



Agenda IV.B.1
April 24, 2025

To: Board of Education
Dr. Theresa Battle, superintendent

From: Stacey Sovine, executive director of administrative services

Date: April 24, 2025

Re: Approve Lease Agreement for Copier Equipment and Service

Recommendation: That the Board of Education approves a new lease for copiers, printers, and an associated support agreement for a term of 60 months with Advanced Imaging Solutions (AIS).

Notes:

Our current lease expires on June 30, 2025. On April 10, 2025, we presented information on the process we have used over the past year to evaluate and vet options for our next lease.

We requested and received three quotes and chose Advanced Imaging Solutions (AIS) based on criteria including machine costs, maintenance agreement costs, proposed hardware, implementation plans, company experience, and references.

Estimated annual costs, based on current usage and equipment, are \$150,000. The new lease, if exactly based on this year's costs, would increase the cost by approximately 17.19%. We anticipate the efficiencies in the new equipment, adding a print management system, and training for cost-effective printing practices by staff will offset a portion of this increase.