**TO: Dr. Randy Poe, Superintendent**

**Bonnie Rickert, Chairperson**

**Board Members**

**FROM: Linda Schild, Director Finance**

**DATE: February 27, 2018**

**RE: Copier Bid – Food Services**

**A bid opening was held at 10:00 a.m. on February 27, 2018 for a copier for Food Services. One bid was received from Ricoh USA, Inc.**

**The bid opening was conducted by Holly Buchanan and Chasity McKinley with no vendors present. The bid price is $8,620 with print cost of $.00655 cost for black/white copies and $.0428 for color copies.**

**I recommend the bid from Ricoh USA, Inc. be awarded the copier bid, as presented.**