

West Lafayette Community School Corporation

3061 Benton Street ▪ West Lafayette, Indiana 47906-2447
(765) 746-1602 • FAX (765) 746-1644 • www.wl.k12.in.us

TO: Dr. Shawn Greiner, Superintendent
Board of School Trustees

FROM: Michelle Cronk, CFO

DATE: May 1, 2025 (May 12, 2025 Board Meeting)

RE: Copier Lease and Buyout

The Business Office has been analyzing the school corporation's copier fleet over the past couple years. The copiers are currently under multiple lease agreements with different vendors, rates, and charges that amount to approximately \$7,000 monthly. Buildings have started to indicate issues with current equipment and/or service responsiveness. The goal is to move the copier fleet to one lease and maintenance contract to establish consistency, and thus less confusion, across the corporation.

The State of Indiana sponsors a Quantity Purchase Agreement (QPA) between the state and vendors for the supply of goods that all governmental entities in Indiana are able to take advantage of. The agreements through the QPA are awarded through the competitive bidding process outlined in state code and allow entities to take advantage of the state's purchasing power for bulk pricing. Toshiba has been awarded the QPA for Indiana under contract #58883. The service contract offers a flat rate of \$.0028 for monochrome copies and \$.029 for color copies, and we will only be charged for the amount we use. Service agreements cover everything for the copier including maintenance, repair, toner and other supplies like staples. The recommendation also includes the addition of PaperCut MF with card readers which offers the ability for follow-you-printing across the district through employee badges, a convenience we do not currently have.

Toshiba is willing to "buy out" our current leases and old machines that were under "fair market value" leases so that the whole corporation can be upgraded to a new fleet. This buyout, as well as the addition of PaperCut, is included in our monthly lease amount of \$3,819.17. The service agreement is projected to add an additional \$1,200 per month. Total monthly savings compared to current costs amount to approximately \$2,400. The term of the lease will be 60 months with a \$1 buyout option. Toshiba will dispose of our current equipment in the buyout and we will receive a check for the resale value.

Please approve the recommendation to replace our current copier fleet with Toshiba under the State QPA #58883 contract under the terms outlined with the accompanying service agreement and PaperCut option. All contracts and service agreements have been reviewed by the Corporation attorney and are included in your board packets.