

Consider approval of Xerox Copier Lease

October 20, 2025

1. Board Goal – Domain 4, Objective 1- Alignment of Financial Well Being with Student Achievement.
2. Background:
Leases for 16 Xerox copiers expired in August 2025. Fourteen of the copiers will be renewed and two copiers will be returned and cancelled. The renewal of the new lease term will be for 36 months.
3. Process:
The District can award lease agreements for entities that participate in purchasing cooperatives, which helps to ensure we receive competitive pricing. Our current provider Quality Print Solutions, which is a local business and is an authorized Xerox copier dealer, is part of the State Purchasing Cooperative (Department of Information Resources (DIR). The current proposal is for 14 Xerox copiers. Attached for your review and approval is the lease agreement.
4. Fiscal Impact:
The annual lease agreement is \$40,723.20, which is currently budgeted in campus and department budgets. However, the grand total for the lease agreement is \$122,169.60 (36 months).
5. Recommendation:
Approve the lease agreement with Quality Print Solutions.
6. Required:
Board Action
7. Contact Person
Superintendent
Chief Financial Officer