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: September 28, 2020**

**RE: Pre School Program Copier Maintenance Agreement: Toshiba Business Solutions**

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**Board approval is requested for a Maintenance Agreement for a copier for the Pre School Program purchased from Toshiba Business Solutions. Pricing for the Maintenance Agreement has been determined to be competitive based on a bid conducted in July 2020. It is also the same as what is currently paid to Toshiba for the other Maintenance Agreements throughout the District.**

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

**Term of Agreement: 60 Months**

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

**I recommend approval of this Agreement, as presented.**