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Executive Summary - Copier Replacement Recommendation

Rationale:

The Board of Education approves contracts and expenditures in excess of \$10,000.

Discussion:

Lincolnwood School District 74 and Imagetec have had a tremendous working relationship over the past several years. The administration has received few, if any complaints, over the past year relative to copier service.

In anticipation of the current contract expiring in 2017, the administration requested Imagetec to provide a proposal to update our current fleet of copiers. Imagetec has provided a proposal to convert the existing fleet of copiers from Ricoh to Konica Minolta. The costs associated with the conversion are essentially the same with significantly improved functionality. Below is a summary of significant advantages of converting the district's current fleet from Ricoh to Konica Minolta.

Description	Current Ricoh	Proposed Konica Minolta
Number of Machines	9	9
Cost of Lease Annually	\$53,518.92	\$57,118.92
Per Page Charge B/W 3.5M Copies Annually	\$15,750.00	\$14,350.00
Per Page Charge Color 258,000 Copies Annually	\$11,094.00	\$9,030.00
Total Estimated Annual Cost	\$80,762.92	\$80,498.92
Copier Speed per Minute	88	95
Document Feed	100	300

The proposed fleet of copiers includes a printing feature where you can print from your android phone or tablet directly. Additionally, staff can print directly from the Google Cloud without a computer device and scan documents to their designated files.

Recommendation:

It is recommended by the administration that the Board secure the agreement with Imagetec, to replace all district copiers with Konica Minolta machines provided by Imagetec with an estimated annual cost of "\$80,498.92."