Committee Chair Tom Croteau called the meeting to order at 5:30 p.m., noting that the agenda would be regarding the Board’s bid policy regarding proposals.

Business Administrator Jack Dunn noted that the current copier contract expires on June 30, 2017. He noted that the District’s use of tools and technology more closely matches higher education institutions than comparable K-12 school districts.

There is a budgeted amount for copier use and any new contract would not exceed that. The administration requested proposals and received invitation-only bids from four companies on March 27. The request was for the price to buy the equipment outright; for a 36-, 48-, and 60-month lease; the cost per black-and-white page and the cost per color page.

He distributed Policy 322 Bidding, noting specifically section 1.b(iii) and section 2.

In FY12, there were 55 “dumb” copiers (not networked, not printers, not scanners – just copiers) in the district. In the FY13 budget process, the district participated in the vendor’s “Why Wait” program and added another five years to the contract, consolidating 175 copiers down to 66 and implementing a “Follow Me” function in which each employee’s printing use can be tracked, and access to the color print queue is limited. Documents can also be scanned and then edited in Word and Excel.

Inkjet printers cost about $.19; LaserJet color printers about $.14; and LaserJet black-and-white cost about $.08 per page to run. Paper costs are $24.32 for 10 reams/500 sheets of paper. “Impressions” costs run $.0049 for black and white and $.075 for color. Ten million black-and-white copies are budgeted, and 250,000 color copies are budgeted each year. Mr. Dunn displayed a chart of paper costs per school.

Mr. Dunn reviewed the proposals and noted that one option would be to further reduce the number of copiers and utilize one or two copy centers instead. He described the possibility of placing one copy center at the high school and one copy center at the middle school, which could also include poster making and laminating.
Other options could include copying/binding services in-house which are currently outsourced, onscreen printing costs notification, redirection of print jobs, and Chromebook access. He noted that he is leaning toward a 36-month lease as the interest rate is lower, and it would likely be better to turn over the machines more frequently.

Mr. Cogswell asked what the staff response was to a copy center. Mr. Dunn noted that RMS Principal Jim McCollum was in support of this and that RMS used to have a copy center.

Pam Wicks asked whether staff would then not be able to make quick copies for immediate use, and whether the PTO/PTA groups would still be able to make copies.

Jim Richards asked whether a copy center was really needed, and suggested greater encouragement toward digitization of educational materials. He also raised the question of integrating new equipment into the existing system, and the impact of any training time.

Ms. Wicks pointed out that many students and families do not have access to computers or email, and paper copies of flyers, for example, must still be sent home.

Jennifer Patterson noted the interesting discrepancies among schools on the number of copies, and wondered what kinds of educational uses they represent.

The Committee voted 4-0 to recommend that the full Board authorize the administration to award a new copier equipment and services contract to the provider it has determined will best fit the District’s budget and service needs (motioned by Mr. Croteau, seconded by Mr. Fennessy).

The Finance Committee will be notified when the vendor has been chosen.

Mr. Croteau made a motion to adjourn.

The Committee voted 4-0 to adjourn (motioned by Mr. Croteau, seconded by Mr. Fennessy).

The Committee adjourned at 7:00 p.m.

Respectfully submitted,

Tom Croteau, Committee Chair
Linden Jackett, Recorder