

MEMO

TO: Board of Education
FROM: Josh Aurand, Assistant Superintendent of Business and Operations
Aaron Guske, Director of Information Technology
DATE: August 29, 2025
RE: Copier Recommendation

.....

Introduction

Continuing our review and refresh strategy for district copiers we identified 6 machines that should be replaced this year. We looked at the age of the copiers and the problems calls over the life of the copiers to determine which of the current 6 year fleet to replace. We are recommending the replacement of a copier from each of the following schools:

- Loves Park Elementary
- Machesney Elementary
- Maple Elementary
- Marquette Elementary
- Olson Park Elementary
- Harlem High School Athletics

We reached out to our two Canon dealers and had them provide pricing for the purchase of 7 new copiers. In the initial proposal Gordon Flesch was \$27,459.00 less than Marco. Due to cost being higher than we originally anticipated, we asked Gordon Flesch to re-quote with a quantity of 6 copiers This brought the price down to what we had originally projected for this refresh.

Recommendation

The recommendation is to accept Gordon Flesch's proposal for 6 new Canon copiers at a purchase price of \$96,585.00