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: September 27, 2019**

**RE: Erpenbeck Elementary School (EES) Copier Lease and Maintenance Agreement**

**Board approval is requested for a new copier lease and maintenance agreement for EES. Based on the consolidated copier bid conducted in March 2019, Toshiba Business Solutions was judged to be the most competitive vendor. Pricing shown below is the same as what was presented by Toshiba for the referenced bid activity.**

**The following equipment will be leased:**

**1 Toshiba e-Studio 7518A Black and White Copier**

**1 Toshiba e-Studio 5516ACT Color Copier**

**Monthly Payment: $242.00**

**Duration: 60 months**

**Maintenance is billed on a cost per page as follows:**

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

**Color Copies: $0.029 per page**

**Duration: 60 months**

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

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