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: August 21, 2019**

**RE: Maintenance Agreement for Copier at the R.A. Jones Middle School**

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

**for one black and white copier, and one color copier for Jones Middle School.**

**Cost per black and white page: $0.0029**

**Cost per color page: $0.0290**

**Term of Agreement: 60 Months**

**The above rates from Toshiba are the same as previously approved by the Board for other schools in 2019.**

**I recommend approval, as presented.**