

Financial Services
Ms. Iraida R. Mendez-Cartaya, Chief Financial Officer

**SUBJECT: AWARD INVITATION TO NEGOTIATE NO. ITN-25-024-YG
- COPIER SERVICES**

COMMITTEE: FISCAL ACCOUNTABILITY & GOVERNMENT RELATIONS

**LINK TO STRATEGIC
PLAN: EFFECTIVE AND SUSTAINABLE OPERATIONAL
PRACTICES**

Procurement Management Services, at the request of Information Technology Services, released the above-referenced solicitation on May 6, 2026, with the bid opening subsequently held on July 9, 2026. The purpose of this Invitation to Negotiate (ITN) is to identify a comprehensive multifunctional device solution (copy / print / scan) for the District. This ITN was advertised on the Procurement Management Services website and Euna OpenBids (formerly DemandStar). This contract impacts all District facilities, which breaks down to an annual amount of approximately \$4,444.44 per facility based on the annual estimated contract amount of \$2,000,000. The solicitation was shared with the District's Office of Community Partnerships, Education and Business Access (OCPEBA) for additional community outreach.

The initial term of the ITN shall be for a five (5) year period, commencing upon contract execution, and may, by mutual agreement between The School Board of Miami-Dade County, Florida, and the successful proposer(s), be extended for one (1) additional five (5) year period, and if needed, an additional ninety (90) days beyond the expiration of the renewal period.

Six (6) vendors responded to this advertised ITN, one of which was deemed non-responsive. Based on the criteria listed in the solicitation and the Selection Committee's recommendation, oral presentations, Q&A session, and negotiations, two (2) vendors are being recommended for award.

The Selection Committee recommended, by consensus vote, to move forward with the two (2) firms deemed most responsive and qualified based on the advertised evaluation criteria: TGI Office Automation, LLC and Rich USA, Inc. In the event the District is unable to meet mutually agreed upon terms with TGI Office Automation, LLC, which was the firm deemed most responsive and qualified by the Selection Committee, the Selection Committee voted to select, negotiate and execute a contract with the second most responsive and qualified firm, Ricoh USA, Inc.

In Fiscal Year 2025-2026, the District spent \$1,742,512 on copier services.

E-144

This item and all related solicitation components fully comply with all applicable federal, state and local laws.

Fund Source

Various

RECOMMENDED: That The School Board of Miami-Dade County, Florida:

1. **AWARD** INVITATION TO NEGOTIATE NO. ITN-25-024-YG – COPIER SERVICES, to provide new multifunctional devices (copy / print / scan), as well as maintenance services of the existing District-owned legacy copier fleet, for an initial term of five (5) years effective upon contract execution, and may, by mutual agreement between The School Board of Miami-Dade County, Florida, and the successful proposer, be extended for one (1) additional five (5) year renewal period thereto and if needed, an additional ninety (90) days beyond the expiration of the renewal period:

Most Responsive and Qualified Proposer:

TGI OFFICE AUTOMATION, LLC
5535 NW 35TH AVENUE, SUITE B
FT. LAUDERDALE, FL 33309
OFFICER: FRANK GRASSO

Second Most Responsive and Qualified Proposer:

RICOH USA, INC.
300 EAGLEVIEW BOULEVARD
EXTON, PA 19341
OFFICER: CARSTEN BRUHN

2. **AUTHORIZE** the Superintendent to purchase up to a total estimated amount of \$10,000,000 for the initial contract term of five (5) years, and an amount not to exceed \$10,000,000, for each subsequent five (5) year extension period(s). Board authorization of this recommendation does not mean the amounts shown will be expended.
3. **REJECT** the lease of multifunctional devices portion of this solicitation given that the existing leases of multifunctional devices from the current vendor, Ricoh USA, Inc., cannot be transferred to another firm, and it is not in the District's best interest to enter into new lease agreements for multifunctional devices.