

HAYS CONSOLIDATED INDEPENDENT SCHOOL DISTRICT BOARD OF TRUSTEES

Date: August 25, 2025

Agenda Item: K.15

Board Goal: Community Relations

Subject: Consideration and possible approval of the 2025 Bond purchase of a Fleet of Copiers and Applicable Maintenance & Service Agreements for Hays CISD Campuses and Departments – Sharp Business

Administrator Responsible/Position: Deborah Ottmers, Chief Financial Officer

A. Purpose of Agenda Item:

☒ Action needed ☐ Information only ☐ Receive input

B. Authority for This Action:

☒ Local Policy: CH – Purchasing & Acquisition ☐ Law or Rule ☐ N/A

C. Goal or Need Addressed: We are proposing to purchase the copiers outright rather than continuing to lease them, as this approach is expected to result in long-term cost savings. Funding this acquisition through the 2025 Bonds will also alleviate the financial burden on the general fund.

D. Summary:

- ☒ **Previous board action relating to this item:** The board approved the option to lease for 36-month lease with two (2) one-year options to renew for a total of 60 months on 04/20/2020.
- ☒ **Future action anticipated:** Hays CISD will purchase a maintenance and support agreement to maintain the Sharp copier fleet as part of the purchase agreement
- ☒ **Background information:** Sharp Business won the RFP that was completed between April and June of 2025. An evaluation was completed of each of the vendors that submitted a response. Sharp Business was evaluated the highest and is also the incumbent of the district. Hays CISD has maintained a working relationship with Sharp and their maintenance and support team since 04/20/2020.

E. Comments Received:

☒ Cabinet ☐ DLT ☐ FBOC ☐ Teacher Org. Reps.
☒ Other: Finance Dept and Technology Dept

F. Administrative Recommendation: Administration recommends the approval of the purchase of Sharp Copier Fleet and applicable maintenance and support agreements.

Advantages and benefits of this proposal: We are proposing to purchase the Sharp copiers and the applicable maintenance and support agreement out right rather than continuing to lease the Sharp copiers. This approach is expected to result in long-term cost savings. Funding this acquisition through the 2025 bonds will also alleviate the financial burden on the general fund.

Expected results in terms of student benefit/achievement: The students and staff need dependable copiers to reproduce documents for instruction time. The campus administration utilizes the copiers in their day-to-day activities.

Effect of this action on other parts of the system: These copiers connect to the Hays CISD network and are easily accessible over the network.

Consequences of not approving this recommendation: The expenses will continue to be deducted from the General Fund to pay for leasing the Sharp Copiers each year.

G. Fiscal Impact and Cost: \$1,200,000

☐ Budget

☒ 2025 Bond

☐ Grant/Special Funds:

☐ Other

☐ Budget Amendment Needed

Prior Year Spending for this item/service: \$337,902.31

Bid / Contract Information: RFP #08-042501AS Districtwide Copier Fleet

Reasons for rejecting alternatives: Vendor quality, experience, and affordability

Future/Ongoing: Hays CISD will continue to provide copier and printing services for our campuses.

H. Monitoring and Reporting Time Line:

Person responsible for evaluating this decision or action: Technology and Finance

Evaluation method and timeline: Evaluation per criteria detailed in RFP #08-042501AS

Next report to the Board: N/A

I. Suggested Motion:

I move that the Hays CISD Board of Trustees approve the 2025 Bond-funded purchase of a fleet of copiers and applicable maintenance and service agreements for Hays CISD campuses and departments from Sharp Business for an amount not to exceed \$1,200,000, as presented.