

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

COPIER, REPRODUCTION EQUIPMENT AND SERVICES
DISTRICT WIDE

(Amend Board Report# 27678, dated November 9, 2006)

THE CHANCELLOR

REPORTS

that in Board Report# 27678 adopted November 9, 2006 approval was given to enter into an agreement with Oce' Imagistics, Inc., to provide, small, medium and high volume copiers District wide as well as copiers for the reproduction centers and libraries at the various campuses with a cost not to exceed \$900,000 annually based upon cost per copy and standard features; and

that as part of the Request for Proposal requirements, an assessment was conducted 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that the lease of new technology upgraded reproduction equipment to replace outdated Docutech machines will allow campuses to bring outside printing jobs such as course schedules, catalogs, brochures, booklets and various forms in house ; and

that after the completion of the assessment, the projected annual amount of \$900,000 was broken out as follows: a) 218 Standalone copiers (small, medium and high volumes) annual cost of \$641,728.60, b) 38 Multi-functional Copiers(MFC) small, medium and high volumes, annual cost of \$258,271.20; and

that it has been determined that an additional amount of \$600,000 is needed to cover the cost of 10 Reproduction Equipment (high volume equipment) at a annual cost of \$458,288.40 and 12 additional Multi-Functional Copiers at a annual cost of \$ 80,152.80 plus a contingency amount of \$61,558.80, for a total fleet of 278 pieces of reproduction equipment at an annual cost of \$1,500,000; and

that for contract execution, an amendment is necessary to revise the not to exceed annual amount to \$1,500,000 and that all other previous agreed upon terms and conditions remain the same; 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 Oce' Imagistics, Inc. is in full compliance with the Board approved Participation Plan.

THE CHANCELLOR

RECOMMENDS

that the Board of Trustees authorize the Chairman to enter into a master rental agreement with Oce' Imagistics, Inc., Chicago, IL to supply various copier and reproduction equipment as needed District Wide for an additional amount not to exceed \$600,000 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, bringing the total annual contract to an amount not to exceed \$1,500,000.

FINANCIAL

\$600,000 additonal annual amount-various colleges and departments educational Fund-00003 562100

Respectfully Submitted:

Wayne D. Watson
Chancellor