

# Action Sheet

**MEETING DATE:** August 2, 2023

**AGENDA ITEM:** Consider approval of Ricoh copier lease extension

The current Ricoh copier lease expires December 1, 2023. The current contract is set to terminate after four years. Due to the lease terming during the 2023-2024 school year and not during the summer, the recommendation by GISD Business Administration is to extend the lease by 6 months through May 2024. This will provide two benefits to GISD: First, the removal and installation of new copier machines would occur during a summer month versus a month where classes are in session. Second, GISD has negotiated a cost savings of \$503.68 per month with the start date of September 1, 2023. The 9 month cost total will be \$148,511.43.

Lease highlights include the following:

Fleet Equipment Lease, Maintenance and Workflow Assessment

9 Mos. Lease Extension \$10,079.04/mo.

Monthly Maintenance \$ 6,422.23/mo.

Total \$16,501.27/mo.

Start Date September 1st

State Contract Number: DIR-CPO-4435

Monthly Savings: \$ 503.68/mo.

9 Months Savings - \$4,533.12

**RECOMMENDATION:**

**I move that the Board authorize the approval of the extension of the current Ricoh lease from September 1, 2023 through May 31, 2024 as presented.**

  
Matthew Neighbors Ed. D.  
Superintendent

  
Jeff Martello  
Chief Financial Officer