INFORMATION SHEET 04/9/2024 TRUSTEES MEETING

ATTACHMENT 7.2

TO: Jim Bridges, Superintendent

FOR: Board of Trustees

FROM: Celli Coeville

ISSUE: Three-Year Xerox Lease

The District's current copy machines are three years old. In 2021 the District leased Xerox machines and that lease expires this year. The District is looking to renew the lease with newer machines of similar models to our current models. The lease will be for a three-year term in order to allow the District to replace and update machines on a more frequent basis. The contract, which includes the maintenance agreement and toner, is part of the National Association of State Procurement Officials (NASPO) bid. Utilizing the NASPO contract eliminates the need to perform a formal bid for the equipment. After careful consideration, the District would like to move forward with entering the attached contract.

State of California Participating Addendum Number 7-19-70-46-09
Copiers and Managed Print Services
Colorado NASPO ValuePoint Master Agreement Number 140606 Xerox Corporation

Recommendation: Approve Renewal of Three-Year Xerox Lease

JEFFERSON SCHOOL DISTRICT

Learning Today...Leading Tomorrow

Prepared For:

Jefferson Unified School District

Prepared By:

Paul Lanfranco Jr

Making Business Easier

xerox™ A Xerox Company

Total Cost of Ownership 03.25.24

Assessment - Goals

Why Lucas?

As a leader in providing innovative document management solutions, Lucas Business Systems is a technology partner with a long-term strategy to ensure you get the most out of your investment.

With our product and solution experts, professional service team, expert local billing department and tenured account management team, Lucas Business Systems is the number one solution you have been looking for in a partner.

EXPERIENCE
With 67+ years combined industry experience, we are setting new standards for workflow solutions

LOCAL ACCOUNTABILITY
Our local management staff is empowered by our company President to make crucial decisions to better serve our customers' needs in a timely manner

LOCAL INVENTORY
Hardware and parts inventory are located in Sacrament
– Faster access, greater resources shorter down time and faster deliveries

LOCAL BILLING
Our Billing dept is located in San Diego, CA. We customize invoices, answer questions and resolve issues right away

NATIONWIDE RESOURCES
As a Xerox Company, Lucas Business Systems can provide unsurpassed first-party nationwide service. We centrally manage fleet reporting, escalation procedures, coverage and guaranteed rates

CONSISTENCY
Our customers are long-term business partners . Our *Quarterly Business Review* meetings keep us in touch with our clients to ensure that we are performing to the highest possible level of support

COMPETENCY
Because we are locally operated, our staff understands the regional dynamics that impact our customers differently

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Full Service and Supply Agreement

Maintenance: Full coverage maintenance includes all parts, service calls, and preventive maintenance on newly installed equipment and existing assets. While completing a service call, our Field Service Technicians will also perform preventative maintenance.

Supplies: All supplies required for image creation including toner, drums and maintenance kits. The only exclusion is paper, and staples.

Document Volume Flexibility: If at any time after six months of system installation, the actual monthly document output volume varies from the guaranteed minimum monthly document output volume, either upward or downward, you may request an adjustment in your guaranteed minimum monthly document output volume. *Adjustments cannot be made above or below the manufacturers recommended volume range.*

Service Loaner: If the mainframe is deemed inoperable and Lucas Business Systems is unable to correct the problem, we will provide a loaner of similar or upgraded features at no additional cost until your mainframe is repaired.

Replacement Guarantee: Should your MFP/Printer mainframe fail to perform as outlined above, you must notify Modesto Office at its corporate address in care of the Director of Service. Modesto Office will have 30 working days to repair your mainframe to factory specifications or, if unable to do so, replace it with a unit of equal or greater capacity, capabilities and features, at no additional cost to you.

Uptime Guarantee: We designed our maintenance procedures to average up to a 97% uptime, but in the event the mainframe provided is not operational (excluding preventive maintenance and operator preventable calls) during any 60-day period, Lucas Business Systems will provide a loaner of similar and upgraded features at no additional cost until your mainframe is repaired.

