



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: October 15, 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. Amount of \$63,500.00 presented at August 20th board meeting needs to be adjusted to \$64,447.20 to include estimate for cost of staples & freight. These costs are not included as part of the lease.

Cost and Budgetary Support: \$64,447.20
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
Jessica Garcia, Assistant Controller

Signatures:

Jessica Garcia
Originator

10-3-24
Date

Ann Wessels
Cabinet-Level Supervisor

10-3-24
Date

President's Approval:

Boyd McNeal
President

10-4-24
Date