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: Gray Middle School (GMS) Copier Bid Award/Lease and Maintenance Agreement: Toshiba Business Solutions**

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**Based on a competitive bid, GMS has decided to select Toshiba Business Solutions as the vendor for their new copier needs. Following is the summary of the bid tabulation:**



**Maintenance is based on a cost per page basis and is the same as existing agreements with Toshiba.**

**The following Equipment will be provided by Toshiba. The lease agreement is for 60 months.**



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

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