


Memo

To: Board Of Education

From: William D. Knapper 

Date: December 6, 2007

Re: Copier Service Bids

Bids were advertised and solicited for providing photocopier service to the District at several locations. Scheduled to receive new copying equipment are: SHS, BMS, Lincoln Heights, Longfellow, Roosevelt, Lake Alice, Westmoor and Central Office.

The copier service program provides for nine copiers. The term of the program is for 48 months.

The vendors proposing to provide copier service appear on the following bid recap.

The low bidder, Broadway Office Supply in the monthly amount of \$ 4,034.00 is recommended for approval.