M E M O R A N D U M

**TO: Dr. Randy Poe, Superintendent**

 **Mr. Matt McIntire, Chairperson**

 **Board Members**

**FROM: Jehan M. Ghouse, Purchasing Administrator**

**DATE: January 31, 2020**

**RE: Copier Lease and Maintenance Agreement for New Haven Elementary School**

**With the end of their existing copier lease agreements, a new lease and maintenance agreement is required for copiers for New Haven Elementary School. Details are as follows:**

**Vendor: Toshiba Business Solutions**

**Copier Make/Models: 3 Toshiba E-Studio 7518A**

 **1 Toshiba e-Studio 3515 AC**

**Monthly Lease Payment: $368.00**

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

**Cost per Color page: $0.0290**

**Term of Agreement: 60 Months**

**Pricing is the same as quoted on the 2019 consolidated competitive bid.**

**I recommend approval, as presented.**