

**Report to the Kansas Legislative Coordinating Council  
Kansas Legislature Printer Lease  
by Tom Day, Director of Legislative Administrative Services  
and  
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**Printer Lease Background Information:**

The Legislature currently leases desktop and workgroup printers. This equipment provides the printing, scanning, and copying solution for the Legislature's business operations. The printers are managed through Windows Print Server and Secure Printing is integrated with Active Directory to authenticate users using their state-issued key card.

The current printer lease with Logan Business Machines has expired and was extended on a monthly basis. An RFP was issued in June 2019, with six vendors responding. The Procurement Negotiating Committee determined the response from Century Business Technologies provided the best value for the Legislature. During contract negotiations it was determined the new printers could not be installed prior to the start of the 2020 Legislative Session and the project was delayed.

In September 2020, the printer project was started again. The printer models and counts were updated, and the quote was refreshed. The device count increased by 34 from 136 printers in the RFP to 170 in the final configuration. Below are the additional devices:

- Added workgroup printers in legislator offices, replacing small desktop printers.
- Added one high speed folding machine.
- Moving one printer from Xerox lease to Century Business lease.

**Printer Lease Contract:**

1. Structure: Negotiate a Master Lease Agreement with Century Business Technologies to lease a total of 170 printers.
2. Century Business Technologies is currently on state contract and the state contract can be utilized in the contracting process.
3. Term: 5-year lease.
4. The cost for 170 printers is \$91,140.00 annually and \$7,595.00 monthly. Total lease cost over the 5-year contract is \$455,700.00.
  - a. Current cost of leased printers is \$83,581.80 annually.
5. Printer usage costs will be calculated on a base rate and evaluated annually so there is no unused print volume left in the term. Overages will be billed on a per page basis. Low volume desktop printers will be billed on a cost per page basis.
  - a. Estimated annual printer usage costs based on reported volumes is \$35,894.00.
  - b. Annual printer usage cost in 2019 was \$37,750.00.

**Request for LCC approval:**

We are requesting the Legislative Coordinating Council to grant the LCC Chairperson the authority to approve the vendor contract for the Kansas Legislature's Printer Lease.