

MEMO

TO: Board of Education
FROM: Josh Aurand, Assistant Superintendent of Business and Operations
Aaron Guske, Director of Information Technology
DATE: August 12, 2026
RE: Copier Recommendation

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Introduction

Continuing our review and refresh strategy for district copiers we identified 7 machines that should be replaced this year. We looked at the age of the copiers and the problem calls over the life of the copiers to determine which of the current fleet to replace. We are recommending the following replacement strategy:

- Replace 1 mono and 1 one color copier at Parker Center
- Replace 1 mono copier at Harlem Middle School Resource Room
- Replace 2 mono copiers at Harlem High School Copy Room
- Replace 1 mono copier at Rock Cut Elementary with existing copier from Maple Elementary
- Replace 1 mono copier at Windsor Elementary with existing copier from Olson Park Elementary

We reached out to our two Canon suppliers and had them provide pricing for the purchase of 5 new copiers. When reviewing the Canon proposals, the pricing had increased substantially from the previous year. We worked with our two suppliers to quote another brand that would be more competitive than the Canon copier solution. Marco provided pricing for comparable Sharp copiers. The Sharp proposal's pricing was more in line with our initial budget. We reached out to 3 area school districts who are using Sharp copiers and they all said they were happy with the Sharp copiers and with Marco's service managing the copiers.

Our agreements with our copier suppliers are based on actual usage and therefore we are charged a per click price. This is another important cost consideration as we evaluate our copier refresh. The cost per click from each supplier is outlined below.

- Gordon Flesch - \$0.0042 (mono)
- Marco - \$0.0034 (mono) and \$0.034 (color)

Marco has a lower cost per click than Gordan Flesch for mono prints. We are not buying a color copier at this time from Gordon Flesch which is why only Marco supplied the cost per click for color prints.

We want to ease the Sharp copiers in to make sure they are capable of handling our print and copy needs. To accommodate this we would replace the Parker Center mono and color copier and one High School copier with the Sharp copiers. The other High School copier and the Middle School copier would be replaced with the new Canon copiers.

Recommendation

The recommendation is to purchase three Sharp copiers from Marco Technologies and two Canon copiers from Gordon Flesch at a purchase price of \$77,071.00.