

January 17, 2002

02-062

AUTHORIZE NEW LEASE AGREEMENT FOR STUDENT
USE COPIERS FROM A STATE CONTRACT WITH
PACIFIC OFFICE AUTOMATION

PREPARED BY: Roger Cardinal, Manager, Procurement & Risk Services

FINANCIAL
RESPONSIBILITY: Tony George, Manager, PCC Print Center

APPROVED BY: Randy McEwen, Vice-President, Administrative Services
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REPORT: For the past thirty-six (36) months the PCC Print Center has leased fifteen (15) copiers for student coin/note/card use from Pacific Office Automation (POA). This lease will expire in March 2002 and has been costing the College a total of \$2,737/month. Most of these copiers are high volume units, are aging analog technology, and are in need of frequent maintenance. In addition, the current coin-op equipment, which is owned by the College and attached to each leased copier, will not accept the new \$5 bills. It would cost \$250 per unit to upgrade all of the College's coin-op equipment with new note readers that would accept the new \$5 bills.

The PCC Print Center would like to keep four (4) of the original fifteen (15) copiers, as they will be paid off and are all low volume units in good condition. They wish to enter into a new thirty-six (36) month lease for eleven (11) new Sharp AR-210 digital copiers per State Contract #05899 with POA. POA will then provide service (including collection/deposit service), supplies, parts & labor for all fifteen (15) copiers for a total of \$2,187/month (a monthly savings of \$550 from the expiring lease costs). The costs of upgrading the College's coin-op equipment is also included in this lease payment amount.

This plan will allow the PCC Print Center to place modern, digital, reliable equipment in our busiest student copy locations and also allow the older low volume equipment to remain in place but be covered by a service agreement.

RECOMMENDATION:

That the Board of Directors authorize entering into a new thirty-six (36) month lease agreement for student use copiers based on a State Contract with Pacific Office Automation. Monthly costs will be \$2,187, or \$78,732 for the complete lease term. The PCC Print Center is an enterprise fund and costs will be paid from revenue generated.

Director Anderson moved for approval of Resolutions 02-056 through 02-059 and Resolutions 02-061 through 065; it passed unanimously.