



## MEMORANDUM

**TO: Members of the School Board  
Dr. Todd Bowden, Superintendent  
Mitsi Corcoran, Assistant Superintendent Chief Financial Officer**

**FROM: Carol A. Lichon, CPPO, Director of Materials Management**

**TITLE: APPROVAL TO LEASE XEROX PRINT SHOP EQUIPMENT**

The Print Shop request permission to replace the three digital copy machines leased from Xerox Corporation. The equipment is five years old and needs to be updated. The Print Shop currently produces approximately 57 million impressions a year, operating 24 hours a day, five days a week. The new equipment has added features that replace tasks that were done manually, will increase printing capacity by 9 %, and will provide a lower cost per copy. The projected cost is \$28,530.04 a month for 72 months. This results in an upgrade of equipment and printing capacity while saving approximately \$3949 per month over the current lease. This equipment is contained in the TCPN contract for Multifunction Copiers. The funds for this purchase are contained in the capital mileage funds allocated for the equipment.

**Requested by:**  
Carol Lichon

“Failure to file a protest within the time prescribed in Section 120.57(3), Florida Statutes, or failure to post the protest bond or other security required by law within the time allowed for filing a bond shall constitute a waiver of proceedings under Chapter 120, Florida Statutes.”

Posting Date: 10/31//2017

**Fiscal Impact:**  
Not to exceed  
\$2,054,162.88

**Recommended Motion:** That the lease of Xerox Corporation Printing equipment, in the amount of \$2,054,162.88, be approved as presented.