



# STAFF REPORT

---

**Meeting Type:** Board of Directors  
**Title:** Approve a Lease Agreement for Xerox Multifunction Devices  
**From:** Bret Uppendahl, Finance Director  
**Through:** Ben Horenstein, General Manager  
**Meeting Date:** April 21, 2026

---

**TYPE OF ITEM:** X      Action                      Information

**RECOMMENDATION:** Approve an agreement with the Xerox Corporation for a 60-month lease for 13 Xerox Altalink C8200 series multi-function devices (print, copy, scan, email) for a total amount of \$107,104.80 and authorize the General Manager to execute the agreement

**SUMMARY:** The District currently has multiple stand-alone contracts with various vendors for a wide variety of print, copy and scan machines. Standardizing on a single make and product family of multi-function devices (MFDs) offers significant operational advantages for the District. By deploying standardized devices from a unified product line, the District will benefit from a consistent user experience, reducing the learning curve for staff and minimizing disruption to daily workflows. A homogeneous fleet of MFDs also simplifies procurement, maintenance, and support and troubleshooting is more efficient. Uniform devices can be administered, monitored, and updated through a single management console, reducing the burden on IT staff.

The AltaLink C8200 series further provides modern capabilities including advanced security features, cloud connectivity, and high-volume output performance, ensuring the District's document infrastructure meets current and near-term operational demands. Together, these factors are expected to reduce total cost of ownership, improve service reliability, and deliver a more consistent and productive experience for all District personnel. The lease includes support, maintenance, and consumables at a fixed, per-page printing rate and a fair market value (FMV) purchase option at the end of the lease term.

**DISCUSSION:** To date, the District has purchased laser printers and multi-function devices on an ad hoc basis, with each department procuring devices without regard to District-wide standards or a long-term maintenance and support strategy. This has led to a great deal of inefficiency and has increased the cost of ownership for these devices. Latest inventories reveal that the District owns over 50 devices of varying makes, models, ages, and capabilities. Furthermore, many of these devices are no longer supported and are difficult to service due to their age. Stocking consumables for these devices is costly, complex, and sometimes wasteful. Given the short product lifecycles and rapid evolution of

technology, it is better to lease these devices rather than to purchase them. Lastly, a usage model based on impressions printed and that incorporates the cost of all consumables and maintenance into the monthly lease expense is much more cost effective. This approach also provides a predictable cost model for budget planning and resource allocation. Finally, having a majority of District devices under one service contract with the same vendor, greatly improves service turnaround times and reduces downtime.

**ENVIRONMENTAL REVIEW:** Not Applicable.

**FISCAL IMPACT:** The District is utilizing a State-negotiated contract through the University of California (OMNIA) for the terms and conditions of the lease. By using the pre-negotiated contract, the District benefits from the scale and leverage of the University of California’s (UC) purchasing power. These types of contracts, also known as Lead Agency Marketing Partnerships, are used by local and state governments across California to ensure favorable terms and discounted pricing.

The Lease Agreement for 13 Xerox Altalink C8200 series MFDs for a term of 60-months with the Xerox Corporation is \$1,785.08 per month, totaling 107,104.80 over the five-year term. Funding for the lease is available within the Information Technology Department’s current approved budget.

**ATTACHMENT(S):** None.

DEPARTMENT OR DIVISION	DIVISION MANAGER	APPROVED
Finance		
	<b>Bret Uppendahl</b> Finance Director	<b>Ben Horenstein</b> General Manager