


Office of the Superintendent of Schools
MONTGOMERY COUNTY PUBLIC SCHOOLS
Rockville, Maryland

January 26, 2009

MEMORANDUM

To: Members of the Board of Education

From: Jerry D. Weast, Superintendent of Schools 

Subject: FY 2010 Cost Savings Plan—School Copiers

This memorandum provides information about reducing operating budget expenditures by implementing a new school copier plan for Montgomery County Public Schools (MCPS). Implementation of this plan will reduce the cost of purchasing and maintaining high-volume school copiers while continuing to provide high-quality copies for teachers and other staff in our schools.

MCPS used a competitive bid process to purchase 294 high-volume school-based copiers in 2004. We are now in the fifth and final year of the maintenance contract for these machines. Staff recently issued a bid for the ongoing maintenance of these copiers. The lowest bid was 0.0034 cents per copy, about twice as much as the current contract. If we awarded this bid, the cost of maintaining these copiers would increase from \$768,000 to \$1,360,000.

Staff has developed a plan to save money on maintenance. An MCPS in-house copier repair team will be created and will take responsibility for servicing all high-volume school copiers. This team will work with staff members at each school through a collaborative approach to repair and maintain copiers. School-based staff will be trained in minor repair and preventative maintenance. Replacement parts will be kept in inventory to improve service response.

Staff also has developed a plan to prolong the life of existing machines and reduce the cost of replacement. If all 294 copiers were replaced this summer with new copiers (similar to the strategy used five years ago), the cost would be \$1,441,012 for each year of the five-year lease agreement (\$7,205,060). The copiers will be replaced over three years with refurbished rather than with new copiers. We anticipate the annual cost savings of this plan will be more than \$1.1 million (more than \$1.5 million FY 2010).

A transition to the new service model will begin in February 2009, and the complete transition to in-house maintenance will be in place by July 1, 2009. A team comprised of representative stakeholders will monitor the program. Key performance metrics will be used to maintain

operational efficiency. There will be continued focus on cost reduction and providing high-quality copies to school-based staff.

If you have any questions, please contact Mr. Larry A. Bowers, chief operating officer, at 301-279-3626.

JDW:vnb

Copy to:
Executive Staff