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: October 25, 2020**

**RE: Collins Elementary School (CES) Copier Bid Award/Lease and Maintenance Agreement: ProSource**

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**CES’ copier lease has expired. SBDM at CES approved the reinstatement of ProSource as the copier vendor for a new lease with the following terms.**



**Proposals were received from two other vendors. Even though there was a lower priced proposal (Toshiba), CES wishes to remain with ProSource due to past experience with maintenance and support, and the avoidance of training staff to use a different brand of equipment.**

**This activity will be funded through the Site Based Funds.**

**Approval is requested, as presented.**