



*One Team, One Goal: Student Success*

514 Glover Street  
Marietta, GA 30060  
Telephone: (770) 426-3300  
[www.cobbk12.org](http://www.cobbk12.org)

March 11, 2021

Ms. Lesley Lenna  
Document Strategies, Inc.  
1235 Old Alpharetta Road, Suite 110  
Alpharetta, GA 30005

Dear Ms. Lenna:

This is to advise you that your company has been awarded the following items from Cobb County School District **RFP P1021, Toshiba Copiers** as shown on the attached pages.

This award is in accordance with the terms and conditions of the **Request for Proposal** and with your pricing remaining firm from **April 1, 2021 through March 31, 2022** with an option to renew. This award letter is not an official order.

If you have any questions about this award, please contact **Daphne Farley at 770-429-5870 or [daphne.farley@cobbk12.org](mailto:daphne.farley@cobbk12.org)**. The **Technology Department** contact is **Michael Murray at 770-590-4526**. We appreciate your interest and participation in the CCSD solicitation process.

Sincerely,

A handwritten signature in blue ink that reads 'Jill Vestal'.

Jill Vestal, CPPB  
Senior Executive Director  
Business Services

df

Attachment

cc: Accounts Payable  
Michael Murray  
Thomas Marshall  
Debbie Stinchcomb  
Rhonda Harris

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**BOARD OF EDUCATION**

Randy Scamihorn, *Chair* • David Banks, *Vice Chair*  
Jaha Howard • Leroy Tre' Hutchins • David Chastain • Charisse Davis • Brad Wheeler

**SUPERINTENDENT**

Chris Ragsdale

Award Letter, Page 2  
RFP P1021, Toshiba Copiers  
Document Strategies, Inc. (Vendor PO-Mailing #104202)  
Vendor Phone: 770-921-6764

ITEM #	DESCRIPTION	Unit Cost QTY 1-10	Unit Cost QTY 11-20	Unit Cost QTY 21+	
<b>TOSHIBA e-STUDIO 4518A</b>					
1	<b>Networked e-STUDIO 4518A Copier, 45 CPM includes:</b> * 2 x 550 sheet drawers and 100 sheet stack bypass standard paper supply * Base or storage cabinet if necessary * Automatic document feeder with duplexing * Power filter * Finish stapler * Network interface components	\$3,940.00	\$3,940.00	\$3,940.00	
	Five (5) Year Warranty to include Full Repair Service and Preventative Maintenance	\$1,000 per device			
	<b>Optional Hardware for Toshiba e-Studio 4518A</b>				
	Large Volume Paper Tray/Feeder	\$300.00	\$300.00	\$300.00	
	Saddle Stitch Finisher	\$1,100.00	\$1,100.00	\$1,100.00	
	3-Hole Punch Kit	\$200.00	\$200.00	\$200.00	
	Fax Board	\$300.00	\$300.00	\$300.00	
<b>TOSHIBA e-STUDIO 5518A</b>					
2	<b>Networked e-STUDIO 5518A Copier, 55 CPM includes:</b> * 2 x 500 sheet drawers, 1 x 2,500 sheet tandem drawer and 100 sheet stack bypass standard paper supply * Base or storage cabinet if necessary * Automatic document feeder with duplexing * Power filter * Finish stapler * Network interface components	\$5,268.00	\$5,268.00	\$5,268.00	
	Five (5) Year Warranty to include Full Repair Service and Preventative Maintenance	\$1,000 per device			
	<b>Optional Hardware for Toshiba e-Studio 5518A</b>				
	Large Volume Paper Tray/Feeder	Included	Included	Included	
	Saddle Stitch Finisher	\$1,600.00	\$1,600.00	\$1,600.00	
	3-Hole Punch Kit	\$225.00	\$225.00	\$225.00	
	Fax Board	\$300.00	\$300.00	\$300.00	

Award Letter, Page 3  
RFP P1021, Toshiba Copiers  
Document Strategies, Inc. (Vendor PO-Mailing #104202)  
Vendor Phone: 770-921-6764

ITEM #	DESCRIPTION	Unit Cost QTY 1-10	Unit Cost QTY 11-20	Unit Cost QTY 21+	
<b>TOSHIBA e-STUDIO 6518A</b>					
3	<b>Networked e-STUDIO 6518A Copier, 65 CPM includes:</b> *2 x 500 sheet drawers, 1 x 2,500 sheet tandem drawer and 100 sheet stack bypass standard paper supply * Base or storage cabinet if necessary * Automatic document feeder with duplexing * Power filter * Finish stapler *Network interface components	\$6,098.00	\$6,098.00	\$6,098.00	
	Five (5) Year Warranty to include Full Repair Service and Preventative Maintenance	\$1,000 per device			
	<b>Optional Hardware for Toshiba e-Studio 6518A</b>				
	Large Volume Paper Tray/Feeder	Included	Included	Included	
	Saddle Stitch Finisher	\$1,600.00	\$1,600.00	\$1,600.00	
	3-Hole Punch Kit	\$225.00	\$225.00	\$225.00	
Fax Board	\$300.00	\$300.00	\$300.00		
<b>ADDITIONAL ITEMS</b>					
4	Percentage discount for related items that may be purchased during the contract period.	10%			
<b>ADDITIONAL SERVICES</b>					
5	Hourly rate for additional related services that may be needed during the contract period.	\$195.00/per hour			