

**33032**

**ADOPTED – BOARD OF TRUSTEES  
COMMUNITY COLLEGE DISTRICT NO. 508  
AUGUST 4, 2016**

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

**PRINTER, COPIER, PRODUCTION REPROGRAPHICS EQUIPMENT AND SERVICES  
CANON SOLUTIONS AMERICA  
OFFICE OF ADMINISTRATIVE AND PROCUREMENT SERVICES  
DISTRICT WIDE**

**THE CHANCELLOR RECOMMENDS:**

that the Board of Trustees authorizes the Chair to execute an agreement with Canon Solutions America (CSA) to lease printing/copying/duplicating equipment, along with providing accessories, supplies, maintenance, and training for the various facilities located within the District for the period commencing no sooner than December 1, 2016 through December 31, 2021, with an option to renew for two (2) one-year periods, at a total cost not to exceed \$775,000 annually.

**VENDORS:** Canon Solutions America  
One Canon Park  
Melville, New York 11747

**USER:** District Wide

**TERM:**

The term of the agreement shall commence on December 1, 2016 and shall end on December 31, 2021 with an option to renew for two (2) one-year periods.

**SCOPE OF SERVICES:**

Canon Solutions America shall provide the leasing of copying/duplicating equipment along with accessories, supplies, maintenance, and training to various facilities located within the District.

**BENEFIT TO CITY COLLEGES OF CHICAGO:**

The lease of new and technologically upgraded printing, copying and reproduction equipment will reduce the need to purchase new desktop printers and facilitate in-house services for basic printing projects such as materials from the faculty. The multi-function walk-up devices will also provide secure print, scan to email, and fax capabilities. Awarding an agreement for a five-year term also spreads the capitalization costs of the hardware so there is less of an up-front financial liability and longer utilization of the units.

**VENDOR SELECTION CRITERIA:**

The contract being utilized as part of the joint purchasing agreement has been advertised and awarded in accordance with the procurement procedures of the City of Chicago, a sister agency

to CCC, under specification #103804, Contract PO #28364, for Multifunctional Devices (MFDs) - Photocopiers and Related Services. Pursuant to State law, contracts for goods and services procured from another governmental entity are exempt from the District's competitive bidding requirements.

To ensure pricing received was competitive and the most advantageous solution was selected for the District, pricing was received from Ricoh USA, Inc. which is under current contract with Chicago Public Schools.

Pricing is as follows:

<b>Annual Cost Estimate</b>				
	<b>Monthly Fixed Cost</b>	<b>Estimated Monthly Click Charges*</b>	<b>Monthly Total</b>	<b>Annual Cost</b>
<b>Canon</b>	\$ 39,493.79	\$ 25,089.57	\$ 64,583.36	\$ 775,000
<b>Ricoh</b>	\$ 44,652.40	\$ 21,821.08	\$ 66,473.48	\$ 797,682
<b>*Based on historical analysis of number of clicks per month</b>				

Based on the pricing received it is most advantageous for CCC to award to Canon Solutions America Inc. based on the fixed fee offered.

**MBE/WBE COMPLIANCE:**

The Office of Contract Compliance has reviewed the above referenced agreement made as the result of a joint purchase and recommends that the lead agency's (City of Chicago) MBE/WBE Participation Plan be accepted. Acceptance of the plan includes a recommended 15% MBE & 2% WBE waiver of the Board Approved Participation Plan.

<b>Vendor</b>	<b>MBE or WBE</b>	<b>%</b>	<b>Direct or Indirect</b>	<b>Certifying Agency</b>
MDI Transportation Systems, Inc. 11230 Katherine's Crossing Woodridge, IL 60517	WBE	5	Indirect	City of Chicago
Systems Unlimited 1350 West Bryn Mawr Itasca, IL 60143	MBE	.5	Indirect	City Of Chicago
KBS Computer Services 8056 186 <sup>th</sup> St. Tinley Park, IL 60487	MBE	5	Indirect	Cook County
Adino, Inc. 360 Alden Court Chicago Heights, IL 60411	MBE	4.5	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:** \$775,000 annually

**Charge to:** Various Departments and Colleges

**Sources of Funds:** Education Fund

Unrestricted and Restricted Funds

FY17-FY23: Various Chart Fields- Account 560000

**Respectfully submitted,**

**Cheryl L. Hyman  
Chancellor**

**August 4, 2016–Office of Administrative and Procurement Services**