



Wharton County Junior College

Proposed Agenda Item Board of Trustees Meeting

Complete this form and submit it to the Office of the President by noon on Friday, 11 days prior to the Tuesday evening meeting of the Board of Trustees. If this form does not provide enough space, you may use an expanded version *as long as you follow the format specified below.*

Date of Board Meeting: October 17, 2017 Date of This Proposal: October 6, 2017

SUBJECT:

Approve the lease agreement for the College copiers and needed software.

RECOMMENDATION:

Approve the lease agreement with Dahill Office Technology Corporation for copiers and software located in the various buildings on the Wharton, Sugar Land, Richmond, and Bay City campuses.

BACKGROUND/RATIONALE:


The College solicited and received offers from (11) eleven companies regarding our copiers and copier services. (see attached) There are 44 copiers that service the different areas of the College. The cost of these machines is charged to the various departments based on their usage. Maintenance is based on the number of copies made so the total cost is an estimate based on past usage history and current copier needs. This lease with Dahill for Xerox copiers and their document management software is a 5 year lease with the College reaffirming our agreement each year. The agreement begins January 1st and will supply the College with brand new digital equipment. The College will continue to use the Equitrac software to manage copier use throughout our campuses over the WCJC network.

Estimated Cost & Budgetary Support (how will this be paid for?): \$60,000.00
Unrestricted Operating Budget

RESOURCE PERSON(S) [name(s) and title(s)]:

Bryce D. Kocian, Vice President of Administrative Services
Gus Wessels, Jr., Dean of Business Services
Philip Wuthrich, Director of Purchasing

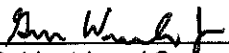
SIGNATURES:



Originator

10-6-17

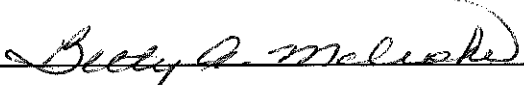
Date



Cabinet-Level Supervisor

Date

PRESIDENT'S APPROVAL:



Date

10-6-17

Date

2017 Copier Proposals Received

Company Make of Copier	Annual Cost of Copiers	B/W Maintenance Based on 2.5 million	Color Maintenance Based on 100,000	Annual Software Costs	Estimated Annual Expenses
Dahill Office Technology Xerox Houston	\$32,320.00	\$13,750.00 0.0055	\$3,750.00 0.0375	\$3,204.00	\$53,024.00
American Business Machines Ricoh Savin Houston	\$44,494.80	\$10,000.00 0.004	\$4,000.00 0.04	Not Included	\$58,494.80 Incomplete
Dewitt, Poth & Son Kyocera Yoakum	\$52,140.00	\$22,500.00 0.009	\$5,000.00 0.05	\$852.00	\$80,492.00 DM Connect Software
Konica Minolta USA Inc. Konica Minolta Houston	\$39,924.60	\$12,250.00 0.0049	\$4,900.00 0.049	\$4,140.89	\$61,215.49
BCOS Konica Minolta Angleton	\$60,653.40	\$17,500.00 0.007	\$4,900.00 0.049	\$2,712.96	\$85,766.36
Function 4 Konica Minolta Sugar Land	\$35,727.60	\$11,750.00 0.0047	\$4,700.00 0.047	Not Included	\$52,177.60 incomplete
Image Net Consulting Konica Minolta Houston	\$48,864.00	\$17,250.00 0.0069	\$3,920.00 0.0392	\$7,032.00	\$77,066.00

Stargel Office Solutions Toshiba Houston	\$41,527.08	\$12,500.00 0.005	\$3,700.00 0.037	\$5,015.00 ????	\$62,742.08 Papercut Software
TLC Office Systems Sharp Houston	\$58,752.00	\$12,500.00 0.005	\$5,000.00 0.05	Not Included	\$76,252.00
Marimon Canon Houston	\$54,924.00 4 machines short	\$17,000.00 0.0068	\$4,430.00 0.0443	uniflow software included	\$76,354.00
Ricoh USA Ricoh Corpus Christi	All Inclusive Bid.	All Maintenance and software included			\$87,576.00
		This is our current provider			