

**APPROVE EXERCISING THE FIRST OPTION TO RENEW THE AGREEMENTS WITH  
ACTIVE COPIERS, MINOLTA BUSINESS SOLUTIONS, AND UNITED BUSINESS MACHINES FOR THE  
PURCHASE AND/OR LEASE OF COPIERS AND FAX MACHINES**

**THE CHIEF EXECUTIVE OFFICER REPORTS THE FOLLOWING DECISION:**

Approve exercising the first option to renew the agreements with Active Copiers, Minolta Business Solutions, Inc., and United Business Machines for the purchase and/or lease of copiers, fax machines, and associated supplies, maintenance, repair services and training to CPS Staff for use by all regional and central office departments and schools, at an aggregate cost not to exceed \$11,000,000.00. These contracts are subject to the Board's Strategic Sourcing Policy. A written renewal agreement for each vendor is currently being negotiated. No payment shall be made to any vendor during the renewal period prior to the execution of such vendor's written renewal agreement. The authority granted herein shall automatically rescind as to each vendor in the event a written renewal agreement by such vendor is not executed with 90 days of the date of the Board Report. Information pertinent to these renewal agreements is stated below.

**SPECIFICATION NO.: 00-250499**

- |                |    |  |    |   |
|----------------|----|--|----|---|
| <b>VENDOR:</b> | 1. | Active Copier<br>3839 West Devon Avenue<br>Chicago, Illinois 60659<br>Mr. Charlie Jung<br>773-539-3333<br>Vendor No.: 13563  | 2. | Minolta Business Solutions, Inc.<br>150 S. Wacker Dr., Suite 2300<br>Chicago, IL 60606<br>Kari J. Berg<br>312-726-9100<br>Vendor No.: 22594 |
|                | 3. | United Business Solutions<br>LLC d/b/a/ United Business<br>Machines (UBM)<br>2171 Executive Dr., Suite 250<br>Addison, IL 60101<br>Mr. Fred A. Martin<br>630-620-4000<br>Vendor No.: 41542 |    |   |

**USER:** All Schools, Regional and Central Office Departments  
Contact Person: Shirley Gardner (773) 553-2275

**ORIGINAL AGREEMENTS:** The original agreements (authorized by Board Report 01-1219-PR4) are for terms as follows: Active Copier commences January 24, 2001 and ends January 23, 2003; Minolta Business Solutions commences February 2, 2001 and ends February 1, 2003; and United Business Solutions commences January 12, 2001 and ends January 11, 2003. Each agreement provides the Board with two options to renew for 1-year periods. The original agreements were awarded pursuant to a duly advertised Request for Proposals. Originally, four vendors were awarded contracts for these services. However, the contract with RUSH Inc. is not being renewed.

**OPTION PERIOD:** The term of each agreement is being extended for one (1) year with each agreement ending on January 31, 2004.

**OPTION PERIODS REMAINING:** There is 1 option period for 1 year remaining.

**SCOPE OF SERVICES:** Active Copier, Minolta Business Solutions, Inc., and United Business Solutions will continue to provide copier equipment, fax machines, and associated supplies, maintenance, repair services, and training to CPS staff. Schools, regional, and central office Departments may purchase or lease equipment at their option via requisition to Procurement and Contracts who will mail a purchase order to the Vendor. Principals and Chiefs shall have the authority to enter into lease/purchase agreements for up to a three (3) year term. Any lease/purchase agreement, which extends beyond a principal's contract, must be signed by the Area Instructional Officer (AIO). Purchases that exceed the \$10,000.00 Principal authority must be approved by the AIO. In the Central Office, purchases over \$10,000.00 must be approved by the Chief.

**DELIVERABLES:** Vendors will continue to provide copier equipment, fax machines, and associated supplies, maintenance, training, and repair services, free delivery and installation to all schools, regional, and central office Departments of the CPS.

**PRICES:** The prices for any lease/purchase agreement shall be in accordance with the price lists for each vendor attached and indicated in each vendor's original written contract.

**AUTHORIZATION:** Authorize the General Counsel to include other relevant terms and conditions in the written option documents. Authorize the President and Secretary to execute the option documents. Authorize the Chief Purchasing Officer to execute all ancillary documents required to administer or effectuate these option agreements.

**AFFIRMATIVE ACTION:** Pursuant to Section 6.2 of the Revised Remedial Plan for Minority and Women Business Enterprise Contract Participation (M/WBE Plan), the Per Contract and Category Goals method for M/WBE participation will be utilized. Thus, contracts for subsequent vendors from the pool created by this contract will be subject to compliance reviews on a contract-by-contract basis. Aggregated compliance of the vendors in the pool will be reported on a quarterly basis.

**LSC REVIEW:** Local School Council approval is not applicable to this report.

**FINANCIAL:** Charge to various schools and departments  
Fiscal Years 2002-2003  
Budget Classification: 5730 – Equipment, 5470 Service/Repair Contracts  
Sources of Funds: Various

**GENERAL CONDITIONS:**

Inspector General – Each party to the agreement shall acknowledge that, in accordance with 105 ILCS 5/34-13.1, the Inspector General of the Chicago Board of Education has the authority to conduct certain investigations and that the Inspector General shall have access to all information and personnel necessary to conduct those investigations.

Conflicts – The agreement shall not be legally binding on the Board if entered into in violation of the provisions of 105 ILCS 5/34-21.3 which restricts the employment of, or the letting of contracts to, former Board member during the one year period following expiration or other termination of their terms of office.

Indebtedness – The Board's Indebtedness Policy adopted July 26, 1995 (95-0726-EX3), as amended from time to time, shall be incorporated into and made a part of the agreement.

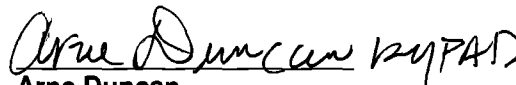
Ethics – The Board's Ethics Code adopted September 27, 1995 (95-0927-RU3), as amended from time to time, shall be incorporated into and made a part of the agreement.

Contingent Liability – The agreement shall contain the clause that any expenditure beyond the current fiscal year is deemed a contingent liability, subject to appropriation in the subsequent fiscal year budget(s).

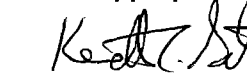
**Approved for Consideration:**

  
Anita Rocha  
Acting Chief Purchasing Officer

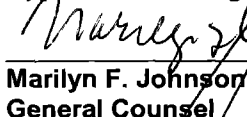
**Approved:**

  
Arne Duncan  
Chief Executive Officer

**Within Appropriation:**

  
Kenneth C. Gotsch  
Chief Fiscal Officer

**Approved as to legal form:**

  
Marilyn F. Johnson  
General Counsel