

Date: March 3rd, 2025

To: Dr. Jennifer Norrell, Superintendent of Schools
East Aurora School District 131 Board of Education

From: Andrew Allen, Executive Director of Information Systems/CIO

Subject: Recommendation to enter into a 5-year agreement with Konica Minolta, Inc for multi-function copiers, service, and reproduction/print plant operations for the district.

Konica Minolta Solution:

Seek approval to enter into a 5-year agreement with Konica Minolta, Inc for multi-function copiers, service, and reproduction/print plant operations for the district. Our agreement with our current provider ends June 30th, 2025.

Justification:

The district has conducted a search and RFP for known copier/printer/duplication service companies. This effort will secure a company that will provide a digital, multi-function copier/duplication services to support the district's strategic plan, including partnering with a service provider that will align and utilize systems and resources that promote operational excellence, efficiency, and fiscal accountability. These services will support staff and students in the learning process by providing copies as needed to enhance instruction and practice. This effort will secure a company that will provide a digital, multi-function copier/duplication services to support the district's strategic plan, including partnering with a service provider that will align and utilize systems and resources that promote operational excellence, efficiency, and fiscal accountability. These services will support staff and students in the learning process by providing copies as needed to enhance instruction and practice.

Board Policy:

Pursuant to Board Policy 4:60, Supplies, materials, or work involving an expenditure in excess of \$25,000 must comply with the State law bidding procedure, 105 ILCS 5/10-20.21, unless specifically exempted.

Strategic Plan Alignment:

Strategic Goal #2, Operational Excellence that states the following: *East Aurora School District 131 will align and utilize systems and resources that promote operational excellence, efficiency, and fiscal accountability.*

Supporting Data:

The district received RFP responses from ImageTec, Impact, ProvenIt Technologies, Ricoh USA, Gordon Flesch, Konica Minolta, and MarcoNet. We developed a rubric to evaluate the proposals that were submitted.

- Cost of Eligible Product/Service 30%
- Reprographics Proposal 20%
- Warranty/Support Capability 15%
- Technical Fitness 15%
- Capacity 15%
- References 5%

After evaluating all the proposals Konica Minolta has the best solution for District 131. It is our opinion, being supported directly by the manufacturer is in the best interest of the district's printing, copying, and reprographics needs.

Recommendation:

The Board of Education should enter into a 5-year agreement with Konica Minolta, Inc for multi-function copiers, service, and reproduction/print plant operations for the district. Total estimated monthly cost is \$32,807. District funds would be used for these technology services.

Timeline for Decision

March 17th, 2025