

**School Board Meeting:**

**March 22, 2010**

**Subject:**

**IKON Print Shop Contract**

**Presenter:**

**Chuck Klaassen**

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**SUGGESTED SCHOOL BOARD ACTION:**

Approval of agreement with IKON to replace and extend lease for central print shop equipment and service.

**DESCRIPTION:**

The district signed a five year lease with IKON back in 2005 for central print shop equipment and services. That lease is up this summer and I have been meeting with them for the past several months to explore options going forward. With the help of Josh Swanson, Marie Jacobs (tech support) and Jean Pohlman (print shop operator), I have determined that our best option is to replace and extend the current lease with a new five year lease with IKON.

As part of that plan, IKON will replace the existing print shop Canon equipment with new Ricoh equipment, increasing our capacity and reliability significantly. IKON will also replace all of our DocSend servers with new units. DocSend is the system that allows us to send print jobs electronically to the print shop and units are located in each school building and department throughout the district. IKON will also upgrade our Digital Store Front printing software to the latest version and provide a parts and maintenance agreement for the next five years. All of this will be done, yet our total monthly cost for the term of the contract will decrease from the current cost.

The total monthly cost for the entire package will be \$8,154.17 compared to the current monthly cost of \$9,432.26. This translates into an annual savings of \$15,337.08. The actual print shop usage costs are charged back to each building or department on a cost basis at a significantly lower rate than that of operating higher cost copiers and printers in the buildings. We generally run about 8-10 million copies through the print shop annually.

I did visit with several other companies and received a proposal from one other vendor. IKON clearly was the best option for us regarding all aspects of the plan. We have worked well with IKON in the past and operations have been running very smoothly for the past several years. The central print shop concept along with electronic job processing is the most efficient way to generate paper materials needed for our students and staff. Jean Pohlman does a great job with this operation and this agreement will continue our ability to provide this service.

I am recommending approval by the Board of this central print shop equipment lease and service agreement with IKON