



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: August 18, 2020 Date of This Proposal: July 31, 2020

SUBJECT:

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

RECOMMENDATION:

Approve the lease agreement with Xerox Business Solutions Southwest, (formerly 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:

This lease with Xerox Business Solutions Southwest 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 (11) eleven companies regarding our copiers and copier services in our Request for Proposal in 2017. 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.

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

Current Unrestricted Operating Budget for 2020-2021

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

8-7-20

Date

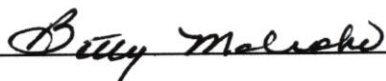


Cabinet-Level Supervisor

8-7-2020

Date

PRESIDENT'S APPROVAL:



8-7-20

Date