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: December 1, 2020**

**RE: Transportation Department Copier Lease and Maintenance Agreement: Toshiba Business Solutions**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Based on a competitive bid, Toshiba Business Solutions was awarded the bid for copiers for the Transportation Department. Board Approval was obtained for this award at the August 13, 2020 Board meeting. Following is the list of equipment and cost of the lease.**



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



**The lease agreement is for 60 months.**

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

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