

Background For Copier Lease Proposal

Our current Xerox lease was signed in August 2021 and Staff was under the impression that the lease was up in July 2026. We recently learned that the 2021 machines were back ordered and the district did not take possession of them until April 2022 so our lease is not technically up until April 2027. Staff feels strongly that any copier change should take place over the summer. We propose entering into a new lease with Prism Office Solutions for a new 5 year lease, allowing Prism to buy out the remaining 11 months of the Xerox lease. We estimate that this will save the district approximately \$19,000, while also getting us one additional copier in the copy center. Additional copier tariffs will become a factor after July 1st.

July - May Xerox spend last year -	\$ 55,094.80
Same data with proposed Prism contract	\$ 39,448.40
Savings during lease buy out	\$ 15,646.40
annualized to 12 months	\$ 18,775.68

This lease would be utilizing the NASPO State Contract #188037 & #23PSX0022 CT addendum
Prism also won the Town copier bid last year.