

**Minutes of the Oakton Community College Board Meeting
August 29, 2007**

A continuation of the 609th meeting of the Board of Trustees of Community College District 535 was held on Wednesday, August 29, 2007, at the Oakton Community College Des Plaines Campus. The purpose of the meeting was to consider the resolution on the purchase of a five year contract for the lease and maintenance of office copiers at the Des Plaines and Skokie Campuses that was postponed at the August 14, 2007, Board meeting.

Call to Order and Roll Call

Dr. Rosen called the meeting to order at 9:07 a.m. in room 1506 and Dr. DiLeonardi called the roll.

Dr. Rosen	Chair	Present
Mr. Williams	Vice Chair	Present
Dr. DiLeonardi	Secretary	Present
Dr. Alexopoulos		Absent
Mr. Collins		Present
Ms. Tennes		Present
Mr. Wadhwa		Present
Mr. Spera		Present (arrived at 9:15 a.m.)

Also in attendance were Dr. Margaret Lee, Mr. George Chirempes, Dr. Joianne Smith, Ms. Eileen Cukierski, Mr. D. Arnie Oudenhoven and Ms. Doreen Schwartz.

Ms. Jillian Verstrate represented the Classified Staff Association. Ms. Patricia Dalzell was present as recording secretary to the Board.

8/07-12 Authorization to Approve Copier Lease and Maintenance (Five-year Contract)

Ms. Tennes offered:

“Be it resolved that the Board of Trustees of Community College District 535 authorizes the purchase of Copier Lease and Maintenance from IKON Office Solutions, Inc., 410 Warrenville Road, Lisle, IL 60532, for a five year total of \$643,740 in accordance with the response to Request for Proposal #5.”

Mr. Williams seconded the motion.

Dr. Rosen asked Ms. Schwartz to explain the delay in presenting the resolution to the Board for approval on August 14, 2007.

Ms. Schwartz explained that the College’s current office copiers, as well as the equipment in the Copy Center, are almost ten years old, have outdated analog technology, have exceeded their recommended number of copies, and no longer have the necessary parts available for service repairs. She stated that the College needs to move to digital multi-function machines; therefore, a needs analysis was done, and

information was compiled into a request for proposal (RFP) that was discussed and reviewed during a mandatory pre-proposal meeting. Ms. Schwartz further stated that following the opening and evaluation of the RFP's, it was evident that the College would require additional expertise in choosing the machines that would best fit our needs. She explained that the majority of the company responses could only guarantee reproduction of 10 million copies over five years while the College's expected production needs would be 30 million copies in the next five years.

Dr. Lee noted that Mr. Chirempes and Ms. Schwartz presented her with the information on the purchase of the copier lease and maintenance contracts as they were concerned with possible legal issues that could be avoided with the hiring of a consultant who specialized in the field.

Ms. Schwartz further explained that the consultant listed the advantages and disadvantages of the proposals submitted by the nine companies and concluded that IKON Office Solutions offered the best value and the lowest price for machines that would best fit the needs of the College. She noted that the consultant would also review the IKON contract prior to signing.

Mr. Collins asked how much the consultants were paid, if there was a separate maintenance contract, how many copiers were being purchased, how the transfer of removing the old machines and replacing with new machines would take place, and if IKON would provide training as part of their package.

Ms. Schwarz responded that Pro Buyers LLC consultants were paid \$5,000 and that the maintenance contract was included with the proposal. She stated that repair responses would be confirmed within one hour of the initial call or website request and an onsite service call would be made within four hours. Ms. Schwartz explained that the proposal included the replacement of 28 units at the College, two production units in the Copy Center and five new installations, one of which would be for the Alliance Program at Evanston Township High School. She further explained that a replacement schedule had already been determined based on need and that it would just be a simple "switch out" with hands on training to take place at the time of installation.

Mr. Wadhwa asked what the contract included and if the College would have the option to purchase the machines at the end of the five year period.

Ms. Schwartz responded that the contract included everything except the paper and staples and explained that the College would not purchase the machines after five years. She stated that the IKON machines would be removed at the end of the five year contract and following a new request for proposal, new machines would be installed. She further explained many of the problems associated with the College purchasing copiers following the termination of the lease.

Dr. Rosen thanked Ms. Schwarz for her thorough review of the purchase and asked that she provide the Board with an update once installation of all the machines was complete.

There being no further discussion, Dr. Rosen asked Secretary DiLeonardi to call the roll.

Dr. DiLeonardi called the roll.

Mr. Collins	Aye
Dr. DiLeonardi	Aye
Dr. Rosen	Aye
Ms. Tennes	Aye
Mr. Wadhwa	Aye
Mr. Williams	Aye
Dr. Alexopoulos	Absent

The resolution was approved. Mr. Spera, Student Trustee, favored the resolution

There being no further business before the Board, Chair Rosen asked for a motion to adjourn the meeting. Mr. Williams offered a motion for adjournment and Ms. Tennes seconded the motion. A voice vote was called and Dr. Rosen adjourned the meeting at 9:22 a.m.

/s/ Jeffrey H. Rosen
Jeffrey H. Rosen, Board Chair

/s/ Joan W. DiLeonardi
Joan W. DiLeonardi, Board Secretary

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9/07