

**33113**  
**ADOPTED – BOARD OF TRUSTEES**  
**COMMUNITY COLLEGE DISTRICT NO. 508**  
**DECEMBER 1, 2016**

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

**MULTIFUNCTIONAL COPIERS AND REPROGRAPHIC EQUIPMENT AND SERVICES**  
**CANON SOLUTIONS AMERICA INC.**  
**RICOH USA, INC.**  
**OFFICE OF ADMINISTRATIVE AND PROCUREMENT SERVICES**  
**DISTRICT WIDE**

**THE CHANCELLOR RECOMMENDS:**

that the Board of Trustees authorizes the Chair to execute agreements with Canon Solutions America Inc. and Ricoh USA, Inc. to lease multifunctional copiers and reprographic equipment along with accessories, supplies, maintenance, and training for the various facilities located within the District for a five (5) year period from June 1, 2017 through May 31, 2022, with an option to renew for two (2) one-year periods at a total cost not to exceed \$694,573 annually.

**VENDORS:** Canon Solutions America Inc.  
One Canon Park  
Melville, NY 11747

Ricoh USA, Inc.  
5 Dedrick Place  
West Caldwell, NJ 07006

**USER:** District Wide

**TERM:**

The term of these agreements shall commence on June 1, 2017 and shall end on May 31, 2022 with an option to renew for two (2) one-year periods.

**SCOPE OF SERVICES:**

Canon Solutions USA shall provide the Multifunctional walk-up copier leasing of copying/duplicating equipment along with accessories, supplies, maintenance, and training to various facilities located within the District for the District's fleet (walk-up) machines. Ricoh USA shall provide the main reprographic and mini copy center leasing of copying/duplicating equipment along with accessories, supplies, maintenance, and training to various facilities located within the District for the District's production machines.

**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.

**VENDOR SELECTION CRITERIA:**

A Request for Proposal (RFP) # SJ1607 was prepared and advertised through the Office of Procurement Services and nine vendors were contacted on October 7, 2016. Responses were received from four firms: 1) Xerox Corporation; 2) Canon Solutions America, Inc.; 3) Ricoh USA, Inc.; and 4) Des Plaines Office Equipment. Des Plaines Office Equipment was deemed non-responsive for failing to submit in accordance with the RFP requirements and M/WBE Plan.

The evaluation committee, which consisted of Truman College Reprographics Technician, Daley College Executive Director of Operations, Wright College Auxiliary Services Director, Olive Harvey College IT Director, OIT Support Services Director, Administrative Services Staff and Marketing and Communications reviewed the responses based on the evaluation criteria set forth in the RFP that included:

1. Price
2. Equipment Provided
3. Service Program
4. Implementation Plan
5. Program Management and Staffing Plan
6. Past Experience
7. Quality of References provided from the three (3) references
8. MBE/WBE Compliance Plan

Based on the scoring and pricing, the evaluation Staff recommends a split award to Ricoh USA, Inc. for the reprographics production equipment and related services and to Canon Solutions America, Inc. for the multi-function walk-up copying devices for the district. Both firms represent the lowest cost for the requisite equipment and services.

**MBE/WBE COMPLIANCE:****Canon Solutions America**

The Office of Contract Compliance has reviewed the proposed agreement and has determined Canon Solutions America has complied with the WBE goal of the Board Approved Participation Plan and recommends a waiver of the MBE goal based on their good faith efforts in accordance with the Plan.

<b><u>Vendor</u></b>	<b><u>MBE or WBE</u></b>	<b><u>%</u></b>	<b><u>Participation</u></b>	<b><u>Certifying Agency</u></b>
MDI Transportation Systems 11230 Katherine S. Crossing Woodridge, IL 60517	WBE	7	Direct and Indirect	WBENC

**Ricoh USA Inc.**

The Office of Contract Compliance has reviewed the proposed agreement and has determined that Ricoh USA Inc. is in compliance with the Board Approved Participation Plan

<b><u>Vendor</u></b>	<b><u>MBE or WBE</u></b>	<b><u>%</u></b>	<b><u>Participation</u></b>	<b><u>Certifying Agency</u></b>
Minority Alliance Capital, LLC 6960 Orchard Lake Rd. West Bloomfield, MI 48322	MBE	27	Direct	Michigan Minority Supplier Development Council
Merrimak Capital Company 10 Pimentel Ct. Novato, CA 94949	WBE	27	Direct	WBENC

**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:** \$694,573 Annually

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

**Sources of Funds:** Education Fund

**FY17-FY22:** Various Chart Fields- Account 560000: \$694,573 Annually

**Respectfully submitted,**

**Cheryl L. Hyman  
Chancellor**

**December 1, 2016–Office of Administrative and Procurement Services**