M E M O R A N D U M

**TO: Randy Poe, Superintendent**

 **Karen Byrd, Chairperson**

 **Board Members**

**FROM: Jehan M. Ghouse, Purchasing Administrator**

**DATE: April 30, 2019**

**RE: Copier Purchase: Central Office (Finance)**

**The copier for Central Office (Finance) was included as part of a consolidated Request for Proposal (RFP) activity conducted in March 2019. Following are the results for the Central Office copier:**



**Toshiba is presently the copier vendor for three schools in the District and has a good service record.**

**Note: This equipment will be purchased and not leased. Maintenance and supplies will be provided for this equipment based on a per page charge as follows:**

 **Black & White: $0.0029**

**I recommend awarding the copier bid to Toshiba Business Solutions, as presented.**