

Contract Summary

COPIERS

AWARDED SUPPLIER: JBCR Inc., Skelton Business Equipment

CONTRACT NUMBER: K-16-01052

Effective Date: August 1, 2016

Expiration Date: July 31, 2021

Exclusive: Preferred Vendor

HUB Vendor: Subcontracting HUB opportunities available

PRODUCTS AND SERVICES

This UH contract is for the purchase or lease of Sharp copiers. JBCR is a local distributor and service provider of Sharp copiers. JBCR offers the ability to purchase or lease copiers for all divisions and departments.

SUPPLIER CUSTOMER SERVICE CONTACT INFORMATION

Main Office Phone Number: 281-351-5128

Website: <https://equipmybiz.com/>

Primary Sales Contact: Collin Grimes

Primary Sales Contact Phone Number: 281-226-3412

Primary Sales Contact Email: cgrimes@sbesharp.com

PRICING

JBCR provides discounts for the purchase or lease of Sharp copiers. Pricing information is available once a copier quote request form is completed.

HOW TO UTILIZE THE CONTRACT

In order to procure goods against this contract, divisions and departments should follow these steps:

1. Divisions and departments can choose from any copier on the Sharp Copiers & Accessories List located on the purchasing website at <https://uh.edu/office-of-finance/purchasing/faculty-staff-resources/uh-copier-contract/> Highlighted items indicate new models
2. Once a copier is selected, complete the Sharp Copier Quote request form located on the purchasing website at <https://uh.edu/office-of-finance/purchasing/faculty-staff-resources/uh-copier-contract/>
3. In order to create a purchase requisition, for Sharp leases use vendor ID 0000131961, Lease Servicing Center. For Sharp purchases, rentals and maintenance-only, use vendor ID 0000107947, JBCR Inc. Attach the quote from the vendor when creating a requisition.
4. To place an order for copier supplies and service, complete the online form located at <http://equipmybiz.com/uh/> or call Skelton Business Equipment at 281-351-5128 between 8 am and 5 pm Monday through Friday. Provide the ID # from the front of the machine to request service and/or supplies.
5. There is free delivery and installation (including equipment moves) with one week lead time once the purchase order is received.
6. Copier orders are placed by purchase orders and paid by vouchers.
7. Additional contract information is available on the purchasing website at <https://uh.edu/office-of-finance/purchasing/faculty-staff-resources/uh-copier-contract/>
8. Online training is available at <https://equipmybiz.com/how-to-diy-instructions/> or JBCR will provide training by appointment by calling 281-351-5128.

ADDITIONAL INFORMATION

This contract summary describes the key elements of the agreement.

Contract Manager:

Usha Mathew

Assistant Vice President, University Controller