

Purchase Request #1
Regular Board Meeting February 2, 2026
Consideration of Approval to Contract for College-Wide Copier Lease and Maintenance Program

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve a contract with Platinum Copier Solutions for college-wide copier lease and maintenance program services.

If the administration and Platinum Copier Solutions are unable to agree to an executable contract, the administration requests delegation to discontinue negotiations and proceed to negotiate with the next highest-ranking vendor(s) until a contract is reached or all proposals are rejected. This action will authorize the Chancellor or her designee to approve a contract preventing extended delays with the award of this project.

BACKGROUND

Since 2010, the College has utilized cooperative contracts to procure college-wide copier lease and maintenance program services. To ensure optimal efficiency, cost-effectiveness, and assurance that the College's copier needs are being met, it was determined that a formal solicitation for these services was necessary.

Request for proposals (RFP) #26-05 was issued on September 25, 2025, to procure college-wide copier lease and maintenance program services, which complies with the competitive procurement requirements per Texas Education Code §44.031(a). Fourteen responses were received and evaluated by a team comprised of representatives from contracts and purchasing services, auxiliary services, campus support services, and information technology services, who determined the proposal submitted by Platinum Copier Solutions will provide the best value to the College.

IMPACT OF THIS ACTION

Approval of this request will allow the College to transition the management of its copier fleet to Platinum Copier Solutions. During the transition, the College's copier needs will be thoroughly analyzed and evaluated to identify potential areas for improvement of efficacy, remuneration, and overall benefit to the College's operations. Additionally, under this new contract the College will receive one consolidated bill for all leased copiers and each copier lease shall be co-termed to align the expiration dates. Receiving one consolidated bill for the copier fleet provides fewer invoices and a unified view of expenses, enabling better budget forecasting and strategic cost-reduction initiatives. Coterminal leases will streamline operations by simplifying management of the billing/payment process and reducing administrative overhead.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

The estimated annual expenditure is \$125,900, providing a total of \$629,500 for the initial five-year term. There are several lease and maintenance contracts still active with the incumbent totaling approximately \$200,000. To complete the transition of this program and assist with cost mitigation, Platinum Copier Solutions has agreed to contribute 15% of the estimated \$200,000 to

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reduce the balance the College owes under the incumbent’s active contracts. The remaining balance will be rolled into the new contract with Platinum Copier Solutions. Funding is included in the 2025-2026 copier lease program budget and subsequent year budgets.

MONITORING AND REPORTING TIMELINE

The initial five-year award term will commence upon execution of the contract, approximately February 9, 2026, through February 8, 2031, with one five-year renewal option.

ATTACHMENTS

Attachment 1 – Tabulation

RESOURCE PERSONNEL

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