



HINCKLEY-BIG ROCK CUSD #429

Cultivating our future

EXECUTIVE MEMO

TO: The Board of Education
FROM: Brandon Kriesch, Director of Operations
RE: Copier Lease and Maintenance Services

Background

The district's current copier lease and maintenance services agreement with RK Dixon is nearing expiration. This contract was established as a 60-month Fair Market Value (FMV) lease. All devices in our copier and printer fleet are now at least five years old, and our larger copiers require increasingly frequent maintenance, leading to periodic downtime.

To address these needs, we solicited proposals from RK Dixon and additional vendors recommended by neighboring school districts. During this process, we also evaluated software solutions to monitor and reduce printing waste. However, based on our fleet size and usage, the cost of such software would not yield a positive return on investment.

Recommendation

Following a review of the proposals, the administration recommends entering into a new 60-month Fair Market Value lease and service agreement with Marco Technologies. This agreement would replace our entire copier and printer fleet with new machines across all district locations.

- Proposed Vendor: Marco Technologies
- Lease Term: 60 months (FMV)
- Total Projected Cost: \$130,823.83 (based on current usage)
- Current 60-month lease cost (RK Dixon): \$174,471.89
- Total projected savings: \$43,648.06 over the life of the agreement

In addition to the greatest cost savings among the received proposals, Marco will provide improved service times through their dedicated technician model. The district will be assigned a primary service technician who will become familiar with our needs and maintain a supply of common parts and toner for faster, more effective support.

Technology directors from the Indian Creek, Plano, and Sandwich school districts provided strong endorsements for Marco citing competitive pricing, smooth delivery and installation, reliable service, and quick response times.



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Implementation Timeline and Lease Closeout

The district recommends scheduling installation of the new equipment for December 29 - 30, 2025, to avoid disruption to instruction. This timing will allow staff to familiarize themselves with the new devices during their January 5th work day.

Marco Technologies will manage the removal of the current equipment and arrange for storage and shipment to the lender's designated location. After accounting for shipping and lease closeout costs, the district anticipates net savings of approximately \$3,490 in the first year, followed by full annual savings in subsequent years.

Summary

By transitioning to Marco Technologies, the district will:

- Replace its aging copier fleet with new, reliable devices;
- Improve maintenance response times and service quality;
- Realize an estimated \$43,648.06 in total savings over five years; and
- Implement the changeover during a non-instructional period to ensure a smooth transition.

Administrative Recommendation

It is recommended that the Board of Education approve a new 60-month Fair Market Value copier lease and service agreement with Marco Technologies, as presented.