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Lucas Business System's Service & Maintenance

- All Service Technicians are Xerox factory certified
- We have local dedicated XBW's service technicians, dispatch, and inventory warehousing to respond quickly and efficiently
- The Lucas Business Systems warranty program includes a full service and supply agreement

Lucas truly values our customers as being so much more than a one-time transaction. Our professional account managers will meet with you on a regularly scheduled basis throughout the term of your agreement to provide a variety of benefits to you.

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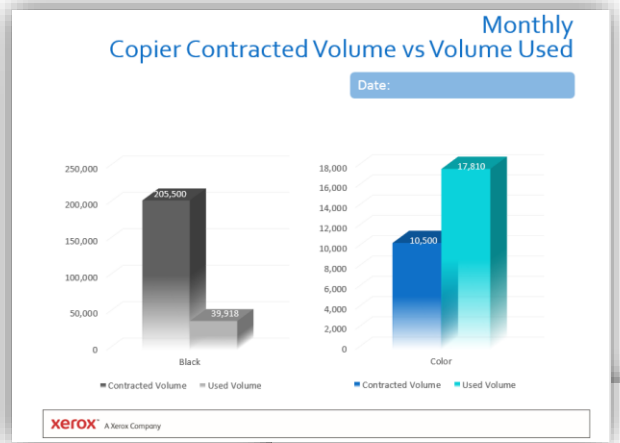
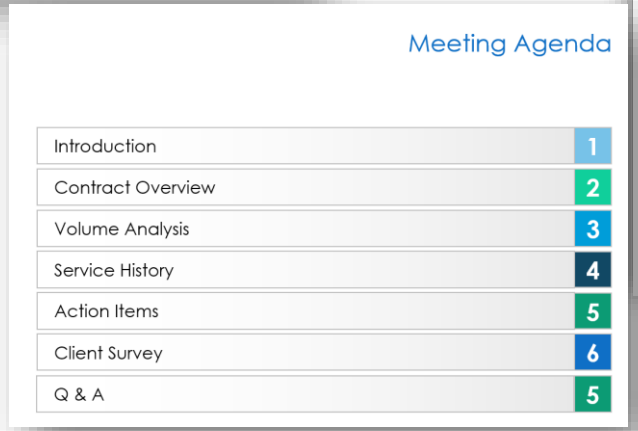
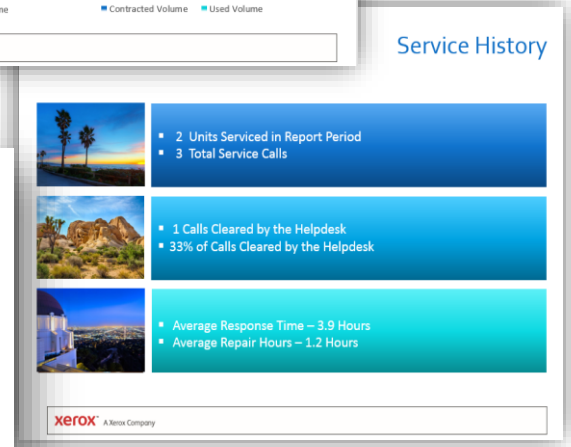
Quarterly Business Review

Lucas Business Systems offers quarterly review meetings for our clients to offer new and innovative ways we can continue providing excellent customer service and meet all of your expectations and needs.







- Current Fleet Analysis
- Volume Analysis
- Service history
- Items to Review
- Scorecard to assess Lucas Business Systems Services
- Questions that Lucas Business Systems or you may have
- Can be customized to what is important to you

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Additional Software Solutions

DOCUMENT MANAGEMENT

Store, organize, secure, audit, search and retrieve ANY type of file

FAX SERVERS

Replace standalone fax machines, receive and store incoming faxes electronically

VARIABLE DATA

eliminate pre-printed forms and print the form template and the variable data at the same time!

