M E M O R A N D U M

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

**Dr. Maria Brown**

**Ms. Karen Byrd**

**Ms. Julia Pile**

**Mr. Troy Freeman**

**Mr. Matthew Turner, Superintendent**

**FROM: Jehan Ghouse, Purchasing Administrator**

**DATE: July 30, 2020**

**RE: Transportation Department Copier Lease: Toshiba**

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**The copier lease for the Transportation Department expired in May 2020. Bids were received from three vendors as follows:**



**Based on the above tabulation, Toshiba Business Solutions is the most competitive vendor.**

**This activity will be funded through the General Fund.**

**Together with the concurrence of the Transportation Department, I recommend approval of this bid award, as presented.**