**Board Memo**

**DATE:** 1/6/2022

**AGENDA ITEM DETAILS:**

**School/Department**

Stephens Elementary School

**Product Vendor or Grant Issuer**

Millennium Business Systems/FlexTG Financial Services

**Product or Grant Name**

Copier Lease and Maintenance Agreement

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

January 2022 to December 2026

**APPLICABLE BOARD POLICY:**

04.32 Model Procurement Code Purchasing

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

Stephen Elementary School’s lease for copiers expired in December 2021. As decided through their SBDM, they would like to retain Millennium Business Systems as the vendor, and lease the following new equipment financed through FlexTG Financial Services.

2 - Sharp MX M905 Copiers

1 – Sharp MX-4071 Copier

Term 60 Months

Monthly Lease cost = $646.62

Maintenance Agreement is as follows:

Black & White Copy : $0.0027 per page

Color Copy : $0.0320 per page

Estimated monthly cost: $300.00

Term: 60 months

Total Monthly Cost: $946.62

**FUNDING FOR PURCHASES AND OTHER REQUESTS:**

**Total Cost**

$56,797.20

**Funding Source**

Site Base Funds

 **\*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