



Subject: Approve Copier Lease and Maintenance Agreement with Konica Minolta
Date: November 12, 2024

The district's current copier/printer lease and service agreement with Konica Minolta was approved in the fall of 2020 and is expiring at the beginning of 2025. Additional devices for the Early Childhood Center were added to the agreement in spring of 2022.

District administration collected usage reports from the PaperCut software to analyze the existing usage of the devices and inform recommendations for the size and feature set of devices to be included in the proposal. Additionally, district administration surveyed staff regarding the performance and features of the current fleet of copiers/printers. The survey results were generally positive with a few specific devices identified as problematic from a reliability standpoint. As a result of the usage analysis and survey, a number of adjustments were made to the proposed fleet.

The proposal from Konica Minolta was recently presented to district administration for a 48-month lease contract. This agreement would provide Color Multifunction Printing Devices (Print/Scan/Copy) including PaperCut software licensing for all 9 school buildings and the District administration offices. The annual cost of the lease, supplies and maintenance of the devices is \$223,720.08. This represents a savings of \$16,130.88 per year compared to the prior lease agreement.

The proposal includes service and maintenance for the same total number of devices. 49 new devices are included in the proposal. 8 existing devices with the lowest usage will be retained and redeployed. In an effort to more equally distribute the printing load, all devices will include color printing. The highest capacity machine at each location will include folding and three hole punch capabilities. Overall, the proposed fleet has features and capacity generally similar to the prior fleet.

It is recommended that the Board of Education approve the Copier Lease and Maintenance Agreement with Konica Minolta.