

20751

ADOPTED
BOARD OF TRUSTEES OF
COMMUNITY COLLEGE DISTRICT NO. 508

JUL 2 1998

BOARD OF TRUSTEES OF COMMUNITY COLLEGE DISTRICT NO. 508
County of Cook and State of Illinois

COUNTY OF COOK
AND STATE OF ILLINOIS

DOCUMENT IMAGING SYSTEM & MAINTENANCE SERVICES
WASHINGTON COLLEGE

THE CHANCELLOR

REPORTS

that it is necessary to purchase a document imaging system for Washington College for scanning, accessing and retrieving students' records who have attended Washington College, the former Chicago City-Wide College, Central YMCA College and Programs for the Military; and

that specifications were prepared by Central Office purchasing staff, publicly advertised as required by law, and the following bid was received:

Bidder	Total Cost
Minolta Business Systems Rolling Meadows, IL	\$69,629.00

that several other firms were contacted (Xerox, Ambassador Office Equipment-Canon, Bell & Howell) but did not submit bids; and

that the system offered by Minolta was reviewed by OIT staff and is recommended over other comparable systems for its overall effectiveness; and

that Minolta Business Systems is in compliance with District M/WBE requirements.

THE CHANCELLOR

RECOMMENDS

that the Board of Trustees ratifies the Chairman's pre-approval to issue a purchase order in the total amount of \$62,169.00 to Minolta Business Systems, Rolling Meadows, Illinois, for the document imaging system plus maintenance services for 15 months at a cost of \$7,460.00 as per specifications dated 4-13-98.

FINANCIAL

\$69,629.00 -- Educational Fund

Respectfully submitted:

Wayne D. Watson
Chancellor

July 2, 1998