

HAYS CONSOLIDATED INDEPENDENT SCHOOL DISTRICT BOARD OF TRUSTEES

Date: June 29, 2026

Agenda Item: N.8e

Board Goal: N/A

Subject: Consideration and possible approval of the purchase of Production Machines for Hays CISD Print Shop –
Konica Minolta

Administrator Responsible/Position: Deborah Ottmers, Deputy Superintendent / Chief Financial Officer
Anston Shockley, Coordinator of Purchasing
Wes Eaton, Print Shop Manager

A. Purpose of Agenda Item:

Action needed Information only Receive input

B. Authority for This Action:

Local Policy: Law or Rule: N/A
CH – Purchasing & Acquisition

C. Goal or Need Addressed: Replace end-of-life equipment to provide continued high-quality service

D. Summary:

Previous board action relating to this item: N/A

Future action anticipated: N/A

Background information: The district's Print Shop equipment has reached the end of its effective service life and no longer fully supports current technology requirements or the expanding printing needs of the district. The existing machines have limited functionality, reduced efficiency, and are unable to produce certain types of print jobs in-house. Approval of this agenda item will allow the district to upgrade its print production equipment, increasing operational efficiency, expanding printing capabilities, and enhancing the Print Shop's ability to support district campuses and departments. The upgraded equipment will also provide opportunities to produce larger and more complex print projects, reduce reliance on external vendors, and strengthen partnerships with community organizations through expanded print services. The Print Shop's current equipment was originally relocated from Central Administration to its present location. At the time of the transfer, the machines were under a five-year lease agreement, which was fully paid off in December 2024. Since that time, the equipment has continued to age and is no longer meeting the operational needs of the district. To maintain efficient and reliable print services, the district is seeking approval to purchase four new machines to replace the existing equipment. The replacement of these aging machines will enhance productivity, improve print quality, expand service capabilities, and better support the printing needs of campuses and departments across the district.

E. Comments Received:

Cabinet DLT FBOC Teacher Org. Reps. Other:

F. Administrative Recommendation: Administration recommends approval of the purchase request.

Advantages and benefits of this proposal: Approval of this purchase will increase the Print Shop's production capacity and efficiency, allowing it to accommodate a higher volume of print requests from campuses and departments across the district. By shifting large-scale printing projects to the Print Shop, campus and department copiers can be utilized primarily for daily operational needs rather than high-volume production work. This will help extend the lifespan of campus equipment, reduce wear and maintenance costs, improve overall efficiency, and provide a more cost-effective approach to meeting the district's printing needs.

Expected results in terms of student benefit/achievement: Approval of this purchase will enhance the district's ability to provide comprehensive printing services using in-house resources. Students, campuses, and departments will have access to expanded print capabilities within the district, reducing the need to outsource specialized or large-scale print jobs to external vendors. This will improve turnaround times, increase efficiency, provide greater control over quality and production schedules, and support more cost-effective use of district resources.

Effect of this action on other parts of the system: N/A

Consequences of not approving this recommendation: N/A

G. Fiscal Impact and Cost: \$320,641.01

Budget 2025 Bond Grant/Special Funds: Other:

Budget Amendment Needed

Prior Year Spending for this item/service: N/A

Bid / Contract Information: CQR # 08-042601WC Digital Press Equipment/Machines

Reasons for rejecting alternatives: Konica Minolta machines align with B/W Volume, Shared consumables, lower annual click cost and long-term maintenance cost.

Future/Ongoing: Ongoing click cost and maintenance fee will be the responsibility of the print shop.

H. Monitoring and Reporting Time Line:

Person responsible for evaluating this decision or action: Wes Eaton

Evaluation method and timeline: CQR

Next report to the Board: N/A

I. Suggested Motion:

I move that the Hays CISD Board of Trustees approve the purchase of production machines for Hays CISD Print Shop from Konica Minolta for an amount not to exceed \$320,641.01, as presented.