

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

**COPIER, REPRODUCTION EQUIPMENT AND SERVICES**  
**DISTRICT WIDE**

**THE CHANCELLOR**

**REPORTS**

that an inventory and survey were conducted District wide in April and May of 2006 to ascertain the copier usages and needs for technology upgrades not only to copiers but also to various reproduction equipment and services District wide; and

that the availability of digital multifunction copier upgrades will allow users to send jobs to copiers from personal computers, and the copiers will be able to print, scan and send and receive faxes. This reduces the need to purchase additional desktop printers, scanners and fax machines; and

that reproduction equipment technology upgrades will allow campuses to bring outside printing jobs such as course schedules, catalogs, brochures, booklets and various forms in house; and

that a Request for Proposal (RFP) was issued for copiers, reproduction equipment and services and the scope of services included the leasing of digital and non-digital black and white and colored copiers, reproduction equipment, maintenance services, supplies, staff training, management of the library copiers, and provisions for student training program; and

that eight firms responded to the RFP: Océ' Imagistics, Inc., Konica Minolta Business Solutions, Inc., Lanier, Carterbrothers, LLC, IKON Office Solutions, Gordon Flesch Company, Inc., Canon Business Solution and Xerox Corporation; and

that District and College staff evaluated the eight firms and invited the top three firm, Océ' Imagistics, Canon Business Solutions and Konica Minolta for oral presentations and site demonstrations, and after final evaluations Océ' Imagistics, Inc., received the highest overall score; and

that Océ' submitted negotiated cost per copy for low volume copiers (up to 25,000 monthly copies) at \$.016-\$.0098 per copy, mid volume copiers (25,001-80,000 monthly copies) at \$.0067 - \$.0074 per copy, mid to high volume copiers ( 80,001-200,000 monthly copies) at \$.0045-.0058 per copy, high volume (200,001-400,000) at \$.0042-\$.0043 per copy, monthly volumes over 400,000 at \$.004 per copy, and reproduction equipment (250,000-400,000 monthly copies) at \$.0077-\$.0191per copy, and color copiers with 20,000-30,000 monthly copies at \$.133 per copy including software cost of \$745.00 per month; and

that the Office of M/WBE Contract Compliance has reviewed the above referenced copier, reproduction equipment and services leasing agreement and has determined that Océ' Imagistics, Inc. in its submitted bid is in compliance with the Board approved Participation Plan.

**THE CHANCELLOR**

**RECOMMENDS**

that the Board of Trustee authorize the Chairman to enter into a master rental agreement with Océ' Imagistics, Inc., Chicago, IL to supply various copier and reproduction equipment as needed District Wide in an amount not to exceed \$900,000 annually, from December 1, 2006 through November 30, 2011 with the option to renew for two additional one year periods in accordance to RFP# IW0604 dated June 19, 2006.

**FINANCIAL**

\$900,000 Annually-Educational Fund-562100 00003 Various Colleges and Departments

Respectfully Submitted:

Wayne D. Watson  
Chancellor