**Board Memo**

**DATE:** 5/26/2021

**AGENDA ITEM DETAILS:**

**School/Department**

Steeplechase Elementary School

**Product Vendor or Grant Issuer**

Toshiba Business Solutions

**Product or Grant Name**

Copier Maintenance Agreement

**Date/Term (Beginning and End Dates/Year)**

August 1, 2021 - July 31, 2026

**APPLICABLE BOARD POLICY:**

04.32 Model procurement Code Purchasing

**DESCRIBE USE OF CONTRACT/PURCHASE/AGREEMENT**

Mainentance Ageement for three copiers which will be installed at Steeplechase Elementary School.

Duration :60 months

Costs will be billed based on number of copies made as shown below:

 Black & White copies :$0.0029 per page

 Color copiers :$0.0290 per page

Cost per page charges are the same as what Toshiba charges for all machines in the District.

**FUNDING FOR PURCHASES AND OTHER REQUESTS:**

**Total Cost**

$6,000

**Funding Source**

Site Based Funding

 **\*If more than one funding source, list below along with amount or percent for each source**

N/A

**IF THIS IS A GRANT, ENTER AMOUNT TO BE AWARDED:**

N/A

**RECOMMENDATION:**

I recommend approving this Maintenance Agreement with Toshiba Business Solutions, as presented

**CONTACT PERSON: (submitter)**

Jehan M. Ghouse, Purchasing Administrator