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THE DOVER SCHOOL DISTRICT

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TO: Members Dover School Board
FROM: Karen M. Taylor, Business Administrator
DATE: August 24, 2015
RE: Purchase Approval for *Copier Equipment and Related Maintenance and Support Service*

After a second site visit of all District locations, Conway Office Solutions provided two different plans to enhance the District's copier workflow, functionality and efficiency. The business office reviewed and determined the best possible solution would be to select the more aggressive plan and incorporate some of our own adjustments to provide the District with the most efficient work environment, while decreasing long-term costs, staying within budget and increasing overall productivity.

While Conway offers a 60-month lease, we ask for approval to enter into **Conway's exclusive 4-year installment program**, as over the life of the agreement the District will save approximately \$40,000 in annual equipment fees. We also ask for the Board's approval for the use of funds that will be at or under the District's Fiscal Year 2016 appropriation of approximately **\$75,000**.

Dover School District Mission Statement

Strengthening our community by educating every child, every day!