



**PROSPECT HEIGHTS DISTRICT 23  
BOARD OF EDUCATION  
INFORMATION ITEM**

■  
Date: December 18, 2025  
Subject: Update – Impact Printer/Copier Contract  
Contact: Mr. Christopher Alms, Director of Technology & Information Services  
Mrs. Amy McPartlin, Asst. Superintendent for Finance & Operations

---

**BACKGROUND**

As shared with the Buildings and Sites committee, we have seen a gradual increase in the amount of down time for some of our larger copiers. As such, Administration has recently engaged our partners at Impact to discuss the renegotiation of our current contract in order to take advantage of potential year-end savings and to replace our aging fleet of high-speed printers/copiers.

Taking into account the monthly cost of copying overages, Impact has proposed a new five-year contract that reflects a reduction in our current monthly payment. As is the case with our existing contract, the proposed contract includes maintenance for all machines and a reduced per copy price for a greater monthly allotment of black-and-white and color impressions, lessening the potential overage costs.

Administration has negotiated the opportunity to reopen the contract at the 24 month mark to discuss any potential escalation to the maintenance plan (2-4%) for the remaining term. Additionally, the District reserves the ability to manage the monthly cost through a reduction in the monthly impressions allotment. Any unused allotted impressions from the first 24 months may be deducted against any overages in the final 36 months.

As part of this contract, and to reduce costs while improving equipment alignment, Administration will be removing the standalone color printers in the library and route all color printing through the high-speed color units. In response to principal feedback, Administration would ensure that every conference room is equipped with a tower printer/copier capable of printing, copying, and scanning to better support meetings. The necessary equipment will be reallocated from existing areas with low printing and copying demand.

Every contract renewal offers opportunities to reduce costs and increase efficiency. For our printer/copier contracts, Administration aims to streamline printing by balancing essential printing needs with expanded digital tools (e.g., report cards now appear in the PowerSchool Parent Portal rather than being printed).

**RECOMMENDATION**

This contract supports our continued progress in reducing printing and copying resources while aligning with our current usage, and it does so at a lower monthly cost than we pay now. While final negotiations are still being finalized, we anticipate bringing the final contract to the Board for action in January.