

## **Executive Summary**

**Topic: Copier Contract Renewals- Fair Market Value Leases**

**Meeting Date: May 27, 2014**

### **Summary:**

Pricing for the following copiers has been quoted through Usherwood Office Technology whose figures were the lowest collected by the district under the CoStars State Contract pricing agreement.

The proposed Fair Market Value Lease Agreements have been drawn up to add scanning to email and network printing by security code as functional upgrades if the existing copier did not support these features. Faxes and finishing kits, and color options have been added to the office copiers, while others have been sized to handle the load necessary in each location. Usherwood has also included additional functionality such as automated monthly meter readings, no estimated charges, and automatic toner monitoring and ordering. They are also offering up to 1000 private user codes per machine for tracking and usage reports.

Usherwood Office Technology has also offered the district, contingent of approval of the copiers listed, to receive an additional 10% off of the existing maintenance contracts currently held by the James B. Schwab Company.

Documentation has been provided showing location of copier, features, lease rates for a 4 year term, lease agreements, and documentation supporting the migration of maintenance accounts to Usherwood Office Technologies.

### **Recommended Motion**

That the Board of School Directors approves the Fair Market Value Lease quotes provide by Usherwood Office Technology and approves of the terms of the lease agreement set forth for a term of 48 months for the copiers in the locations as follows: Warren Area High School Office, Beaty Warren Middle School Office , Allegheny Valley Elementary School/Sheffield K12 office and teacher work room, and Central Office at the rates included on the quotes, and that the Board of School Directors approves the transfer of all district copier maintenance contracts.