

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

JUN 7 2001

IMAGING SERVICES INCLUDING COPIER EQUIPMENT, MAINTENANCE & SUPPLIES
ALL COLLEGES

COUNTY OF COOK
AND STATE OF ILLINOIS

THE CHANCELLOR

REPORTS

that the current extension agreement for copier services with Xerox Corporation expires June 30, 2001; Xerox has proposed to extend the current rental contract, through December 31, 2001, but cannot extend our current cost per copy agreement of 1.4 cents per copy beyond that date; also, due to technology changes within the industry there is a need to replace the current analog equipment with new digital equipment; this new equipment allows for networking, scanning, faxing and printing from one piece of equipment; and

that staff issued a Request for Proposals to firms for copier services on a cost per copy basis - including equipment, maintenance and supplies - for new digital equipment to replace our current inventory of approximately 280 convenience copiers - this does not include the Docutech leases which are not part of the cost per copy contract; the RFP requested cost per copy proposals based on a four year agreement with the option to renew for an additional three years; the RFP also requested firms to provide information on other possible imaging services, such as facilities management of the Library copiers which includes sharing of commissions received and imaging of paper documents for electronic storage. and

that cost per copy proposals were received from seven firms to supply new digital copiers throughout the district. of those firms, the following firms had cost per copy proposals in the range of our current 1.4 cents per copy:

Firm	Cost per Copy
Gordon Flesch Company Chicago, IL	\$0.014/copy
Minolta Business Systems Chicago, IL	\$0.014/copy
Canon Business Solutions** Chicago, IL	\$0.0156/copy**
Xerox Corporation Chicago, IL	*\$0.0128 - \$0.045/ copy

* Xerox's cost per copy proposal was based on copy volume requirements which were weighted towards the higher cost per copy range (1.69 - 4.5 cents per copy) because the majority of our equipment is operated at copy volumes less than 40,000 per month;

that in-house demonstrations of Canon, Xerox and Minolta digital equipment were held at District Office; based on the initial demonstrations, further demonstrations of Xerox and Canon digital equipment were held at the colleges; and

that based on the demonstrations, the overall proposals and the firm's experience in this area, staff recommended the proposal from Canon Business Solutions (Canon), and negotiated a final cost per copy of **1.39 cents per copy; Canon has recently implemented successful cost per copy programs at Cook County Government, as well as at DuPage County, and also has approximately 200 machines in operation at University of Illinois; and Canon's proposal is in compliance with the District's M/WBE plan.