

B. OVERSIGHT, POLICY AND PROCUREMENT

Procurement of Copiers

Request for Quotations (RFQ) for Copiers (purchase and/or lease) was issued on 7/15/2021, amended on 7/30/2021 with a due date of 8/10/2021. Four proposals were received from Cannon Solutions America, Inc., Novatech Inc., Toshiba Business Solutions, and Xerox Business Solutions Southwest. The recommendation will be a handout at the meeting, and will be emailed by Tuesday along with the selection of real estate broker.

HANDOUT August 17th

RECOMMENDATION: Board authorization to lease copiers/printers and maintenance services with the highest scoring proposal, **Xerox Business Solutions Southwest**, for an amount not to exceed \$370,000 for 36 months pending successful negotiations. In the event negotiations are unsuccessful, board authorization to negotiate with the second scoring proposal, **Novatech, Inc.**

PRESIDENT'S BRIEFING

- **Real Estate Broker**

We continue to work on the procurement of a real estate broker including virtual interviews last Wednesday. Thank you to the bidders for their cooperation and interest in our business. The two bidders are **Jones, Lang LaSalle Brokerage, Inc., and CBRE, Inc.** The interviews provided an additional resource for the readers. We wish to thank the members of the Finance Committee for observing the process. Both providers are excellent and put forth exemplary presentations. Both entities have worked with us in our leasing needs and would be welcome in this important business service. **The recommendation will be a handout at the meeting, and will be emailed by Tuesday along with the selection of copiers.**

HANDOUT August 17, 2021

RECOMMENDATION: Board authorization for the President **to divide the portfolio among the two bidders.** Jones, Lang LaSalle Brokerage, Inc. to identify and negotiate new leases, beginning immediately with the relocation of the Garland Workforce Center for February 2022. CBRE, Inc. to manage existing leases for extensions with CitySquare Opportunity Center and Preston at Alpha locations. If the Brokers are amenable to this arrangement, we will review the situation as it benefits our company after one year.

Opportunity Center Lease

Pending