

BOARD OF TRUSTEES OF COMMUNITY COLLEGE DISTRICT NO. 508
COUNTY OF COOK AND STATE OF ILLINOISCOUNTY OF COOK
AND STATE OF ILLINOIS**Ecabinet Document Archival & Retrieval Solution****THE CHANCELLOR****REPORTS**

that there is a need to provide a Document Storage/Retrieval and Management solution to store and manage all paper and electronic business documents relating to Capital Projects. The solution is called Ecabinet which is sold by Ricoh.

this solution will provide the following benefits to the City Colleges of Chicago: Store, manage and quickly locate needed documents; link documents with the Capital Project Management System (projecttalk.com); avoid spending valuable time searching for misplaced documents from our manual filing system; easy to retrieve web interface.

the total cost for the Ecabinet solution is \$13,525. This will be paid through a twelve month lease agreement at \$1,127.00 per month with a one-dollar buy-out option at the end of the term, to commence upon Board approval. Funds will be derived from City Colleges of Chicago Microfilm Original Fund. Specific funding requirements are as follows:

- \$7,889.00 – Savin Credit Corp for remaining seven months of Fiscal Year 2002 (December 2001 through June 2002)
- \$5,635.00 – Savin Credit Corp for Fiscal Year 2003 (July 2002 through November 2002)
- \$1.00 – Savin Credit Corp for Buy-out option

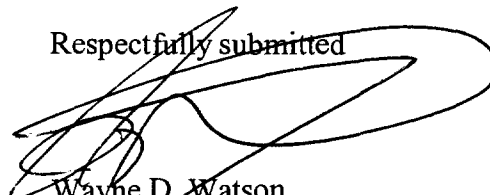
THE CHANCELLOR**RECOMMENDS**

that the Board of Trustees authorizes the Chairman of the Board to negotiate and execute an equipment lease and also an equipment purchase agreement in accordance with the terms outlined herein and including such other terms as may be appropriate or necessary to further the purposes of the agreements.

FINANCIAL

\$7,889.00 – COO5040 Microfilm Original Fund (Fiscal Year 2002)
\$5,635.00 – C005040 Microfilm Original Fund (Fiscal Year 2003)
\$1.00 – C005040 Microfilm Original Fund (Fiscal Year 2003)

Respectfully submitted



Wayne D. Watson
Chancellor