



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: May 17, 2022

Subject: Information Item

Recommendation: Seek competitive sealed proposals for the copiers located on all campuses used to manage our required documents.

Background and Rationale: The contract for the current copier fleet of XEROX machines located on all our campuses expires on December 31, 2022. Even though the College has used a State of Texas Cooperative agreement for our copiers for the last 20 years, we always go through the process of inviting copier companies to come on campus and participate in an open bidding process. This allows us to evaluate different machines, manufactures, and features available while trying to ensure the best overall value for the College. This process will take approximately 3 to 4 months to accomplish.

Cost and Budgetary Support: \$90,000.00
Unrestricted Operating Budget

Strategic Priority Alignment: Student Success Community Impact
 Resource Optimization Institutional Excellence



Resource Person(s):
Bryce D. Kocian, Vice President of Administrative Services
Gus Wessels, Jr., Dean of Business Services
Philip Wuthrich, Director of Purchasing

Signatures: 

Originator

5-6-22


Date

Cabinet-Level Supervisor

5-6-22 05/06/2022

Date

President's Approval:


President

5-10-22

Date