



Board Meeting Date: June 10, 2024

Title: Copier & Printer Management Proposal

Type: Consent

Presenter(s): Mert Woodard, Director, Finance and Operations; and Nathaniel Lindley, Director, District Media & Technology Services

Description: The District has worked with Advanced Imaging Solutions (AIS) an authorized dealer of Konica Minolta Business Solutions devices, the past four years to provide and manage District copiers, printers and software systems. The contract renewal is due July 2024.

AIS and the District administration evaluated printing, copying and services over the past 4 years to adjust the current copier allocation. Based on usage needs and reliability, the administration recommends adding a 2nd copier to each Elementary and right sizing some copiers at secondary schools.

The District administration, with guidance from its sourcing agent, recommends renewing with AIS by the Association of Educational Purchasing Agencies (AEPA) purchasing agreement that was the basis for the original agreement that provides for the lease of Konica Minolta printers and copiers. The AEPA provides cooperative purchasing agreements in accordance with state statute. The new contract between AIS and the District will be a 60-month term costing \$5,184/month for a total of \$311,040 over the 5-year term.

Recommendation: Approve the District administration's recommended action and authorize the Director of Finance & Operations to execute all documents needed to put the agreement into effect.

Desired Outcomes from the Board: Compliance with Minn. Stat. § 471.345 and District Policy 707.

Attachments:

1. Quote from Advanced Imaging Solutions
2. Recommendation Letter – Catalyst Sourcing Solutions