

AGENDA ITEM 8.R.

RE: Approval for Three-Year Copier Lease for Print Shop Operations

STAFF RECOMMENDATION: It is recommended that the Board of Trustees approve the Three-Year Copier Lease for Print Shop Operations with Copy Connection, Inc., for fourteen (14) Xerox AltaLink C8270 copiers, for a term of 36 months at a monthly lease payment of \$3,347.38, and authorize the College President or designee to execute all necessary documents related to the agreement.

BACKGROUND: The Laredo College Print Shop provides centralized printing and copying services in support of the College's instructional and administrative operations. To maintain reliable production capacity and support the continued delivery of these services, the administration is recommending approval of a three-year lease agreement for copier equipment.

The proposed agreement with Copy Connection, Inc. provides for the lease of fourteen (14) Xerox AltaLink C8270 copiers for a term of 36 months at a monthly lease payment of \$3,347.38. The equipment will also be included in the College's current pool maintenance plan agreement. The lease provides a purchase option at the end of the term based on fair market value.

The proposed copier lease will provide the Print Shop with equipment necessary to support College printing operations while establishing a predictable monthly cost over the three-year lease period.

BUDGETARY CONSIDERATIONS: \$3,347.38 per month for 36 months, for a total lease commitment of \$120,505.68, plus any applicable taxes and costs associated with the existing maintenance plan. Funding will be provided through the appropriate College operating budget.

CONTACT PERSONS:

Dr. Minita Ramirez, President

Mr. Cesar E. Vela Jr., CPA, Vice President of Finance and Administration

Mr. Miguel Rangel, Director of Purchasing

Ms. Rosie Rodriguez, Manager Print and Mail Services