

**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.
THE OFFICE OF ADMINISTRATIVE AND PROCUREMENT SERVICES
(RENEWAL OPTION)
DISTRICT WIDE**

THE CHANCELLOR RECOMMENDS:

that the Board of Trustees authorizes the Chair, upon final approval of the General Counsel as to the legal form of such agreements, to exercise the option to renew the 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 the period from June 1, 2023 through May 31, 2024, at a total cost not to exceed \$650,000 for the final renewal term.

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

Ricoh USA, Inc.
300 Eagleview Blvd.
Exton, PA 19301

USER: District Wide

ORIGINAL TERM:

The original term of these agreements commenced on June 1, 2017 and ends on May 31, 2022 with the option to renew for two (2) one-year periods.

FIRST RENEWAL TERM:

The first renewal term of the agreement shall commence on June 1, 2022 and shall end on May 31, 2023 with one (1) remaining option to renew for one-year.

FINAL RENEWAL TERM:

The second and final renewal term of the agreement shall commence on June 1, 2023 and shall end on May 31, 2024 with no additional options to renew.

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 Procurement Services has reviewed the proposed compliance plan and has determined Canon Solutions America has complied with the Board Approved MBE/WBE Contract Participation Plan with a recommended full waiver of the MBE goal:

<u>Vendor</u>	<u>MBE or WBE</u>	<u>%</u>	<u>Participation</u>	<u>Certifying Agency</u>
MDI Transportation Systems 11230 Katherine S. Crossing Woodridge, IL 60517	WBE	4.5*	Indirect	WBENC

Canon is currently exceeding their WBE goal by 26.3% on their overall contract. Procurement Services continues working with Canon to revise their Compliance forms to demonstrate that they propose to maintain the minimum required 7% WBE Participation during this renewal term.

Ricoh USA Inc.

The Office of Procurement Services has reviewed the proposed compliance plan and has determined that Ricoh USA Inc. has complied with the Board Approved MBE/WBE Contract Participation Plan:

<u>Vendor</u>	<u>MBE or WBE</u>	<u>%</u>	<u>Participation</u>	<u>Certifying Agency</u>
Minority Alliance Capital, LLC 6960 Orchard Lake Rd. West Bloomfield, MI 48322	MBE	18	Direct	Michigan Minority Supplier Development Council

Minority Alliance Capital, LLC 6960 Orchard Lake Rd. West Bloomfield, MI 48322	MBE	7 ⁺	Indirect	Michigan Minority Supplier Development Council
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Merrimak Capital Company 10 Pimentel Ct. Novato, CA 94949	WBE	17	Direct	WBENC
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Ricoh is currently exceeding their MBE goal by 1.4% on their overall contract.

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: \$650,000

Charge to: Office of Administrative and Procurement Services

Sources of Funds: Education Fund

FY23-FY24: Various Chart Fields- Account 560000

Respectfully submitted,

**Juan Salgado
Chancellor**

April 13, 2023–Office of Administrative and Procurement Services