



Complete and submit this form, along with any supplemental documentation, to the Office of the President by 5:00pm on the seventh day prior to the Board meeting.

Date of Board Meeting: August 20, 2024

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

Recommendation: Approve the lease agreement with Seamless Solutions for copiers and software located in the various buildings on the Wharton, Sugar Land, Richmond, and Bay City campuses.

Background and Rationale: This lease with Seamless Solutions provides copiers and their document management software in a 5 year lease with the College reaffirming our agreement each year. The College solicited and received offers from (5) five companies regarding our copiers and copier services in our Request for Proposal in 2022. There are 45 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. The amount charged for the lease remains unchanged, but the maintenance charge increases slightly each year.

Cost and Budgetary Support: \$63,500.00
Current Unrestricted Operating Budget 2024 - 2025

Strategic Priority Alignment:

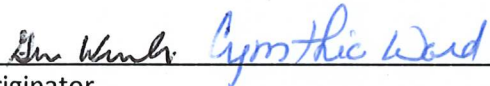
☐ Student Success
☒ Resource Optimization

☐ Community Impact
☐ Institutional Excellence

Resource Person(s):

Gus Wessels, Jr. Dean of Business Services
Cindy Ward, Controller

Signatures:

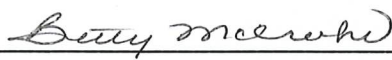

Originator

8/7/24
Date

Cabinet-Level Supervisor

Date

President's Approval:


President

8-7-24
Date