for Copiers, Printers, and Multi-Function Devices with Related Supplies, Accessories, and Services to result in a contracting solution for use by its Participating Entities. Sourcewell Participating Entities include thousands of governmental, higher education, K-12 education, nonprofit, tribal government, and other public agencies located in the United States and Canada. A full copy of the Request for Proposals can be found on the Sourcewell Procurement Portal [<https://portal.sourcewell-mn.gov>]. Only proposals submitted through the Sourcewell Procurement Portal will be considered. Proposals are due no later than March 3, 2021, at 4:30 p.m. Central Time, and late proposals will not be considered.*

The solicitation process was conducted through the Sourcewell Procurement Portal. The following parties expressed interest in the solicitation by registering for this opportunity within the portal:

804560 Ontario, Limited	Lexmark International, Inc.
ACP CreativIT, LLC	Light of Christ
AEC Computer Division	LN2S CONSULTING, L.L.C.
AGC Education, Inc.	Mvation Worldwide, Inc.
American Filing Solutions	Northern Document Solutions, Inc.
ARC Document Solutions Saanichton	Nova Networks, Inc.
ARC Document Solutions, LLC	NPA Computers, Inc.
Asca Office Solutions, Inc.	One Stop Computer Shop, LLC
B & H Foto & Electronics Corp.	Ostari, Inc.
Canon Canada, Inc.	Pacific Office Automation
Canon Solutions America, Inc.	Patriot Medical Solutions, LLC
Cansel Survey Equipment	Peleman Industries, Inc.
CCP Solutions, LLC	Performix
Century Business Products, Inc.	PrinterWorks West, Inc.

Chevin Fleet Solutions, LLC	RCM Data Corporation
Coast to Coast Computer Products	Ricoh Canada
Datamax	Ricoh USA, Inc.
Dell	RISO, Inc.
DEX Imaging	RUSD SOLUTIONS
Digitex Canada, Inc.	Sharp Electronics Corporation
Dynamic Interactive Business System, Inc.	Sharp Electronics of Canada, Ltd.
EDX Information Systems, Inc.	SIMPLIFIED OFFICE SYSTEMS
EnCompass Iowa, L.L.C	Simpson & Cross Trading, LLC
Epson America, Inc.	Source Business Solutions, LLC
eRepublic, Inc.	The Office Pal
HBI Office Plus	The Tree House, Inc.
Honeywell	ThinkSpace IT
HP, Inc.	TICH2-JV LLP
Innov8 Digital Solutions, Inc.	Toshiba America Business Solutions, Inc.
Insight Canada, Inc.	Transco / COP
IST2-Integrated Systems Technology & Telecommunications, Inc.	Visual Edge, Inc.
Itex, Inc.	Wright Paint, LLC
Konica Minolta Business Solutions U.S.A., Inc.	X-Cel Business Products, LLC
Kyocera Document Solutions America, Inc.	Xerox Canada, Ltd
Kyocera Document Solutions Canada, Ltd.	Xerox Corporation

All Proposals remained sealed within the Sourcewell Procurement Portal until the scheduled due date and time. Proposals were electronically opened, and the list of all Proposers was made publicly available on the Sourcewell Procurement Portal, on March 3, 2021, at 4:31:31 pm CT. Proposals were received from the following:

ARC Document Solutions, LLC  
DEX Imaging  
Digitex Canada, Inc.  
Epson America, Inc.  
HP, Inc.  
Konica Minolta Business Solutions U.S.A., Inc.  
Kyocera Document Solutions America, Inc.  
Lexmark International, Inc.  
Performix  
PrinterWorks West, Inc.  
Ricoh USA, Inc.  
RISO, Inc.  
Sharp Electronics Corporation  
Toshiba America Business Solutions, Inc.  
Xerox Corporation

Proposals were reviewed by the Proposal Evaluation Committee:

Greg Grunig, Procurement Lead Analyst

Michael Muñoz, CPPB, Procurement Analyst  
 Carol Jackson, Procurement Analyst  
 Kip Hines, Procurement Analyst

**The findings of the Proposal Evaluation Committee are summarized as follows:**

The Proposal Evaluation Committee applied the Sourcewell RFP evaluation criteria and determined that all proposal responses met the scope and mandatory submittal requirements and were evaluated.

Epson America, Inc., is presenting printing technologies backed by 60 years of printing experience. They offer a variety of equipment and services provided by 370 dealers across the U.S. and Canada. Epson offers a significant discount to Sourcewell participating entities on all its products.

HP, Inc., is offering a full line of equipment sales and service from over 10,500 dealers and resellers across the U.S. and Canada. Their turn-key solutions are available at a considerable discount along with multiple financing/leasing options offered to Sourcewell participating entities.

Konica Minolta Business Solutions U.S.A., Inc., offers a full range of copiers and printing options along with a number of service options. Those services and sales are backed up by their network of over 425 locations covering Canada and the U.S. A solid discount is offered to Sourcewell participating entities on all products and services.

Ricoh USA, Inc., is offering a complete line of copiers and equipment for printing along with related services. Ricoh products can be serviced at over 300 dealers in the U.S. and 90 dealers in Canada. They are offering significant discounts for Sourcewell participating entities serviced through this contract.

Sharp Electronics Corporation offers Sourcewell participating entities a comprehensive line of copiers and printing equipment and services. Sales and service are available through a dealer network across the U.S. and Canada. They offer notable discounts off MSRP.


Toshiba America Business Solutions, Inc., is offering a full line of copiers, printing equipment and related services. Toshiba covers the U.S. and Canada with their current sales and service network. They are offering solid discounts off MSRP along with financing options for Sourcewell participating entities.

Xerox Corporation covers the U.S. and all Canadian provinces with sales and service of their comprehensive line of copiers and printing equipment and services. They offer significant discounts off list pricing to Sourcewell participating entities.

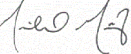
For these reasons, the Sourcewell Proposal Evaluation Committee recommends award of Sourcewell Contract #030321 to:

Epson America, Inc.	#030321-EPS
HP, Inc.	#030321-HPC
Konica Minolta Business Solutions U.S.A., Inc.	#030321-KON
Ricoh USA, Inc.	#030321-RCH
Sharp Electronics Corporation	#030321-SEC
Toshiba America Business Solutions, Inc.	#030321-TOS
Xerox Corporation	#030321-XOX

The preceding recommendations were approved on April 9, 2021.

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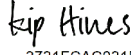
Greg Grunig, Procurement Lead Analyst

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Michael Muñoz, CPPB, Procurement Analyst

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Carol Jackson, Procurement Analyst

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Kip Hines, Procurement Analyst

### STATEMENT OF COMPLIANCE

As Chief Procurement Officer for Sourcewell, I have reviewed the recommendation of the Evaluation Committee and the accompanying support materials documenting the process followed for **RFP #030321 for Copiers, Printers, and Multi-Function Devices with Related Supplies, Accessories, and Services.**

The committee accepted, deemed responsive, evaluated, and recommended proposals for award. Under authority granted to the Chief Procurement Officer in Sourcewell's bylaws, the recommendations set forth above are approved.

I hereby certify:

1. Sourcewell is a government agency, created and authorized by Minnesota law to provide cooperative procurement contracts.
2. The procurement process and resulting contracts have been awarded in compliance with the laws of the State of Minnesota (Minnesota Statutes Chapter 471 and Minnesota Statutes Section 123A.21), and in conformity to Sourcewell's Procurement Policy.

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Jeremy Schwartz, CSSBB, CPPO  
Chief Procurement Officer