



MEMORANDUM
Office of the Chief Information Officer

To: Dr. Ponce and the Board of Trustees

From: Caleb Hogue

Date: July 20, 2026

Re: Consideration for approval of the purchase of Canon Copiers from Kirbo's Office Systems
through the DIR cooperative

Staff Recommendation: Approval

The Board is asked to approve the purchase of Canon Copiers from Kirbo's Office Systems through the DIR cooperative



Purchase Approval

Description: Consideration for approval of the purchase of Canon Copiers from Kirbo's Office Systems through the DIR cooperative.

Recommendation: The Board is asked to approve the purchase of Canon Copiers from Kirbo's Office Systems through the DIR cooperative

Temple College has worked with Kirbo's Office Systems for printing and copying for over 12 years. In 2020, Temple College purchased all of the copiers that they had under a lease agreement and moved towards a maintenance agreement instead, which covers toner and repairs. Since then, Temple College has bought new or off-lease copiers as needed with only a maintenance agreement. In 2026, many of these older machines are no longer supported by Canon, which makes it difficult to find replacement parts as the copiers wear out.

Kirbo's has recommended replacement of 74 copiers and printers across our fleet that are no longer supported by Canon. This will also include a new maintenance contract at a cost of \$0.05 per color copy and \$0.01 per black and white copy with discounted rates for the media center. This includes all needed supplies and repairs to the machines during their expected life.

They have also recommended a printing management system that will provide the users with more functionality and usability from our machines. Canon uniFLOW is a secure online print management software that will allow for faculty, staff, and students to print and scan from any campus printer. Users will be able to securely print from their phone, tablet, or computer, or their connected Microsoft OneDrive or Google Drive. This will allow students to print to a hallway printer in their building between classes instead of having to make a rushed trip to the library or computer lab to print. Canon uniFLOW is verified for both SOC 2 and Texas-RAMP compliance with data security practices for controlled data, including student and financial data.

This quote includes the purchase of four new copiers for the Health Science building, 35 new copiers, and 39 smaller desktop printers/copiers to replace machines that are End of Life. This quote also includes 5 years of Canon uniFLOW Online at an annual cost of \$13,734.00.

The Board of Trustees is asked to approve purchases to Kirbo's Office Systems in the amount of \$131,645 for capitalized copier machines and \$13,734 per year for five years for printing management software, for a total contract value of \$200,315. The contract is offered through the DIR cooperative contract DIR-CPO-5428. This cooperative meets the College's requirements for competitive solicitations found in Texas Education Code 44. The Board of Trustees is also asked to give authority to the Chief Financial Officer to approve the contract and to approve any change orders up to the amount allowed by the Texas Education Code 44.0411.



Funds Available:

_____ Budgeted

_____ Fund Balance

_____ Other:

Approved:

Christina Ponce
President

Date