COST RECOVERY

Track what has been printed or copied and cut out unnecessary printing

INTELLIGENT SCANNING

Customized buttons for the routing of scanned files to network shares, email, cloud and doc management systems

SCANNERS

Networked, Wireless or personal, convert paper files into digital

MOBILE PRINTING

Print documents from any email-enabled handheld device to any network printer or connect key device

xerox DocuShare®

Panasonic

brother

FAXCORE™ WHEN EVERY FAX IS MISSION CRITICAL

PaperCut

NUANCE

prismsoftware

eCopy™

Current Situation

Current Fleet (16) Xerox Devices	36 Month FMV SLG Lease (Expires 03/27/2024)	Average Monthly Usage
Mono Impressions	200,000 included, Additional @$0.0046 (overages billed quarterly)	450,662
Mono Impressions C8145	21,600 included, Additional @$0.0061 (overages billed quarterly)	1,781
Color Impressions C8145	0 included, Additional @$0.045 (overages billed quarterly)	2,338
Total Monthly Lease Payment	**$4,289.00**	
Total Monthly Overages	**$1,258.26**	
Total Avg Cost of Ownership	**$5,547.26**	
Rental Agreements	**12 Month Rental Agreement**	**Average Monthly Usage**
Monticello	0 included, Additional @$0.0134 (overages billed monthly)	1,940
Tom Hawkins	0 included, Additional @$0.0134 (overages billed monthly)	7,034
District Office	0 included, Additional @$0.0134 (overages billed monthly)	2,994
Total Monthly Rental Payment	**$900.00 ($300.00 each site)**	
Total Monthly Usage	**$160.37**	
Total Monthly Cost of Ownership	**$1,060.37**	
Overall Total Cost of Ownership	**$6,607.63**	

Current Volumes Per Site

School Site	Asset S/N	Asset Number	Model	Location	Address	Monthly Usage		Accessories
						B/W	CLR	
Jefferson Elementary School District Office	HQH261718	M08758	B8155H2	Unknown	1219 WHISPERING WIND DR TRACY CA 95377	6,250		Office Finisher + 2/3 Punch + Fax
	HQH259006	M08757	B8155H2	Business Office	1219 WHISPERING WIND DR TRACY CA 95377	660		Office Finisher + 2/3 Punch + Fax
	EHQ209695	M08760	XALC8145	Unknown	1219 WHISPERING WIND DR TRACY CA 95377	1,781	2,338	Office Finisher + 2/3 Punch
Monticello Elementary	**HQH261909**	**M08765**	**B8155H2**	**Hrs 7am-4pm**	**1001 CAMBRIDGE LANE TRACY CA 95377**	**53,297**		Office Finisher + 2/3 Punch + Fax
	HQH258897	M08766	B8155H2	Unknown	1001 CAMBRIDGE LANE TRACY CA 95377	4,512		Office Finisher + 2/3 Punch + Fax
	HQH258857	**M08768**	**B8155H2**	**Unknown**	**1001 CAMBRIDGE LANE TRACY CA 95377**	**93,467**		Office Finisher + 2/3 Punch + Fax
Tom Hawkins Elementary	HQH261538	M08756	B8155H2	Unknown	475 DARLENE LANE TRACY CA 95377	11,785		Office Finisher + 2/3 Punch + Fax
	HQH261868	**M08764**	**B8155H2**	**Unknown**	**475 DARLENE LANE TRACY CA 95377**	**25,473**		Office Finisher + 2/3 Punch + Fax
	HQH258892	**M08762**	**B8155H2**	**Unknown**	**475 DARLENE LANE TRACY CA 95377**	**26,804**		Office Finisher + 2/3 Punch + Fax
	HHZ168188	**M08778**	**B8170H2**	**Unknown**	**475 DARLENE LANE TRACY CA 95377**	**57,542**		Business Ready Finisher + 2/3 Punch + Fax
Traina Elementary	HQH261904	M08767	B8155H2	Unknown	4256 WINDSONG DRIVE TRACY CA 95377	14,762		Office Finisher + 2/3 Punch + Fax
	HHZ168235	**M08776**	**B8170H2**	**Unknown**	**4256 WINDSONG DRIVE TRACY CA 95377**	**38,693**		Business Ready Finisher + 2/3 Punch + Fax
	HHZ168236	**M08779**	**B8170H2**	**Unknown**	**4256 WINDSONG DRIVE TRACY CA 95377**	**56,080**		Business Ready Finisher + 2/3 Punch + Fax
Jefferson Elementary School	HQH261903	M08761	B8155H2		7500 W LINNE RD TRACY CA 95304	8,444		Office Finisher + 2/3 Punch + Fax
	HQH261900	**M08759**	**B8155H2**		**7500 W LINNE RD TRACY CA 95304**	**22,292**		Office Finisher + 2/3 Punch + Fax
	HQH261875	**M08763**	**B8155H2**		**7500 W LINNE RD TRACY CA 95304**	**28,820**		Office Finisher + 2/3 Punch + Fax
					Total Fleet Volumes	450,662	2,338	

