**Board Memo**

**DATE:** 4/29/2022

**AGENDA ITEM DETAILS:**

**School/Department**

Board Office

**Product Vendor or Grant Issuer**

Toshiba Business Solutions

**Product or Grant Name**

Copier Maintenance Agreement

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

06/01/2022 to 05/31/2027

**APPLICABLE BOARD POLICY:**

04.32 Model Procurement Code Purchasing

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

Board approval is requested for the Maintenance Agreement of the color copier purchased for the Copy Room.

Maintenance Agreement is as follows:

Black & White Copy : $0.0029 per page

Color Copy : $0.0290 per page

Estimated monthly cost: $120.00

Term: 48 months

**FUNDING FOR PURCHASES AND OTHER REQUESTS:**

**Total Cost**

$13,580.00. The cost of the copier is $7820.00 plus the 5 year estimated cost for maintenance is $5760.

**Funding Source**

General Fund

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

N/A

**RECOMMENDATION:**

I recommend the Board Approve the above copier maintenance agreement for Central Office, as presented.

**CONTACT PERSON: (submitter)**

Roxanne Collins, Purchasing Administrator