M E M O R A N D U M

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

 **Ms. Karen Byrd, Chairperson**

 **Board Members**

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

**DATE: June 25, 2019**

**RE: Maintenance Agreements for Central Office Copiers.**

**Board approval is requested for Maintenance Agreements**

**for copiers purchased from Toshiba Business Solutions for:**

**1. Finance Department (1 Black and White copier)**

**2. HR Department (1 Color copier)**

**Cost per Black & White page: $0.0029**

**Cost per Color page: $0.0290**

**Term of Agreement: 60 Months**

**Toshiba was selected as the vendor based on consolidated Request For Proposal conducted in March 2019.**

**I recommend that this request be approved, as presented.**