

Copier and Printer Lease Renewal Report

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Agenda

- Current Reality and Identified Goals
- Evaluation Process
- Cost Analysis
- Summary

Overview

Current Reality

- The current lease was originated in 2017
- The lease was extended as we emerged from the pandemic
- We kept the same equipment
- Existing lease expires June 30, 2025

Identified Goals

- Identified outdated equipment in need of replacement
 - Copiers: Large capacity production machines
 - Printers: MFD Multi Function Devices floor model
 - Printers: SF Single Function tabletop style printers
- Updated, modern functionality includes management
- Streamline efficient management and ease of use for end user
- Maximize resources by reducing waste



Evaluation Process

- August 2024: Early discussions with administrative assistants (key operators)
- November 2024: Tour of district and surveyed key operators
- January 2025: Gathered materials to analyze usage
- February 2025: Mapped out all existing known equipment to plan replacement
- March 2025: Solicited quotes from vendors

- April 10, 2025: Board of Education Report
- April 24, 2025: Present a recommendation to the Board of Education
- Future: Final equipment decisions and contract finalization

Cost Analysis

Cost Categories:

- Lease of copier equipment
- Maintenance and support agreement
- Replacement of outdated printer equipment
- Print Management (new)
- Cost per page (click rates)

Cost Variables:

- Click rates - cost per page
- Using a lean initial approach with option to increase equipment as needed
- Flexibility to adjust equipment if needs change in a location
- Optional accessories

Summary

- Three proposals were received via direct solicitation on March 28, 2025.
- We are currently evaluating each proposal and working with each vendor.
- Based on our thorough evaluation, we will bring our recommendation to you for approval at the April 24, 2025 Board of Education meeting.

Thank You