**Board Memo**

**DATE:** 4/29/2022

**AGENDA ITEM DETAILS:**

**School/Department**

Kelly Elementary School

**Product Vendor or Grant Issuer**

Toshiba Business solutions

**Product or Grant Name**

Copier Lease and Maintenance Agreement

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

June 2022-May 2026

**APPLICABLE BOARD POLICY:**

04.32 Model Procurement Code Purchasing

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

Kelly Elementary School’s lease for copiers expires in May 2022. After getting quotes from Waltz (the current vendor), Ricoh and Toshiba, it was determined that Toshiba made the best financial sense.

1 – Toshiba e-Studio7518A

1 – Toshiba e-Studio330AC

Term 63 Months

Monthly Lease cost = $163.00

Maintenance Agreement is as follows:

Black & White Copy : $0.0029 per page

Color Copy : $0.0290 per page

Estimated monthly cost: $175.00

Term: 63 months

Total Monthly Cost: $338.00

**FUNDING FOR PURCHASES AND OTHER REQUESTS:**

**Total Cost**

$21,294.00

**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 Kelly Elementary, as presented.

**CONTACT PERSON: (submitter)**

Roxanne Collins, Purchasing Administrator