

REPORT TO THE BOARD OF MAYOR & ALDERMEN

DATE: November 10, 2025

FROM: Dr. Russell Dyer, Superintendent, CSS

SUBJECT: Five Revised Lease Agreements with Canon for Copiers at Various Schools within Collierville School District

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:

The Collierville School Board initially approved a lease agreement for five copiers at the locations listed above at its August 19, 2025 meeting. This lease was then ratified by the Collierville Board of Mayor and Aldermen at its September 22, 2025 meeting. Subsequent to the approval, Canon notified the school system of changes in price for the equipment. Price adjustments resulted in an increase of \$1,542.00 over the prior lease value.

On October 28, 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 October 28, 2025. The leases being presented consist of the following:

- West Collierville Middle School will lease two copiers, with costs not to exceed \$4,815.60 and \$2,327.40, respectively.
- Collierville Elementary will lease one copier, with costs not to exceed \$4,736.40.
- Crosswind Elementary will lease one copier, with costs not to exceed \$3,045.60.
- Sycamore Elementary will lease one copier, with costs not to exceed \$3,045.60.

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

- West Middle School will pay monthly amounts of \$80.26 and \$38.79.
- Collierville Elementary will pay monthly amount of \$78.94.
- Crosswind Elementary will pay monthly amount of \$50.76.
- Sycamore Elementary will pay monthly amount of \$50.76.

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

BUDGET IMPACT:

No direct impact on the Town's budget.

ATTACHMENTS:

[CSS Revised Canon Leases for 5 Copiers at Various Schools.pdf](#)

[CSS Board Approval for Revised Canon Copier Leases at Various Schools.pdf](#)

PROPOSED MOTION:

To approve the revised five-year lease agreements for five (5) Canon copiers at various schools within Collierville Schools with total costs not to exceed \$17,970.60.

Board Action: Motion By _____ Seconded By _____

Vote Total	Hall	Jordan	Robbins	Marshall	Stamps	Fraser
Yes						
No						
Abstain						