M E M O R A N D U M

**TO: Mr. Matt McIntire, Chairperson**

 **Dr. Maria Brown**

 **Ms. Karen Byrd**

 **Ms. Julia Pyle**

 **Mr. Troy Fryman**

**Mr. Matthew Turner, Superintendent**

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

**DATE: June 25, 2020**

**RE: Florence Elementary School (FES) Copier Lease and Maintenance Agreement: Modern Office Methods**

**The current copier lease and maintenance agreement at FES expires in October 2020. FES evaluated three vendors and the SBDM voted to recommend Modern Office Methods as the vendor for their new copiers.**

**The following are included:**



**Duration: 60 months**

**150,000 copies per month are included in the monthly fee. Overages will be billed at $0.0039 per page. Maintenance and supplies are included in the service agreement.**

**This activity will be funded from Site Based funds.**

**Approval of this lease and maintenance agreement with Modern Office Methods is requested, as presented.**