

35049
ADOPTED – BOARD OF TRUSTEES
COMMUNITY COLLEGE DISTRICT NO. 508
MARCH 7, 2024

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.
THE OFFICE OF ADMINISTRATIVE AND PROCUREMENT SERVICES
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 agreement, to execute an agreement with Canon Solutions America, 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 of June 1, 2024 through May 31, 2029 at a total cost not to exceed \$2,735,000 with an option to renew for one (1) two-year period.

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

USER: District Wide

TERM:

The term of the agreement shall commence on June 1, 2024, and shall end on May 31, 2029, with an option to renew for one (1) two-year period.

SCOPE OF SERVICES:

Canon Solutions America, Inc. shall provide the leasing of Multifunctional walk-up copiers for copying/duplicating and the main reprographic (production) and mini copy center equipment along with accessories, supplies, maintenance, and training to all 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 (on a limited number of devices).

VENDOR SELECTION CRITERIA:

Specifications were prepared by District Procurement staff in conjunction with the Office of Administrative and Procurement Services and a Request for Proposal (RFP) #NC2307 was publicly advertised in the Chicago Sun-Times and the Procurement website on November 2, 2023. Nine (9) vendors were contacted, and a pre-proposal conference was held on November 9, 2023. Three (3) firms responded to the RFP on December 4, 2023: Canon Solutions America, Inc., Proven IT, and Ricoh USA, Inc.

All proposals were reviewed, evaluated, and ranked by staff which included Administrative Services, Adult Education, Auxiliary Services, Finance, Information Technology, Marketing and Communications, Reprographic Services, and MBE/WBE Contract Compliance.

The evaluation criteria outlined in RFP #NC2307 included:

- 1. Price
- 2. Equipment Provided
- 3. Service Program
- 4. Interrogatories/Implementation and Program Management Plan
- 5. Past Experience
- 6. M/WBE Compliance plan

Based on the evaluation scoring, staff recommended the acceptance of the proposal from Canon Solutions America, Inc. to provide multifunctional copiers and reprographic equipment services for the District.

MBE/WBE COMPLIANCE:

The Office of Procurement Services has reviewed the proposed compliance plan and has determined the Vendor has complied with the Board Approved MBE/WBE Contract Participation Plan with a recommended full 25% 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, Inc. 10430 Woodward Avenue Woodridge, IL 60517 | WBE | 5.5 | Direct | WBENC |
| MDI Transportation Systems, Inc. 10430 Woodward Avenue Woodridge, IL 60517 | WBE | 1.5 | Indirect | 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: \$2,735,000

Charge to: The Office of Administrative and Procurement Services, The Colleges

Sources of Funds: Education Fund

FY24-FY29: 560000-00003-XX70500-70000

560000-00003-0005028-80000

Respectfully submitted,

**Juan Salgado
Chancellor**

March 7, 2024 – The Office of Administrative and Procurement Services