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: June 25, 2019**

**RE: Copier Lease & Maintenance Agreement for Boone County Area Technology Center (ATC)**

**The Boone County ATC wishes to use Toshiba Business Solutions as the vendor for their copier. Toshiba was recommended as the vendor based on the results of the recent bid activity conducted by the BCBOE. However to use Toshiba, ATC has requested to implement the lease via the BCBOE. ATC will utilize the funds we administer on their behalf. For ATC to implement the lease on their own, they are required to use a State designated vendor at a higher price.**

**The following will be leased:**

**Toshiba e-STUDIO3515AC**

**Monthly Payment: $74.00**

**Duration: 60 months**

**Cost per page charges are:**

**Black and White Copies: $0.0029 per page**

**Color Copies: $0.029 per page**

**Duration: 60 months**

**Maintenance and supplies are included in the service agreement.**

**I recommend approval of this lease and maintenance agreement on behalf of ATC with Toshiba Business Solutions, as presented.**