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: July 26, 2019**

**RE: Maintenance Agreement for Copier at Ignite.**

**Board approval is requested for a Maintenance Agreement**

**for 1 copier for Ignite purchased from Toshiba Business Solutions.**

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

**Term of Agreement: 60 Months**

**Toshiba was selected as the vendor based on a consolidated Request For Proposal conducted in March 2019 and approved by the Board on May 9, 2019.**

**I recommend approval, as presented.**