



Executive Summary Finance Committee Meeting

DATE: Thursday, November 17, 2022

TOPIC: Multi-Function Copier Lease and Service Agreements - IMAGETEC L.P.

PREPARED BY: Jordan Stephen

Recommended for:

- Action
- Discussion
- Information

Purpose/Background:

In January, the District's three-year printing contract with the Imagetec L.P. will expire. That Agreement included thirteen multi-function copiers at a cost of \$50,080.36 per year. Several local and reputable companies were asked to provide proposals for replacing the current fleet of multi-function products, including supplies and services. After reviewing the proposals, it is recommended that the District continue our relationship with Imagetec L.P. as we enter a new 5 year contract.

District Legal Counsel has reviewed the Agreements and their addenda. District Legal Counsel has advised the District to contact the vendor to make some minor changes to contract language, correcting the number of months and also modifying the Amendment to Lease Purchase Agreement, to be replaced by language agreed upon from our 2019 Agreement.

The vendor was agreeable to these changes and has updated all documentation.

Fiscal Impact:

\$42,284.64 estimated annual cost. The District previously paid \$50,080.36 during the 2021-2022 school year for lease and print services. This proposal saves the District \$38,978.60 spread over the next 5 years.

Recommendation:

It is the Administrative recommendation that the Finance Committee concurs to recommend to the Board of Education to approve the Agreements from Imagetec L.P. for copiers lease and service for an estimated annual cost of \$42,284.64 per year from January 2023 through January 2028.