

## REPORT TO THE BOARD OF MAYOR & ALDERMEN

**DATE:** September 22, 2025

**FROM:** Dr. Russell Dyer, Superintendent, CSS

**SUBJECT:** Five Lease Agreements with Canon for Copiers at Various Schools within Collierville School System

### INTRODUCTION:

The purpose of this agenda item is to approve lease agreements for five copiers to be utilized at West Collierville Middle (2), Collierville Elementary (1), Crosswind Elementary (1) and Sycamore Elementary (1).

### BACKGROUND:

On August 19, 2025, the Board of Education of Collierville Schools approved five (5), five-year lease agreements with Canon to lease five copiers for various schools in the Collierville School District. Acquiring the devices through lease agreements allows for better pricing as well as helping to achieve better cash flow since the payments are made over five years instead of as large one-time purchases.

### DISCUSSION:

These five-year leases were approved by the Board of Education of Collierville Schools on August 19, 2025. The leases being presented consist of the following:

- West Middle School will lease two copiers, with costs not to exceed \$4,377.60 and \$2,154.00, respectively.
- Collierville Elementary will lease one copier, with costs not to exceed \$4,360.20.
- Crosswind Elementary will lease one copier, with costs not to exceed \$2,768.40.
- Sycamore Elementary will lease one copier, with costs not to exceed \$2,768.40.

The first payments for each of the leases are due September 30, 2025. The amounts due at such time consist of the following:

- West Middle School will pay monthly amounts of \$72.96 and \$35.90.
- Collierville Elementary will pay monthly amount of \$72.67.
- Crosswind Elementary will pay monthly amount of \$46.14.
- Sycamore Elementary will pay monthly amount of \$46.14.

Subsequent payments of the same amounts will be made monthly, with the final amounts due on August 30, 2030. The lease payments will be made by the individual schools receiving copiers.

### ATTACHMENTS:

[CSS Canon Leases for 5 copiers at CHS Agreements.pdf](#)

[CSS Board Approval for Canon Leases for 5 Copiers at CHS.pdf](#)

**PROPOSED MOTION:**

To approve the five (5) Canon five-year lease agreements for copiers at various schools within Collierville School System with total costs not to exceed \$16,428.60.

**Board Action:**   **Motion By**\_\_\_\_\_ **Seconded By**\_\_\_\_\_

Vote Total	Hall	Jordan	Robbins	Marshall	Stamps	Fraser
Yes						
No						
Abstain						