

INDEPENDENT SCHOOL DISTRICT NO. 709
Duluth Public Schools
Historic Old Central High School - 215 N. 1st Avenue E.
Tel. (218) 336-8738 Duluth, Minnesota 55802-2069 Fax (218) 336-8777

MEMORANDUM

To: Doug Hasler, CFO/Executive Director of Business Services

From: Tony Kelekovich, ^{TK} Supervisor of Purchasing

Subject: Quote-4266 Ordean East Copier Lease

Date: July 24, 2017

Quotes for a sixty (60) month lease of three (3) new Konica Minolta copiers at Ordean East were sent to two (2) vendors:

| <u>VENDOR</u> | <u>TOTAL</u> | <u>CONTRACT</u> |
|------------------------------|--------------|-----------------|
| GREAT LAKES OFFICE SOLUTIONS | \$ 22,138.20 | AEPA |
| MARCO | \$ 39,840.00 | NJPA |

The lease includes all lease costs, toner, on-site maintenance, parts, initial set-up, training, and up to a total of 55,000 prints per month for all three (3) copiers. Pricing includes the use of a joint powers agreement contract. The lease includes a one (1) dollar buyout at the end of the lease.

The low quote meeting specifications for a sixty (60) month lease as submitted by Great Lakes Office Solutions in the amount of **\$22,138.20** is recommended.

Fund: 1-050-335-000-000-1370.00

Program: School Admin/Ordean East

Fund Custodian: Gina Kleive, Ordean East Principal

VENDOR LIST/TABULATION

QUOTE-4266 ORDEAN EAST COPIER LEASE

| | |
|---|--------------|
| GREAT LAKES OFFICE SOLUTIONS SUPERIOR WI | \$ 22,138.20 |
|---|--------------|

| | |
|--------------------|--------------|
| MARCO DULUTH MN | \$ 39,840.00 |
|--------------------|--------------|