

COB - BOSAIR FORM

02/12/2026 3:04 PM (MST)

Submitted by Katie.Greenwood@pima.gov



BOARD OF SUPERVISORS AGENDA ITEM REPORT (BOSAIR)

All fields are required. Enter N/A if not applicable. For number fields, enter 0 if not applicable.

Record Number: SC PO SC2400001625

Award Type: Award

Is a Board Meeting Date Requested? Yes

Requested Board Meeting Date: 03/03/2026

Signature Only:

NO

Procurement Director Award / Delegated Award: • N/A

Supplier / Customer / Grantor / Subrecipient: Ricoh USA Inc.

Project Title / Description: Ricoh MFD/Copier, Maintenance, Parts and Supplies

Purpose: Amendment of Award: Supplier Contract No. SC2400001625, Amendment No. 04. This Amendment is for a one-time increase in the amount of \$280,000.00 for a cumulative not-to-exceed contract amount of \$805,000.00. This increase is required to purchase commercial-grade printing equipment and services to replace outdated units and ensure continued operational efficiency and reliability. Administering Department: Information Technology.

Procurement Method: Other

Insert additional Procurement Method info, if applicable: Pursuant to Pima County Procurement Code 11.24.010, Cooperative procurement authorized, on 06/29/2023, the Procurement Director approved an award of contract, for an initial term of 06/02/2023 to 01/25/2024 in the annual award amount of \$175,000.00 with four (4) one-year renewal options.

Effective 01/26/2024, the Procurement Officer processed Amendment No. 01, which extended the termination date to 01/25/2025. No additional funds were added and contract not-to-exceed amount remained at \$175,000.00. Three (3) renewal options remained.

Effective 01/26/2025, the Procurement Officer processed Amendment No. 02, which extended the termination date to 01/25/2026, added the annual award amount of \$175,000.00 for a cumulative not-to-exceed contract amount of \$350,000.00 and added the Heat Injury and Illness Prevention and Safety Plan language to the contract pursuant to Pima County Procurement Code 11.40.030. Two (2) renewal options remained.

Effective 01/26/2026, the Procurement Officer processed Amendment No. 03, which extended the termination date to 01/25/2027 and added the annual award amount of \$175,000.00 for a cumulative not-to-exceed contract amount of \$525,000.00. One (1) renewal option remained.

PRCUID: 483964

Attachment: Supplier Contract.

Program Goals/Predicted Outcomes:	Continue to provide quality printing services to County departments at a fraction of the cost of using an outside vendor.
Public Benefit and Impact:	High quality, low cost printed materials will allow departments to reach a wider segment of the population at a more efficient rate.
Budget Pillar	<ul style="list-style-type: none">• Core functions & excellent service
Support of Prosperity Initiative:	<ul style="list-style-type: none">• N/A
Provide information that explains how this activity supports the selected Prosperity Initiatives	N/A
Metrics Available to Measure Performance:	Contract will maintain printers at standard 96% or greater uptime. Verified through live reporting through service platform.
Retroactive:	NO

Amendment / Revised Award Information

Record Number: SC PO SC2400001625

Document Type:	SC
Department Code:	PO
Contract Number:	SC2400001625
Amendment Number:	04
Commencement Date:	03/03/2026
Termination Date:	01/25/2027
Is the Termination Date new?	NO
Classification:	Expense
Adjust Level:	Increase
Prior Contract Number (If Applicable):	MA-PO-23-186

Amount This Amendment:

\$280,000.00

Funding Source(s) required: General Fund

Funding from General Fund?

YES

If Yes Provide Total General Funds:

\$280,000.00

Percent General Funds 100

Contract is fully or partially funded with Federal Funds?

NO

Department: Procurement

Name: Brandon Morgan

Telephone: 5207249510

Add GMI Department Signatures

No

Division Manager/Procurement Officer Signature: Kelsey Braun-Shirley Digitally signed by Kelsey Braun-Shirley Date: 2026.02.13 09:40:52 -07'00' Date: _____

Procurement Director Signature: Bruce D Collins Digitally signed by Bruce D Collins Date: 2026.02.13 11:55:10 -07'00' Date: _____

Department Director Signature: Kristen Irby Digitally signed by Kristen Irby DN: cn=Kristen Irby, o=Pima County, ou=Information Technology, email=kristen.irby@pima.gov, c=US Date: 2026.02.13 12:30:00 -07'00' Date: _____

Deputy County Administrator Signature:  Date: 2-13-2026

County Administrator Signature:  Date: 2/13/26



Contract Number	SC2400001625- 8
Contract Start Date	06-29-2023
Contract End Date	01-25-2027
Payment Type	Warrant/Check
Buyer	Brandon Morgan
Phone Number	
Email	

Supplier:	Contract Name:
RICOH USA INC Po Box 31001-0850	Ricoh MFD/Copier, Maintenance, Parts and Supplies

Supplier Contact and Payment Terms: Phone: +1 (520) 2590913 Email: sueann.elomrabi@ricoh-usa.com Terms: Net 30 Days:	Shipping Method	Delivery Type	FOB
	Vendor Method	Standard Ground	FOB Dest, Freight Prepaid
	Currency	NTE Amount	Used Amount
	USD	805,000.00	238,969.12

Contract/Amendment Description:

This Amendment No. 04 is for a one-time increase in the amount of \$280,000.00 for a cumulative not-to-exceed contract amount of \$805,000.00. This increase is required to purchase commercial-grade printing equipment and services to replace outdated units and ensure continued operational efficiency and reliability.

