

Ames Community School District
Ames, IA

Exhibit No. C-4a
Date: August 18, 2014

BOARD AGENDA FORM

Subject: Amend Ricoh Copier Lease

Prepared by: Karl Hehr, Director of Technology Services

Action Requested: Approval as part of Consent Item(s)

Executive Summary: An additional copier is needed in the middle school student services area to accommodate changes in that building. All of our copiers are leased through RICOH. In order to add a device we need to amend the contract to include a new device. This amendment is for the remaining year on our current lease.

Financial Information:

Fund: PPEL

Estimated Cost: Monthly \$ 199.98

Budget Amount: Monthly \$ 199.98



Quote Document for
AMES COMMUNITY SCHOOL DIST
Date: August 04,2014

<u>Quantity</u>	<u>Item Description</u>	<u>Ext Selling Price</u>
1	SP5200S Configurable PTO Model RICOH AFICIO SP 5200S B&W LASER MFP PAPER FEED UNIT TK1090 FAX OPTION TYPE SP5200 RICOH MEDIUM CABINET TYPE D	12 month Lease of \$199.98 per month

Reservation of Rights—This quote is based upon the information provided by you, and the assumptions made by us in preparing the information contained herein. While care has been taken to ensure the accuracy of this quote, we make no representations or warranties about the accuracy, completeness or adequacy of the information contained herein, and shall not be liable for any errors or omissions. We recognize your right to negotiate and approve the terms of any resulting contract and we reserve the same right. We also acknowledge that all contract terms and conditions must be mutually agreed upon by both of us. THIS QUOTE IS PROVIDED FOR INFORMATIONAL PURPOSES ONLY AND IS NOT, NOR SHOULD IT BE CONSTRUED AS, AN OFFER TO SELL/LEASE THE GOODS OR SERVICES LISTED HEREIN.

Rev. 04/13	Quote Number 14959644	Expires on September 04,2014
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