

Proposal Review Committee  
Georgia Northwestern Technical College  
Calhoun, Georgia  
July 27, 2016

**Summary**

<b>Members Present</b>	<b>Members Absent</b>	<b>Staff and Guest</b>
Seth Houts	Lance McCravy	Gwen Dellinger
Robert Martin	Mike Murphy	Randy Gayler
Mike Schwaderer		Terri Morgan

Mike Schwaderer asked Robert Martin to chair the meeting. Everyone expressed their pleasure that Mr. Schwaderer was able to come after his extended illness. Mr. Martin called the meeting to order. Mike Schwaderer made a motion to accept the minutes from September 18, 2015. Seth Houts seconded the motion. Motion carried unanimously.

Terri Morgan informed those present that the current copier being used by Workforce Development has a copy/print count of over 1,500,000 and is six years old. RICOH in Rome has the State Contract for purchase of copiers and Steven Davis at RICOH has provided the following quote for NWGRC—Workforce Development:

The price of purchasing the new copier/printer is \$17,881. In comparison, leasing the copier/printer for four years will cost \$14,862. Additionally, at this time, RICOH is offering a rebate of \$4,000 when leasing the equipment (referenced above) making the effective cost of the equipment \$10,862. This includes the service plan which covers parts, labor, toner, and staples but exclude the cost per copy (B/W at .0060 cents per page and color at .0430 cents per page).

Ms. Morgan stated that there are two additional advantages to leasing rather than buying:

- A. Disposal— Disposal of equipment requires approval from the Georgia Department of Economic Development—Workforce Division at such time as it becomes inoperable or obsolete. Until approval can be obtained, the used copier/printer would need to be stored off-site. No storage space is currently available and would need to be secured at an additional monthly cost. (RICOH does not currently offer trade-in value for used copiers/printers.)
- B. Leasing for four years allows us to obtain newer, state-of-the-art equipment at the end of each lease cycle, if need be.

Ms. Morgan also noted that, as is policy, purchasing or leasing a piece of equipment (over \$5,000) requires the approval of the Georgia Department of Economic Development—Workforce Division. Mike Schwaderer noted that he agreed that leasing is a much better option and that the service plan included with the lease of the copier is a tremendous benefit. Seth Houts made the motion to approve leasing the copier/printer, contingent upon approval by the Georgia Department of Economic Development—Workforce Division. Mike Schwaderer seconded. Motion carried unanimously.

There being no further business, the meeting adjourned.