

MAR - 4 2004

THE CHANCELLOR

COUNTY OF COOK  
AND STATE OF ILLINOIS

REPORTS

that there is a need to establish new maintenance agreements for the Xerox Docutech NP-135 copier and the Xerox Docu40 color copier at Malcolm X College; staff has received and recommends acceptance of the following proposals:

- Certus One, a qualified Xerox sales and service firm has proposed to provide annual maintenance on this equipment for an estimated total monthly cost of \$1,875.00 (based on 450,000 copies per month); this represents a savings of approximately \$3,100.00 per month from the previous Xerox service contract; and
- Xerox has proposed to provide annual maintenance on the Xerox Docu40 color for an estimated total monthly cost of \$1,337.50 (based on 12,500 color copies per month – a comparative service quote from Com Doc was for approximately \$2,532.00 per month); and

that based on the review of the proposals submitted, staff recommends acceptance of the proposals from Certus One to service the Xerox Docutech and Xerox to service the Xerox Docu40 Color for period of March 2004 through June 30, 2005; and

that this purchase of service is exempt from the District's competitive bidding requirements.

THE CHANCELLOR

RECOMMENDS

that the Board of Trustees authorize the Chairman to enter into 16-month service agreements with Certus One, Minneapolis, MN for the service and maintenance of the Xerox Docutech NP-135 and Xerox Corporation for service and maintenance of the Xerox Docu40 Color copier at Malcolm X College for the period of March 2004 through June 30, 2005 for total estimated cost of \$30,000 (Certus One) and \$21,400 (Xerox), respectively.

FINANCIAL

\$51,400.00 – Educational Fund

Respectfully Submitted:

Wayne D. Watson  
Chancellor

March 4, 2004

