



MEMO

TO: Board of Education
FROM: Josh Aurand, Assistant Superintendent of Business and Operations
Aaron Guske, Director of Information Technology
DATE: August 30, 2024
RE: Copier Recommendation

.....

Introduction

After reviewing our copier fleet with our current vendor, we identified 7 machines that should be replaced this year and are recommending moving 1 machine. There are 4 machines in the administration center and one machine in the Transportation Department that need to be updated since they are 10 years old. We are also recommending to update 2 large production machines at the Middle School in which we will dispose of one machine and move the other machine to the High School which will replace a machine with twice as many copies on it. We reached out to our two Cannon dealers and had them provide pricing for the purchase of the machines and a per click rate. The District no longer does 5-year leases to save on interest and replaces machines when they get to the end of their life. The financial implications of the recommendation are below:

Financial Implications

	<u>Marco Proposal</u>	<u>Gordon Flesch Proposal</u>
Copier Purchase	\$99,789	\$82,799
Copier B&W	\$25,335	\$32,936
Total Cost	\$125,124	\$115,735

Recommendation

The recommendation is to accept Gordon Flesch's proposal for 7 new Canon copiers at a purchase price of \$82,799.00