

July 20, 2023

24-015

AUTHORIZATION TO CONTINUE LEASE OF PRINTER AND COPIERS FROM XEROX

PREPARED BY: Michael Mathews, Director, Procurement & Contracting

FINANCIAL RESPONSIBILITY: Amber Mendel, Director, Auxiliary Services

APPROVED BY: Dr. Adrien L. Bennings, President

STRATEGIC THEME: Belonging: Transform our learning culture toward creating a sense of belonging and well-being for every student; Delivery: Redefine time, place, and systems of educational delivery to create a more learner-centric ecosystem; Workforce: Respond to community and workforce needs by developing a culture of agility; Enterprise: Cultivate a long-term sustainable college enterprise

REPORT: The College Print Center produces print and digital materials for students, faculty, staff, or community member. Services include printing, paper, copiers, posters, design services, book binding, and more.

To maintain Business continuity and current leases on Xerox equipment including maintenance and upkeep for larger networked print services across the district. To include all College Print Center equipment, service, maintenance, and supplies. The College is requesting to extend the previously authorized leases through 2027 for equipment currently in place.

Xerox Leases are entered into utilizing the Omnia Partners cooperative contract number R171406. ORS 279A.200-225 and the Community College Rules of Procurement CCR.205 permit the College to utilize this cooperative contract.

The lease amount is \$325,000.00 per year for a total of \$1,300,000.00

Xerox is not registered/certified by COBID or other entity that provides diverse vendor certification.

RECOMMENDATION: The Board authorizes the College to continue the Lease agreements with Xerox for a term of 4 years at a total cost of

\$1,300,000.00 Expenditures for these leases will come from General fund.