**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 was approved for the lease below in January. Toshiba has just informed that they attached the wrong State and Local Government Addendum. Please approve the Lease with the new State and Local Government Addendums.

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