

PSO Special Meeting  
RISO Purchase Decision  
October 30, 2013  
Mary Woodward Lobby 8:30 a.m.

Board Members: Karen Emerson, Judy Swiger, Cheryl Payne, Jill Weinstein

Karen called meeting to order and handed out the informational document. The document about the RISO is copied/pasted below the minutes.

The members read the document and Jen Feeney made a motion to purchase the EZ221 RISO machine. Cheryl Payne seconded the motion. The vote was unanimous to purchase the machine along with the suggested maintenance agreement.

Meeting Adjourned at 8:35 a.m.

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What is a RISO? (copied from website)

The RISO digital duplicator prints on a much broader range of media at speeds that cannot be matched by common office technology. The RISO digital duplicator (previously called the Risograph) is specifically designed to handle run lengths that are too long for copiers or laser printers.

The RISO digital duplicator allows organizations to bring many outsourced print jobs in house for maximum control and cost containment resulting in economical, on-demand printing. And digital duplicators can handle print jobs ranging from everyday documents and business communications to more specialized applications like forms-on-demand, business cards, labels, and even paper bags. Some call this product a digital press and some call it a digital printer. Some long-timers still call it a Risograph. One thing for sure is that this product saves time and money!

What do we do with it?

The RISO is recommended over a traditional photocopy machine when 30 or more copies are being made. The PSO uses the RISO to print school-wide flyers and other documents. Teachers also use the RISO for larger copy jobs. The RISO is the only machine available in the district that can handle construction paper.

What happened to the old one?

After many years of reliable use, the RISO stopped working right before school started. The repair bill would be comparable to the cost of a new machine. RISO continues to make Risograph machines, and elementary schools are a

The PSO and the teachers have been using the District Print Shop when the 3 day job turnaround has been allowable. The copy quality is very high and the cost is approximately \$.0115 per copy.

**Pricing Details**

A brand new EZ221 will cost \$2995 and that includes the machine, delivery, installation, training, and removal and disposal of the old machine. A Maintenance Agreement is suggested at \$.0025 per copy paid quarterly. The agreement would cover any necessary service calls and replacement parts.

Without an agreement, a service call would be a minimum of \$150 plus parts and labor. RISO machines do not have many parts, so the concern would be about the \$1000 drum.

The school would continue to purchase the \$25 containers of ink and the \$40 packages of 500 masters.

**Recommended Motion**

That the PSO purchase the EZ221 for \$2995 using reserve funds and enter into a 3 year Maintenance Agreement at \$.0025 per copy paid quarterly.