Sharp Dealer: JBCR Inc., dba Skelton Business Equipment

 901 W Main St.

 Tomball, TX 77375

Contract Period: August 1st 2021 through July 31st 2024 (option to extend through July 31st 2026)

**Choosing a Copier**

See Sharp Copiers Pricing List which has distributed internally. You may also contact your designated Purchasing Department buyer to request a copy of the list.

1. Departments may choose from any copier in the Sharp Copiers Pricing List.
2. Purchase vs. Lease vs. Rent:
	1. Purchase – Purchasing a new Sharp copier up front, instead of leasing over 36 months, will cost the department about 32% more compared to leasing.
	2. Lease – Leasing allows a department to spread out their cost over three years (36 months). The department will own the copier at the end of the lease.
	3. Rent – Renting is intended for short-term use (3 – 12 months) and gives a department flexibility during a transition period without committing to a purchase or lease. It is not cost effective for long-term use.
3. Maintenance cost includes copier service and all supplies (except staples and paper). Leases, rentals, and maintenance-only contracts for Sharp copiers owned by the department all have the same maintenance cost:
	1. Black and white prints: $0.00499 per B&W print (no cost for scanning)
	2. Color prints: $0.0399 per color print (no cost for scanning)

**Sharp 3-Year Performance Guarantee**

If a Sharp copier cannot be repaired within three years of installation, whether it was purchased, leased, or rented, Sharp will replace it for free. See the Sharp 3-Year Performance Guarantee for more information.

**Creating a Purchase Requisition**

1. For Sharp **leases**, use **vendor ID** **0000131961**, Lease Servicing Center, Inc., dba National Cooperative Leasing.
2. For Sharp **purchases, rentals, and maintenance-only** POs, use **vendor ID 0000107947**, JBCR Inc, dba Skelton Business Equipment.
3. Attach a quote from Collin Grimes (contact information below).

**Sharp Invoices (base charge & print charge only)**

* 1. Accounts Payable will receive and pay all Sharp invoices for UH departments using the cost centers indicated on the department’s PO.
	2. AP contacts for questions: In general, please use ap@uh.edu. However, for specific questions, you may also contact:
1. Ed Smith, 713-743-8715, ebsmith@uh.edu
2. Danny Nguyen, 713-743-6677, ddnguy42@Central.uh.edu

 **Sharp Contacts**

1. Copier selection, quotes, invoices for supplies & services, and other questions:

Collin Grimes

Cell: 281-226-3412

Desk: 281-357-2114

Email: cgrimes@sbesharp.com

Website: [www.equipmybiz.com](http://www.equipmybiz.com)

Skelton Business Equipment (JBCR) -Vendor ID: 107947

Lease Servicing Center (LSC) -Vendor ID: 131961

Phone: 281-351-5128

Fax: 281-351-5130

Website: [www.equipmybiz.com](http://www.equipmybiz.com)

To schedule no-cost copier moves anywhere on campus, call Skelton Business Equipment at 281-351-5128 between 8 AM and 5 PM, M-F. For transfers to Surplus Property, the department must complete Property Management Form PRP-1A and coordinate the transfer with Property Management.

1. For copier supplies and service:
	1. Complete the online form at: <http://equipmybiz.com/uh/> or
	2. Call Skelton Business Equipment at 281-351-5128 between 8 AM and 5 PM, M-F