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: October 31, 2019**

**RE: Burlington Elementary School (BES) Copier Lease and Maintenance Agreement**

**Board approval is requested for a new copier lease and maintenance agreement for BES. BES participated in the consolidated Request for Proposal activity conducted by the Purchasing Office in March 2019. Toshiba Business Solutions was judged to be the most competitive vendor.**

**The following will be leased:**

**4 Toshiba e-Studio 7518A Black and White Copiers**

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

**Monthly Payment: $496.17**

**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 with Toshiba Business Solutions, as presented.**