



Bethel Public Schools

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To: Bethel Board of Education
From: Teri Yonsky, Director of Fiscal Services
Re: Renewal of Copier Lease
Date: August 21, 2008

The Board of Education has used RICOH for many years to lease their copier/duplicator equipment. We are currently in a five year lease which is due to expire November 2009.

The last time the copier contract was renewed some new equipment replaced existing equipment and a new five year term began. However this fleet of copiers, in their current state of operation, cause our schools to run inefficiently. I have met with the management of Ricoh and they have brought forth a proposal to end the current agreement and enter a new five year agreement which would include replacement of all but one existing copier with brand new and more efficient machines. The agreement also adds duplicator equipment to the three schools that currently do not have duplicators. The new lease cost is \$500 less per month than we currently pay. It also sets our overage calculation on copies to be calculated on an annual basis rather than a quarterly basis saving more money for the district

We are not able to end this lease now with Ricoh other than by renewing with them. Therefore I am recommending that we end our current lease agreement and enter the proposed new agreement with Ricoh in order to have our schools run efficiently and at less cost.

Motion:

To renew our relationship with Ricoh ending our current lease agreement with them and entering a new five year lease agreement for copier/duplicator equipment and to waive the bid procedure as this transaction is in the best interest of the Bethel Board of Education and The Town of Bethel.

C: Bethel Town Clerk

BOE approved 8/21/08

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AUG 22 2008

TOWN OF BETHEL
TOWN CLERK