



District School Board of Pasco County

20430 Gator Lane • Land O' Lakes, Florida 34638 • 813/794-2221

Heather Fiorentino, Superintendent

www.pasco.k12.fl.us

Department of Purchasing
Kendra Goodman, CPPB, Purchasing Agent
813/794-2222 Fax: 813/794-2111
727/774-2222 TDD: 813/794-2484
352/524-2222 email: kgoodman@pasco.k12.fl.us

July 21, 2009

MEMORANDUM

TO: Honorable School Board Members

FROM: Kendra Goodman, CPPB, Purchasing Agent

SUBJECT: **Ikon Office Solutions**
Canon IR7105 12-Month Lease and Usage Charges

The attached purchase orders are being forwarded for board approval due to their amounts exceeding \$25,000. Purchase order # 00000626 totaling \$68,184 for the Canon copier IR110 was leased in accordance with State Contract # 250-000-03-1 which has expired. The coverage dates of the lease are from July 2009 through June 30, 2010. Although the state contract has expired, the District must fulfill the multi-year obligation. The purchase order is for the fifth-year of a five-year commitment. Nancy Alfonso, School Board Attorney, concurs that the District's original commitment must be honored until the machine completes its five-year contract.

The Graphic Services Department is also requesting usage charges for Canon copier IR110. The attached purchase order # 00000225 totaling \$20,000 will cover usage charges for both machines from July 2009 through June 30, 2010.

Should you have any questions or concerns, please contact me at your earliest convenience.

KDG/sn

Attachments