**Board Memo**

**DATE:** 1/3/2022

**AGENDA ITEM DETAILS:**

**School/Department**

RISE Academy

**Product Vendor or Grant Issuer**

Toshiba Business Solutions

**Product or Grant Name**

Copier Lease and Maintenance Agreement

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

February 2022 to January 2027

**APPLICABLE BOARD POLICY:**

04.32 Model Procurement Code Purchasing

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

RISE Academy’s current copier is at the end of their lease. Based on a competitive bid process it was determined that Toshiba Business Solutions has the best price and value.

1 Toshiba e-Studio 5015AC color/ mono Copier

Term: 60 months

Monthly Lease cost = $108.88

Maintenance Agreement is as follows:

Black & White Copy : $0.0029 per page

Color Copy : $0.0290 per page

Estimated monthly cost: $80.00

Term: 60 months

Total Monthly cost: $188.88

**FUNDING FOR PURCHASES AND OTHER REQUESTS:**

**Total Cost**

$11,332.80

**Funding Source**

General Fund

 **\*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 the Board Approve the above copier lease and maintenance agreement for RISE Academy, as presented.

**CONTACT PERSON: (submitter)**

Roxanne Collins, Purchasing Administrator