

**SPECIAL MEETING
REGIONAL SCHOOL UNIT NO. 38
BOARD OF DIRECTORS
Superintendent of Schools Office
August 15, 2018, 6:00 p.m.**

AGENDA

1. Call to order:
2. Action Items:
 - a. Award Lease/Purchase Agreement for District Copiers*
 - b. Approval of Transfer of Funds Between Warrant Articles*
3. Adjourn

* Attachments



MARANACOOK AREA SCHOOLS

A Caring School Community Dedicated to Excellence

James Charette
Superintendent of Schools

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Director of Curriculum, Instruction & Assessment

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2a.

Memorandum

To: Jay Charette

From: Brigette Williams

Date: 08/08/18

Re: Copier Equipment/Maintenance & Financing Recommendations

On Monday, July 23, 2018, copier equipment and maintenance RFP proposals were accepted from four vendors. These proposals were compared based on all equipment being replaced and the speed and features being the same for each vendor. The maintenance cost was based on last year's copier counts and the four year per copy maintenance costs proposed by each vendor. Below is a summary of the proposals:

<u>Vendor</u>	<u>Equipment Cost</u>	<u>Maintenance Cost</u>	<u>Total Cost</u>
A-Copi (Toshiba Copiers)	\$ 94,725.00	\$110,296.93	\$205,021.93
Budget Document Technology (Konica Copiers)	\$104,525.00	\$103,064.85	\$207,589.85
Portland Computer (Kyocera Copiers)	\$113,035.00	\$103,546.13	\$216,581.13
Transco (Xerox Copiers)	\$102,904.00	\$115,466.76	\$218,370.76

Based on the above analysis, the recommendation is to award the copier equipment & maintenance to A-Copi. A-Copi is our current vendor and we have been very happy with their equipment and service.

On Monday, August 6, 2018, lease purchase RFP proposals were accepted from three vendors based on an estimated amount of \$95,000 to purchase copiers. The total was estimated to adjust for some changes for copier speeds and features. Below is a summary of the proposals:

<u>Financial Institution</u>	<u>Interest Rate</u>	<u>Total Interest</u>	<u>Yearly Payment</u>
Androscoggin Bank	3.93%	\$ 5,561.50	\$ 25,140.38
Gorham Leasing	3.87%	\$ 5,732.88	\$ 25,183.22
First American	Lease Rate Factor	\$ 7,736.80	\$ 25,684.20

Based on the total interest owed for the four year term on the lease, the recommendation is to award the lease purchase agreement to Androscoggin Bank.

The final lease purchase amount is \$90,675.00. The decrease in equipment cost from the original proposal is that two small copiers will not be replaced.



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2b.

To: Regional School Unit No. 38 School Board
From: Brigette Williams
Date: 08/07/18
Re: Transfer Between Warrant Article Cost Centers

Statute allows for 5% of a warrant article to be transferred to another warrant article. This statute also requires the school board to approve this transfer. Exact language is below:

“Transfer between budget cost center lines. During the year for which the budget is approved using the cost center summary budget format, the regional school unit board may transfer an amount not exceeding 5% of the total appropriation for any cost center to another cost center or among other cost centers without voter approval.”

One additional warrant article was over expended at the end of the school year.

Below is an explanation of the article that was over expended:

An additional delivery of diesel for the buses was needed before the end of the school year. This was not anticipated when making the transfer requests in June. This additional delivery of diesel was \$9,471.57 and was paid for on 6/29/18.

Warrant Article Transfers		
Budgeted Warrant Article	Expending Warrant Article	Amount
Facilities Maintenance	Transportation	\$ 10,000