

33094

ADOPTED – BOARD OF TRUSTEES
COMMUNITY COLLEGE DISTRICT NO. 508
NOVEMBER 3, 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 (EXTENSION)

OFFICE OF ADMINISTRATIVE AND PROCUREMENT SERVICES DISTRICT WIDE

THE CHANCELLOR RECOMMENDS:

that the Board of Trustees authorizes the Chair to execute an extension to 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 a seven-month period from January 1, 2017 through July 31, 2017, at a total cost not to exceed \$900,000 for the additional seven months 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 November 30, 2016.

FIRST EXTENSION TERM:

Pursuant to Board report 33035, a one month extension from December 1, 2016 through December 31, 2016, was approved.

SECOND EXTENSION TERM:

The second extension term of these agreements shall commence on January 1, 2017 and shall end on July 31, 2017.

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 reduces 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 Board previously approved a one-month extension to continue the agreement through the end of the fall 2016 semester. The additional seven-month extension will allow the District to

publically release a Request for Proposals (RFP) to ensure that the District receives the best value possible.

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 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%	Direct	City Certification
US Messenger 7790 Quincy Willowbrook, IL 60527	MBE	5%	Direct	CMSDC Certification
RL Canning 5440 N. Cumberland Chicago, IL 60631	MBE	15%	Indirect	City Certification
New World Van Lines 5875 N. Rogers Ave. Chicago, IL 60646	WBE	5%	Direct	WBDC Certification
Barrister Global Network 14042 Barrister Way Hammond, LA 70403	WBE	7%	Indirect	WBDC Certification

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: \$900,000

Charge to: Various Departments and Colleges

Sources of Funds: Education Fund

Unrestricted and Restricted Funds

FY17: Various Chart Fields- Account 560000

Respectfully submitted,

**Cheryl L. Hyman
Chancellor**

November 3, 2016–Administrative and Procurement Services