



Memo

To: Dr. Andrew Wise

Date: January 2026

Re: Recommendation for new copier contract

Center Cass School District #66 recently solicited proposals for a comprehensive multifunction device solution to meet our diverse operational and educational needs. Although we published the RFP for seventeen copy machines, we received minimal interest and only one formal response. After a thorough review, I recommend selecting Konica Minolta for a "right-size" replacement strategy. Based on our comprehensive analysis of the current fleet,

Financial:

We will increase our total fleet size from 16 to 17 units to better serve staff while maintaining a flat monthly cost. Key financial highlights include:

- Our monthly cost will remain at **\$3,750**, matching our prior 5-year contract exactly. We secured this rate despite current market pressures, such as tariffs and supply chain constraints.
- **All-Inclusive Maintenance:** Our fixed monthly fee fully includes all toner, consumables, and "clicks" (per-page costs), giving the district complete budget predictability.

Print Management:

We are also implementing **PaperCut Hive** as our SaaS print management provider. By doing this, we can allow our students and staff to release their print jobs from any device and at any time. We're aiming to:

- **Reduce Waste:** Cut down on abandoned print jobs through secure release protocols.
- **Improve Budgeting:** Forecast paper orders using real-world consumption data.
- **Increase Security:** Enable secure document release using contactless proximity cards and/or PIN codes.
- **Cloud Integration:** Facilitate seamless scanning and printing directly from Google Drive accounts.

Implementation:

- Copiers ordered in **February**
- Copiers will be configured and tested at Konica Minolta in **March**
- Installation in our buildings over **Spring Break**
- PaperCut Hive will be rolled out over the 2026 summer and go active for the 2026-2027 school year.