

# 33035

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

### COPIER, PRODUCTION REPROGRAPHICS EQUIPMENT AND SERVICES XEROX CORPORATION (AMENDMENT TO BOARD REPORT #31138 APPROVED SEPTEMBER 1, 2011) DISTRICT WIDE

#### **THE CHANCELLOR RECOMMENDS:**

that the Board of Trustees authorizes the Chair to execute a one-month extension to the agreements with Xerox Corporation to lease copying/duplicating equipment, along with accessories, maintenance, training and managed print services for the various facilities located within the District for the period from December 1, 2016 through December 31, 2016, at a total cost not to exceed \$150,000 for the additional month of service.

**VENDORS:** Xerox Corporation  
45 Glover Avenue  
Norwalk, Connecticut 06856-4505

**USER:** District Wide

#### **ORIGINAL TERM:**

The original term of these agreements commenced on December 1, 2011 and shall end on December 1, 2016.

#### **EXTENSION TERM:**

The extension term of these agreements shall commence on December 1, 2016 and shall end on December 31, 2016.

#### **SCOPE OF SERVICES:**

Xerox Corporation provides the leasing of copying/duplicating equipment along with accessories, maintenance, and training to various facilities located within the District.

#### **BENEFIT TO CITY COLLEGES OF CHICAGO:**

The lease of reproduction equipment reduced the need to purchase new desktop printers and facilitated creation of in-house services for basic printing projects such as college schedules booklets, and materials from the faculty. The current end date of the agreement is mid-semester. This one month extension allows the agreement to continue through the end of the fall 2016 semester, thereby minimizing any impact on services while classes are still in session and allowing for a smooth transition.



**VENDOR SELECTION CRITERIA:**

A Request for Proposal (RFP) was prepared and advertised through the Office of Procurement Services and 23 vendors were contacted on May 26, 2011. Responses were received from Konica Minolta, Xerox Corporation, IKON Office Solutions, Inc., Cannon 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 and Xerox-CDI 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 recommends the award to Xerox Corporation for the reprographics production equipment and related services and to Xerox-CDI for 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 MBE/WBE Contract Compliance has reviewed the above referenced extension and has determined the vendor 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:** \$150,000

**Charge to:** Various Departments and Colleges

**Sources of Funds:** Education Fund

Unrestricted and Restricted Funds

FY17: Various Chart Fields- Account 560000: \$150,000

**Respectfully submitted,**

**Cheryl L. Hyman  
Chancellor**

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