**Board Memo**

**DATE:** 5/24/2022

**AGENDA ITEM DETAILS:**

**School/Department**

Ryle High School

**Product Vendor or Grant Issuer**

Toshiba Business Solutions

**Product or Grant Name**

Copier

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

July 2022 – November 2025

**APPLICABLE BOARD POLICY:**

04.32 Model Procurement Code Purchasing

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

Ryle High School wants to add a color copier for the Business and Special Education Departments to share. They chose to go with Toshiba, which is a vetted vendor, to have a coterminous lease. This would allow them to renew all there machines at the same time in 2025.

1 – Toshiba e-Studio5015AC

Term: 40 Months

Monthly Lease cost = $129.00

Maintenance Agreement is as follows:

Black & White Copy : $0.0029 per page

Color Copy : $0.0290 per page

Estimated monthly cost: There is no history of pages per month to determine estimated cost

Term: 40 Months

**FUNDING FOR PURCHASES AND OTHER REQUESTS:**

**Total Cost**

$5160.00 for the machine

**Funding Source**

SBDM

**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 Ryle HS, as presented.

**CONTACT PERSON: (submitter)**

Roxanne Collins, Purchasing Administrator