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: November 23, 2020**

**RE: Conner Middle School (CMS) Copier Lease and Maintenance Agreement: Millennium Business Systems**

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**CMS has decided to renew the lease for their copiers with Millennium Business Systems. Their current lease does not expire until December 2021. However, the vendor has offered to pay out the remaining term on this lease with no penalty to CMS. The vendor states that this offer is being made to move some of their inventory, while at the same time offering reduced lease rates compared to what was offered in 2016.**



**Term: 60 Months**

**Maintenance will be billed on a cost per page basis as shown above.**

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

**Approval is requested, as presented.**