

# PURCHASE RECOMMENDATION FORM

## Requesting Board Approval of Purchases over \$50,000

<b>Description:</b>	District Copiers
<b>Requesting Campus/Department:</b>	Technology
<b>Description of items/services:</b>	To replace all district copiers.
<b>Purpose:</b>	Update exiting copiers at all locations that have exceeded their duty cycle.
<b>Interlocal agreement(s) anticipated to use:</b>	N/A
<b>Justification for sole source (if applicable):</b>	N/A
<b>Vendor(s):</b>	Knight Enterprise Solutions
<b>Maximum cost:</b>	\$290,129.16
<b>Process used to ensure best value:</b>	Competive bidding with multipl solutions evaluated
<b>Deadline for purchase:</b>	6/30/2026
<b>Funding source(s):</b>	199 General Funds
<b>Other information:</b>	This is for year one of a 3 year agreement with years 4 and 5 being optional. Cost is based on annaul average print totals of 13 million black and white, and 1.3 Million color.