Jefferson Elementary School District Office	Y4X853444	L12552	XB855	Unknown	1219 WHISPERING WIND DR TRACY CA 95377	1940		Office Finisher + Fax
Tom Hawkins Elementary	Y4X821088	L12551	XB855	Unknown	475 DARLENE LANE TRACY CA 95377	7034		Office Finisher + Fax
Monticello Elementary	HQH277473	L11226	B8155H2	Unknown	1001 CAMBRIDGE LANE TRACY CA 95377	2994		Business Ready Finisher + 2/3 Punch + Fax
					Total Rental Volume	11968		

Traina Elementary	A2M636700	L9232-B	X595A	Library	4256 WINDSONG DRIVE TRACY CA 95377	7497		
					Total Volume	7497		
Corral Hollow (New School)			B8155H2	Staff Lounge				Office Finisher + 2/3 Punch + Fax
			B8155H2	Staff Lounge				Office Finisher + 2/3 Punch + Fax
			B8155H2	Office				Office Finisher + 2/3 Punch + Fax
			B8155H2	Central Location				Office Finisher + 2/3 Punch + Fax

24 Total Devices

Equipment Upgrade Cost

SLG NASPO Cooperative Agreement Pricing

36 Month FMV Lease: $ 5,377.00

- Includes 8 additional devices under lease

Service Contract: CPC (Volume can be included for a more streamlined amount monthly)

- **Xerox B81XX Series Click Rate:** $0.0046
- **Xerox C81XX Series Click Rate:**
  - **B/W:** $0.0061
  - **CLR:** $0.045
- **Estimated Service cost based on current usage:** $2,278.66

- **New estimated total cost:** $7,655.66
- **Current Overall Spend:** $6,607.63

- **Estimated Cost Difference:** $1,048.03

Cost Explained

SLG NASPO Cooperative Agreement Pricing

- Adding 8 more devices to current fleet of 16 machines will take your total fleet to 24 machines
- The increased cost of spending is accumulated from increased amounts of printing as the school continues to grow. We've identified locations together during our review.
- CPC (Cost Per Copy) is the most common contract schools use so that Districts can save money on months when they do not use the allocated amount during seasonality months like holidays, school breaks, & summer.
- The newer devices have helped minimize downtime, less service calls.

- **Usage Breakdown:**
- B/W B81XX Series Usage: 475,843 prints on average X $0.0046 = $2,188.87
- B/W C81XX Series Usage: 1,781 prints on average X $0.0061 = $10.86
- CLR C81XX Series Usage: 2,338 prints on average X $0.045 = $105.21
- Service breakdown does not include usage from Corral Hollow school site.

- **Old Devices:**
- XBS/Lucas Business Systems will pick up and remove old devices at no cost.
- Set up and training will be a smooth transition as we will preload devices based on current set ups.
- No up front cost or fees for processing or installations.

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