

**32339**

**ADOPTED – BOARD OF TRUSTEES  
COMMUNITY COLLEGE DISTRICT NO. 508  
JULY 10, 2014**

**BOARD OF TRUSTEES OF COMMUNITY COLLEGE DISTRICT NO. 508  
COUNTY OF COOK AND STATE OF ILLINOIS**

**COPIER, PRODUCTION REPROGRAPHICS EQUIPMENT AND SERVICES  
XEROX CORPORATION  
OFFICE OF ADMINISTRATIVE AND PROCUREMENT SERVICES  
DISTRICT WIDE  
(AMENDMENT TO BOARD REPORT # 31138 APPROVED SEPTEMBER 1, 2011)  
(RATIFICATION)**

**THE CHANCELLOR RECOMMENDS:**

that the Board of Trustees authorizes the Chair to: 1) ratify the payment to Xerox Corporation for an additional amount of \$225,000 and 2) approve an additional amount of \$350,000 to Xerox Corporation for the leasing of copying/duplicating equipment for the remainder of the contract term.

**VENDOR:** Xerox Corporation  
45 Glover Avenue  
Norwalk, Connecticut 06856

**USER:** District Wide

**TERM:**

The term of this agreement commenced on December 1, 2011 and shall continue through December 1, 2016.

**SCOPE OF SERVICES:**

Xerox Corporation provides the leasing of copying/duplicating equipment along with accessories, maintenance, training and managed print services to the District.

The additional funding request is due to the following operational needs and efficiency efforts to maximize the devices within the District:

1. 2012 Malcolm X College invoices required to be paid for damages caused by the result of a flood. The invoices are for service technician labor charges and parts needed to bring the Xerox model 800 Reprographics machine to a working state. These invoices will be reimbursed by the District's insurance carrier.
2. The increase in fixed costs, supplies and print volumes at both the multifunction devices and Reprographics Centers. FY14 print costs are approximately 15% higher than FY13.

FY15 and FY16 are projected to be 25% higher. Anticipated print volumes are expected to rise as the non-Xerox desktop printers are reduced as the District moves toward a more efficient centralized print environment. Significant savings of supply and print costs at the department level will be monitored throughout the year.

3. Upgrade of the thirty-one (31) model WC3550X Xerox multi-function devices to model WC5325. These multi-function devices are a larger capacity machine and upgrades include stapling, collation, and 11X17 paper trays which are features not present on the WC3550X units. Another feature is user code programming which will allow each faculty and staff member to be assigned individual codes for their department machine.
4. Adoption of Docucare Management Program. This ensures Xerox multi-function devices receive monthly scheduled on-site inspections by a Xerox field resource associate. The program entails preventative maintenance actions including equipment inspection, cleaning and consumable supply replacement. This is currently a trial program with Xerox ending May 2014 that has reduced the number of service calls by 16% allowing for less downtime on devices creating better end user satisfaction.
5. The Reprographics finishing equipment consisting of booklet makers and binding equipment has been found to be underutilized and cost prohibitive. Therefore the equipment will be returned to Xerox Corporation in the first quarter of FY15 to offset a portion of the increased print volume and the Docucare Management Program.

**BENEFIT TO CITY COLLEGES OF CHICAGO:**

The lease of new and technologically upgraded reproduction equipment will reduce the need to purchase new desktop printers and facilitate creation of in-house services for basic printing projects such as college schedules booklets and materials from the faculty.

Procuring a Xerox field resource associate through the Docucare program will allow for continuous onsite device support for the walk up units. This will minimize technical service calls and provide better preventative maintenance and further improve device availability.

**VENDOR SELECTION CRITERIA:**

A Request for Proposal (RFP) was prepared and advertised through the Office of Administrative and Procurement Services and 23 vendors were contacted on May 26, 2011. Responses were received from Konica Minolta, Xerox Corporation, IKON Office Solutions, Inc., Canon Business Solutions, Inc. and Xerox-CDI.

The evaluation committee, which consisted of Reprographics Directors, Executive Business Managers, and District Office Staff, reviewed the responses and recommended Xerox Corporation based on the oral presentations, site visits and criteria set forth in the RFP that included:

- Price of the solution
- Professional qualifications and experience
- Longevity of business organization
- Experience with other contracts in a similar role
- Quality of the proposal
- Available staffing of adequate personnel to provide required services

Based on the oral presentations, site visit and pricing, the evaluation staff recommended the award to Xerox Corporation for the reprographics production equipment and related services and the multi-function walk-up copying devices and implementation of a student apprentice/employment program for the walk-up copying devices.

**MBE/WBE COMPLIANCE:**

The Office of M/WBE Contract Compliance has reviewed the above referenced amendment with Xerox Corporation and has determined the firm is in compliance with the Board Approved Participation Plan.

<u>Vendor</u>	<u>MBE or WBE</u>	<u>%</u>	<u>Participation</u>	<u>Certifying Agency</u>
Revere Consulting 4942 Bay View Dr. Richton Park, IL 60471	MBE	10	Indirect	City of Chicago
Systems Unlimited 1350 West Bryn Mawr Itasca, IL 60143	MBE	10	Indirect	City of Chicago
KBS Computer Services 15537 S. 70 <sup>th</sup> Ct. Orland Park, IL	MBE	10	Indirect	City of Chicago
Arrow Messenger 1322 W. Walton Chicago, IL 60622	WBE	2	Indirect	City of Chicago
Aloha Documents 60 E. Van Buren Chicago, IL 60605	WBE	5	Indirect	City of Chicago

**GENERAL CONDITIONS:**

Inspector General – It shall be the duty of each party to the agreement to cooperate with the Inspector General for City Colleges of Chicago in any investigation conducted pursuant to the Inspector General’s authority under Article 2, Section 2.7.4(b) of the Board Bylaws.

Ethics – It shall be the duty of each party to the agreement to comply with the applicable provisions of the Board’s Ethics Policy adopted January 7, 1993, and as amended by the Board.

Contingent Liability – Pursuant to Section 7-14 of the Illinois Public Community College Act, all agreements authorized herein shall contain a clause that any expenditure beyond the current fiscal year is subject to appropriation in the subsequent fiscal year.

**FINANCIAL:**

**Total:** \$575,000

**Charge to:** Office of Administrative & Procurement Services

**Source of Funds:** Education Fund

**FY14-FY15:** 560000-XXXXX-XXXXXXXX-XXXXX

**Respectfully submitted,**

**Cheryl L. Hyman  
Chancellor**

**July 10, 2014–Office of Administrative and Procurement Services -District Office**