WICHITA FALLS ISD BOARD OF TRUSTEES
September 14, 2026

Agenda Item:	Lease of Desktop Printers, including Goods and Services
Administrator Responsible:	Leah Horton, Chief Financial Officer
Attachments:	None

___X___Action Needed ______Future Action ________Presentation ________Report

Administrative Recommendation:
That the Wichita Falls ISD Board of Trustees approve the Lease of Desktop Printers, including Goods and Services contract with Visual Edge I.T. as submitted by Leah Horton, Chief Financial Officer, and recommended by Dr. Donny Lee, Superintendent of Schools.

Explanation:
Visual Edge I.T. (formerly known as Benchmark Business Solutions) is the District's current provider of District-wide Print Management Goods and Services (copiers). The district desires to obtain a print solution to meet required HIPAA rules for nursing staff, and privacy needs of the superintendent.

The District's current fleet of desktop printers used by campus nurses is inconsistent and aging. Some nursing offices currently have older desktop printers, while others do not have a dedicated printer or have equipment that is no longer operational. This purchase will provide a standardized desktop printer for each nursing office, ensuring that all nurses have access to the same equipment and level of service, including replenishment of consumables at no additional cost. The units will be internally managed by the Technology Department in the same manner that the copiers are currently managed.

The black-and-white nursing printers are $24.00 per unit per month. The color printer for the Superintendent's Office is $27.02 per month. Color prints are $0.10 per page, and usage is expected to be minimal. A combined total of 4,000 black-and-white prints per month is included.

The base monthly cost for the twenty-four (24) units is $579.02 per month, or $34,741.20 over the 60-month term, excluding any additional print charges beyond the included monthly allowance and minimal color printing charges. At the end of the agreement (2031), the District may agree to a buyout offer based on each unit's meter reading and condition or opt to lease new units in a similar agreement.

The purchase will be made via Sourcewell Cooperative Contract 030321.

Fiscal Note:
This expenditure will be paid with budgeted District funds. Multi-year agreements require Board of Trustees approval per policy, CH Local.