

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

**DISTRICT COLOR COPIER
DISTRICT OFFICE**

THE CHANCELLOR

Reports

that there is a need at the district office for a high speed printer with color capabilities; this leased equipment will be available for use by various departments and will reduce District Office outside color copy expenses and aid the Marketing and Public Relations department in producing marketing and advertising materials for recruitment purposes. The proposed high speed printer by Ricoh/Savin is a quality product that has received recommendations from the district purchasing staff. The unit will replace a previous color copier that is non-operational and inadequately meets the changing demand of technology.

that features of leasing the Ricoh/Savin are:

- (3) year service agreement including Delivery, Installation, and Training
- startup supplies
- AP3800CMF Color Printer with document feeder, 28PPM Full Color / 38 PPM B&W, Network Scanning, 40 GB Hard-drive and 384 MB RAM, Adobe PostScript (to allow printing from Mac's), 1,600 sheet paper capacity
- SR770 2,500 Sheet Finisher (50 sheet Stapler & 2/3 Hole Punch)
- color and black/white copies can also be manually produced

that the proposal from Ricoh/Savin is for a period of 36 months at a fee of \$486.50 per month.

that this product lease agreement is exempt from the district's competitive bidding requirements.

The Chancellor

Recommends that the Board of Trustees authorizes the Chairman to enter into a three-year lease agreement with Ricoh/Savin at a monthly expense of \$486.50 for a total contract amount of \$17,514.00.

Financial

\$486.50 per month for 36 months - advertising budget fund

17,514.00

Respectfully submitted:

[Signature]
Wayne D. Watson
Chancellor

YB