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: February 27, 2020**

**RE: Maintenance Agreement for Copier at Gray Middle School**

**A new Maintenance Agreement is required for a copier at Gray Middle School. Details are as follows:**

**Vendor: Toshiba Business Solutions**

**Copier Make/Model: E-Studio 5516ACT**

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

**Term of Agreement: 60 Months**

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

**I recommend approval, as presented.**