



PROSPECT HEIGHTS DISTRICT 23 FINANCE & BUILDINGS AND SITES COMMITTEES ACTION ITEM

Date: January 31, 2022

Title: Recommendation for Award - Printer and Copier Lease and Services Agreement

Contact: Amy McPartlin, Assistant Superintendent for Finance & Operations

BACKGROUND INFORMATION

Earlier in the year, the District issued a Request for Proposals for Managed Print Services, as our current agreement was coming up for renewal. The District's objective was to reach an agreement that included:

- Procurement of multifunction machines for "zone printing"
- All consumable OEM supplies, including staples
- All Fix/Repair services
- End-user support
- Management of the print devices
- Technology refreshment of end of life of multifunction and network printers

Our existing fleet is a mix of newer copiers and printers that vary in age from 5-20 years old with the largest group being 7+ years old. While they have been paid in full, they are increasingly costly to maintain.

In determining the best way to move the District forward, Maria and her team conducted a staff survey to gain feedback on technology needs and wants. Throughout the process, ongoing conversations with our current partner, Impact, remained very positive and we were optimistic that we could do a full refresh of all units and reach an agreement that would meet the needs of the District, now and in the future.

The current agreement with Impact is just under \$80,000/year and covers the lease payments on 16 machines that are four years old. The new, 60 month agreement would cover 42 total machines that would be placed at all sites. The District will continue to utilize Paper-Cut and Follow-Me printing in an effort to control overages and provide privacy. The annual cost for the new agreement is approximately \$95,628.96, just over a 20% increase. New devices will be installed over Spring Break, 2022.

BUDGETARY IMPACT

As is the case in our current lease arrangement, funds will be budgeted for the lease payments from the Debt Services Fund 30, with any overage charges coming for the Technology Department Supply account.

RECOMMENDATION:

Administration is requesting approval of the new 60 Month Lease Agreement with Impact for the purchase and service of its new fleet of 42 printers and copiers in the annual amount of \$95,629.