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**CALALLEN INDEPENDENT SCHOOL DISTRICT  
BOARD OF TRUSTEES AGENDA ITEM**

**MEETING DATE:** November 11, 2024

**AGENDA ITEM TITLE:** Consider approval of District-wide Copier Lease Agreements

**PRESENTER:** Mrs. Ramos

- |  |                                       |  |
|--|---------------------------------------|--|
| <input type="checkbox"/> Presentation/Communications | <input type="checkbox"/> Consent      | <input checked="" type="checkbox"/> Action |
| <input type="checkbox"/> Informational Report        | <input type="checkbox"/> Old Business | <input type="checkbox"/> Discussion Only   |

**SUMMARY:** The District maintains approximately 50 copiers that service all campuses and departments district-wide. The contracts are lease agreements, each for a 60-month term, which include both the copier machine lease and maintenance agreements for supplies, parts, and labor. The District does not have one master contract for all copier leases, instead the lease terms and renewals stagger across numerous years. A detailed list of the existing copier lease agreements is attached. Due to the staggered nature of these lease agreements, the District has utilized cooperative purchasing contracts for all renewals in lieu of a formal procurement.

At the present time, fifteen copiers districtwide have current lease agreements expiring throughout 2024. Administration requested and received proposals from three local vendors cooperative purchasing contracts. All proposals were evaluated and scored based on pricing.

**DISTRICT PRIORITIES:**

PRIORITY 1: Building and Sustaining a Culture of Performance and Preparedness for Life Beyond High School	N/A
PRIORITY 2: Building and Sustaining a Culture of Faculty and Staff Commitment	N/A
PRIORITY 3: Increasing Community Engagement and Commitment	N/A
PRIORITY 4: Effective and Efficient Operations	4.1 Ensure Strong Financial Stewardship

**RECOMMENDATION:** The Administration recommends the Board approve the districtwide copier lease agreements contract with Xerox Business Solutions Southwest in the amount of \$172,479 for the 60-month lease term.

**MOTION LANGUAGE:**  No specific language required.

**FUNDING SOURCE AND FINANCIAL IMPACT:**  Not Applicable

Funding Source: General Operating – Fund 199	Financial Impact: \$172,479 -or- \$2,874.65 monthly for the 60-month lease term
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