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: North Ponte Elementary School (NPES) Copier Lease and Maintenance Agreement**

**Board approval is requested for a new copier lease and maintenance agreement for NPSE. Their present lease with Toshiba Business Solutions ends in November 2019. Based on the consolidated Request for Proposal (RFP) activity conducted by the Purchasing Office in March 2019, Toshiba was judged as the most competitive vendor. Even though NPES did not participate in the consolidated RFP, Toshiba has offered the same pricing to them.**

**The following will be leased:**

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

**1 Toshiba e-Studio 4518A Black and White Copier**

**2 Toshiba e-Studio 5516ACT Color Copiers**

**Monthly Payment: $407.00**

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