



# 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: May 16, 2017      Date of This Proposal: May 4, 2017

**SUBJECT:**

Information Item

**RECOMMENDATION:**

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

**BACKGROUND/RATIONALE:**

The contract for the current copier fleet of RICOH machines located on all our campuses expires on December 31, 2017. Even though the College has used a State of Texas Cooperative agreement for our copiers for the last 15 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.

**Estimated Cost & Budgetary Support (how will this be paid for?):** \$95,000.00  
Unrestricted Operating Budget

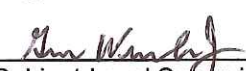

**RESOURCE PERSON(S) [name(s) and title(s)]:**

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

**SIGNATURES:**

  
\_\_\_\_\_  
Originator

5-4-17  
Date

   
\_\_\_\_\_  
Cabinet-Level Supervisor

5-4-17    5/4/17  
Date

**PRESIDENT'S APPROVAL:**

  
\_\_\_\_\_

5-4-17  
Date