



San Elizario ISD
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MEMORANDUM

To: Members of the Board of Trustees
From: Elizabeth Perez-Chief Financial Officer
Vicente Rodriguez – Executive Director-Technology
Subject: Purchase over \$25,000.00 – Complete Office Technologies, Inc.
Date: April 8, 2026

HISTORY:

The district's current three-year copy machine and duplicating machine lease will expire on June 30, 2026. The existing lease includes 36 copy machines (2 with color-copying capabilities) and 2 high-speed duplicator machines, for a total of 38 units. The monthly cost is \$7,541.01, which includes unlimited black-and-white copies, a cost of \$0.045 per color copy, and the PaperCut software.

The proposed lease term for the new contract is 48 months, beginning July 1, 2026, and ending June 30, 2030. The quote presents two options for copy machines, including two with color capabilities featuring unlimited black-and-white copies, a per-copy color rate, and upgraded models for all equipment.

Based on equipment usage and accessory needs, Option 2 is recommended. Additionally, the District intends to continue its partnership with Complete Office Technologies, Inc., an awarded vendor under BuyBoard, for the new lease term.

RATIONALE:

The following two options were received from the current vendor, Complete Office Technologies, Inc.

Option 1:

This option reflects the same configuration currently in use with **Sharp Advanced Series** devices and **Duplo duplicators**. The pricing consists of the following equipment:

1. **33 Sharp BP-71M55 – 55 PPM Mono Workgroup Document Systems**
 - 24 units with (2) 550-sheet drawers, stand, and inner finisher stapling unit
 - 9 units with (2) 550-sheet drawers, stand, inner finisher stapling unit with hole punch
2. **2 Sharp BP-71C55 – 55 PPM Color Workgroup Document Systems**
 - Both units with (2) 550-sheet drawers, stand, and inner finisher with hole punch
3. **1 Sharp BP-B540WR – 40 PPM Mono Desktop Document System**
 - Includes 600-sheet drawer, stand, and inner finisher stapling unit.
4. **2 Duplo DP-A120 II – 130 PPM Duplicators with stand**

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Lease Term	Monthly Cost	Color CPC Charge
36 Mo Lease	\$8,492.00	\$0.045 per copy
48 Mo Lease	\$7,614.41	\$0.045 per copy

Option 2 (Vendor Recommendation):

This is the recommended configuration from Complete Office Technologies, Inc. based on actual usage and accessory needs.

1. **33 Sharp BP-71M55 – 55 PPM Mono**, with (2) 550-sheet drawers, stand only, no stapling units.
2. **1 Sharp BP-71C55 – 55 PPM Color**, with (2) 550-sheet drawers stand, stapling, and hole punch (Superintendent’s Office)
3. **1 Sharp BP-71C65 – 65 PPM Color**, with (2) 550-sheet drawers stand, no stapling unit (Print Shop)
4. **1 Sharp BP-70M75 – 75 PPM Mono**, with (2) 550-sheet drawers, 2100 tandem drawers and stapling unit (Garcia Parent Center)
5. **1 Sharp BP-71M55 – 55 PPM Mono**, full-size, with (2) 550-sheet drawers, no stapling unit (Reception Area)

Lease Term	Monthly Cost	Color CPC Charge
36 Mo Lease	\$8,156.93	\$0.045 per copy
48 Mo Lease	\$7,351.67	\$0.045 per copy

BUDGET IMPACT:

The budget impact is contingent on Board approval of the new lease agreement for Copiers, Duplicators, Equipment and Services provided by Complete Office Technologies, Inc.

If Option 1 from Complete Office Technologies, Inc. is selected, the total monthly expense will be \$7,614.41 for a 48-month lease, resulting in an annual cost of \$91,372.92

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If Option 2 from Complete Office Technologies, Inc. is selected, the total monthly cost will be \$7,351.67 for a 48-month lease, resulting in an annual cost of \$88,220.04.

ADMINISTRATIVE RECOMMENDATION:

The administrative recommendation is for the Board to approve the purchase over \$25,000.00 for Complete Office Technologies, Inc.

For Approval? Yes No

If not, please check one: Presentation Report Information

Please check if applicable: Attachment Included

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