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Michael Wilkes
Chief Information Officer
Geneva School District 304

To: Dr. Andy Barrett
From: Michael Wilkes
Date: March 16, 2026
Re: Purchase Recommendation for Copier/MFP Devices and Services

The district's copier/multi-function printer (MFP) fleet of approximately 70 devices has been in place since December 2020. The original contract terms were based on a rental of equipment for 60 months, then month-to-month. Last month, the district began the Copier/Multifunction Printer Replacement RFP process. This procurement is part of the approved 2026-2027 Technology Capital Plan.

After an initial review of the submitted proposals, two finalists representing four proposals were selected to move forward in the process. The finalists presented their proposal(s) in late February and provided demo devices and software to allow district staff to test/review the solutions as part of the review process. The review team considered the evaluation criteria and arrived at a recommendation. This recommendation seeks to move forward with **Marco Technologies LLC's** proposal, pending the finalization of contract terms and conditions. The details of this recommendation are below.

Recommendation Details

Term of Agreement: 60 months (5 years) from installation completion (est. July 2026)

Estimated Total Cost of Ownership: \$1,077,252 (equipment lease + projected usage)

Agreement Type: Lease with \$1 buyout upon term end w/ provider

Installation Window: Mid-June – Mid-July

Non-Recurring Costs:

- \$39,420.55 (5-year software license and support)

Fixed Monthly/Annual Recurring Costs:

- Lease Payment: \$9,264.27 (monthly for equipment)

Variable Monthly-Recurring Costs (based on usage):

- Maintenance: \$0 (included)
- Cost-Per-Click*: \$0.032 (color); \$0.0032 (mono)
- Est. Monthly (based on avg use): \$8,032.93

These figures are within the planned budget for this project. The district plans to continue the current contract on a monthly basis to ensure services are not disrupted.

*Cost-per-Click is the charge per image generated by the MFP. An average monthly output of 1.3 million images of black and white and roughly 120,000 images of color were used to calculate the five-year cost projections and are based on 2025 usage.

Thank you for your consideration.