

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

DOCUTECH MAINTENANCE AGREEMENT
WRIGHT COLLEGE

THE CHANCELLOR

REPORTS

that the annual maintenance agreement for the Xerox Docutech NP-135 copier at Wright College expired September 30, 2003; staff has received and recommends acceptance of a proposal from Certus One, a qualified Xerox sales and service firm to provide annual maintenance on this equipment for an estimated total annual cost of \$21,000 (based on 350,000 copies per month); this represents a savings of approximately \$30,000 per year from the previous Xerox service contract; Certus One, Minneapolis, MN is a well-established firm with excellent references for Xerox equipment service and sales; for that reason, staff recommends acceptance of the Certus One maintenance proposal for one year ending September 30, 2004; and

that this purchase of service is exempt from the District's competitive bidding requirements.

THE CHANCELLOR

RECOMMENDS

that the Board of Trustees authorize the Chairman to enter into a one-year service agreement with Certus One, Minneapolis, MN for the service and maintenance of the Xerox Docutech NP-135 at Wright College for the period of October 2003 through September 30, 2004.

FINANCIAL

\$21,000.00 – (Fund/Account Numbers) *Ed Fund*

Respectfully Submitted:

Wayne D. Watson
Chancellor

October 9, 2003

DISTRICT OFFICE & COLLEGE PRESIDENT SIGNATURE FOR
BOARD REPORTS:

Purchasing Date _____	Treasurer. _____	Legal <i>[Signature]</i>	Board Office _____
College President Date _____	_____	_____	_____
Admin. Svcs. Date _____	Academic Aff. _____	HR _____	Finance _____
Marketing Date _____	WYCC Date _____	_____	_____