Catalog Items:					
Line #	Item Description	UOM	Unit Price	Stock Code	MPN/VPN
1	Xante EnPress, Omnia Pricing	Each	18,995.00		
2	Staple Cartridge M SR 5000 5/Pack	Pack	154.95		
3	Savin B/W 4060SP	Each	51.00		
4	Ricoh Waste Ink Bottle Type C2	Each	38.00		
5	Ricoh Pro AR Ink Cartridge Yellow L5160	Each	198.00		
6	Ricoh Pro AR Ink Cartridge White L5160H	Each	324.00		
7	Ricoh Pro AR Ink Cartridge White L5160	Each	198.00		
8	Ricoh Pro AR Ink Cartridge Magenta L5160	Each	96.00		
9	Ricoh Pro AR Ink Cartridge Cyan L5160	Each	96.00		
10	Ricoh Pro AR Ink Cartridge Black L5160H	Each	144.00		

This Supplier Contract incorporates the attached documents, and by reference all instructions, Standard Terms and Conditions, Special Terms and Conditions, and requirements that are included in or referenced by the solicitation documents used to establish this contract. All transactions and conduct are required to conform to these documents.



Contract Number	SC2400001625- 8
Contract Start Date	06-29-2023
Contract End Date	01-25-2027
Payment Type	Warrant/Check
Buyer	Brandon Morgan
Phone Number	
Email	

Catalog Items:

Line #	Item Description	UOM	Unit Price	Stock Code	MPN/VPN
11	Ricoh Pro AR Ink Cartridge Black L5160	Each	96.00		
12	Ricoh Pro AR in Cartridge 1200CC Yellow	Each	144.00		
13	Ricoh Pro AR in Cartridge 1200CC White	Each	324.00		
14	Ricoh Pro AR in Cartridge 1200CC Magenta	Each	144.00		
15	Ricoh Pro AR in Cartridge 1200CC Cyan	Each	144.00		
16	Ricoh Pro AR in Cartridge 1200CC Black	Each	144.00		
17	Ricoh Mp9003SP C86197493 Gold Maint. Service per Copy	Each	0.00		
18	Ricoh MP6055SP New/ Maintenance	Month	108.80		
19	Ricoh Flushing Cartridge Type C2	Each	45.00		
20	Ricoh F1075 New/ Maintenance	Month	110.40		
21	Ricoh Displacement Cartridge Type C2	Each	82.00		
22	Ricoh Cleaning Stick Type C2	Each	75.00		
23	Ricoh Cleaning Cartridge Type C2	Each	138.00		
24	Ricoh 9200 Color Printer New/Maint. Color Ink	Each	0.04		
25	Ricoh 9200 Color Printer New/Maint. Black Ink	Each	0.01		
26	Ricoh 7100SX Color Printer New/Maint. Color Ink	Each	0.03		
27	Ricoh 7100SX Color Printer New/Maint. Black Ink	Each	0.01		
28	ReadyPrint RP-100-1RNWL-PS1	Each	1,461.00		
29	Professional Services/ Training	Hour	225.00		

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Catalog Items:

Line #	Item Description	UOM	Unit Price	Stock Code	MPN/VPN
30	Maintenance Kit Type C2	Each	48.00		
31	Maintenance Kit Type C1	Each	48.00		
32	Labor (1 Hour Minimum)	Hour	165.00		
33	Ink Waste Bottle Type C1	Each	38.00		
34	For Items Not Listed	Each	0.00		
35	Flushing Cartridge Type C2	Each	45.00		
36	EnPress Toner (Yellow)	Each	150.00		
37	EnPress Toner (Magenta)	Each	150.00		
38	EnPress Toner (Cyan)	Each	150.00		
39	EnPress Toner (Black)	Each	75.00		
40	Displacement Cartridge Type C2	Each	82.00		
41	Color Ricoh MPC2551 New/Maintenance	Each	0.05		
42	Color Ricoh MPC2551 Color Ink	Each	0.05		
43	Color Ricoh MPC2551 Black Ink	Month	30.00		
44	Color Copies	Each	0.05		
45	Cleaning Stick	Each	75.00		
46	Cleaning Cartridge Type C1	Each	138.00		
47	B/W Savin 9070 New/Maintenance	Month	180.00		
48	B/W Ricoh MPC2551 New/Maintenance	Month	30.00		
49	B/W Ricoh MP8000 New/Maintenance	Month	144.00		
50	B/W Ricoh MP7503SP New/Maintenance	Month	110.40		
51	B/W Ricoh MP7500 New/Maintenance	Month	110.40		
52	B/W Ricoh MP6500 New/Maintenance	Month	108.80		
53	B/W Ricoh MP5000B New/Maintenance	Month	88.40		

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Line #	Item Description	UOM	Unit Price	Stock Code	MPN/VPN
54	B/W Ricoh MP4500 New/ Maintenance	Month	51.00		
55	B/W Ricoh MP201SPF New/Maintenance	Month	26.70		
56	B/W Ricoh AFMP7001 New/Maintenance	Month	110.40		
57	B/W Ricoh AF2090 New/ Maintenance	Month	180.00		
58	B/W Ricoh AF2045A New/Maintenance	Month	51.00		
59	B/W Ricoh AF2045A New/Maintenance	Month	51.00		
60	B/W Ricoh AF2022 New/ Maintenance	Month	26.70		
61	B/W Ricoh AF1075 New/ Maintenance	Month	110.40		
62	B/W Ricoh AF1045 New/ Maintenance	Month	51.00		
63	B/W Ricoh AF1035 New/ Maintenance	Month	55.30		
64	B/W Ricoh AF1022 New/ Maintenance	Month	26.70		
65	B/W Copies	Month	30.00		
66	PRC7500 B/W Copies	Each	0.0043		
67	PRC7500 Color Copies	Each	0.0266		
68	ProC7500 Gold Maint. Service	Month	100.70		
69	ProC7500, NASPO Pricing	Each	101,629.47		

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