

To: Board of Education

From: Margo Empen, Superintendent

Subject: Action Item – Approve Copier Vendor and Maintenance Contract –
September 24, 2025

PROPOSED MOTION BY THE BOARD OF EDUCATION

That the Board approves the copier vendor and maintenance contract, as presented.

Moved by _____; Seconded by _____

YEA	NAY	YEA	NAY
_____ David Fritts	_____	_____ Brandon Rogers	_____
_____ Melissa Gates	_____	_____ Jon Wadsworth	_____
_____ Kathleen Schaefer	_____	_____ Linda Wegner	_____
_____ Linda LeBlanc-Parks	_____		

Background:

In accordance with Board Policy 2:20 Powers and Duties of the Board of Education; Indemnification, it is the duty of the Board to “enter contracts in accordance with applicable federal and State laws, including using the public bidding procedure when required”. Over the past few months, the Board has been made aware, our current copier contract is set to expire at the end of October. As a result, administration has engaged in a Request for Proposal process over and at the August 2025 Board of Education meeting, the Board was presented with the outcome of the process. This memorandum is intended to finalize the recommendation and approval for the Board.

The key pieces or criteria used when reviewing proposals included price, service, technology support and K-12 proven systems. Based on this criteria, we believe Marco is the best option for the following reasons:

- The Sharp copiers proposed are high quality and have a very good reputation.
- The Papercut print management/secure print program is a well-known and full featured system for schools.
- Marco has a large technology support team that is experienced and positioned to provide a high level of support.
- The local service technicians are empowered and incentivized to keep downtime to a minimum.

Dixon Public Schools, in cooperation with the community, will provide students with a comprehensive educational program that produces well-educated, self-sufficient, and involved citizens.

- References from area schools for Marco was very positive.
- The proposed installation and setup plan is efficient and will get our new fleet online quickly.
- Marco provided the best pricing for us, as well as offering higher capacity machines.

Recommendation:

It is the recommendation of District Administration that the Board approves the 5-year agreement for copier and maintenance service with Marco.

Exhibit A: Summary of Vendor Proposals

Vendor Name	Monthly cost for base equipment and service on 5 year term with Print Management & card readers	Total 5yr Obligation for contract of base equipment & service contract	Additional anticipated taxes & fees	Contracted monthly print volume	Contracted monthly volume Cost	B&W overage cost	Color overage cost	Print Management	Devices	Estimated 5 year cost without overages	Estimated Annual Cost without overages	Location		
SBM**	\$3,346.27	\$200,776.20	\$0/Month	3,840,000 b&w 480,000 color/year	\$2,403	0.0032	0.03	Papercut	Sharp	\$344,956.20	\$68,991.24	Sterling		
Marco Option #1	\$5,157.69	\$309,461.40	one time \$75 doc fee	4,200,000 b&w 480,000 color/year	Included	\$0.00	\$0.03	Papercut	Sharp	\$309,461.40	\$61,892.28	Rockford		
Marco Option #2	\$5,360.39	\$321,623.40	one time \$75 doc fee	4,200,000 black & 480,000 color/year	Included	\$0.00	\$0.03	Papercut	Sharp	\$321,623.40	\$64,324.68	Rockford		
Xerox Option 1	\$4,232.12	\$253,927.20	Property Tax to Leasing Company	0	\$0	0.0029	0.029	Papercut	Xerox			Davenport		
Xerox Option 2	\$4,232.12	\$253,927.20	Property Tax to Leasing Company	4,244,760 b&w 471,636 color/year	\$2,166	0.0029	0.029	Papercut	Xerox	\$383,863.80	\$76,772.76	Davenport		
City Blue*	\$3,509.59	\$210,575	\$289/month and one time lease fee \$85.00	0	0	0.0028	\$0.018 0-5% Page Coverage \$0.025 5-10% Page Coverage \$0.03 10% & up Page Coverage	Epson	Epson	\$329,375.40	\$65,875.08	Peoria		
*Total assumes B&W quantity of 4,200,000/yr and color quantity of 480,00/yr at average color cost														
**Reduced color prints by half and adjusted pricing to better compare proposals														
Marco option 2 has higher capacity trays and features better matching our current fleet														

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