



District School Board of Pasco County

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Heather Fiorentino, Superintendent

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Department of Purchasing
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July 22, 2008

MEMORANDUM

TO: Honorable School Board Members

FROM: Kendra Goodman, CPPB, Purchasing Agent

RE: Ikon Office Solutions
Canon IR7105 12-Month Lease
Usage Charges for IR7105 and IR110

The attached purchase orders are being forwarded for board approval due to their amounts exceeding \$25,000. The purchase order totaling \$7,558.44 for the Canon copier IR7105 was leased in accordance with Miami-Dade College Bid 2003-10-18 which has expired. Although the bid has expired, the District must fulfill the multi-year obligation. The purchase order is for the third-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 and IR7105. The attached purchase order totaling \$20,000 will cover usage charges for both machines from July 2008 through June 30, 2009. As you may recall, on July 8, 2008 purchase order #90000788 totaling \$68,184 for the IR110 copier monthly lease charge was board approved.

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

KDG/vj

Attachments

DATE/TIME: July 16, 2008;

11:37:00