



**Welcome to the Pre-Bid Meeting  
Bid# MWJ2203 - Employee Recruitment Services  
(District Wide)  
August 30, 2022**

**Contract Administrator/Facilitator:**

**Marietta Williams-Johnson, Sr. Contract Administrator**

**Email: [procurementservices@ccc.edu](mailto:procurementservices@ccc.edu)**

**Attendance:**

Please confirm your attendance in this meeting via email to [procurementservices@ccc.edu](mailto:procurementservices@ccc.edu) and include your company contact details and state if you're a certified MBE and/or WBE firm. Please send email NOW!

**Contract Term: Three (3) years with an additional two (2) 1-year renewal options**

# Call Agenda

- A. BID Timeline for Proposers**
- B. Intent and Scope Overview (Office of Human Resources)**
- C. Bidding Requirements**
- D. MWBE Plan Participation Overview (Procurement Services)**
- E. Closing – Questions and/or Comments**



# Bid Timeline– Important Dates to Note

## Final Questions Due: Thursday, September 1, 2022, by 12pm

Please email final questions to [procurementservices@ccc.edu](mailto:procurementservices@ccc.edu). Please do not email or ask questions to the user department or any other department in regards to this Bid. Please reference Bid #MWJ2203 in all communications regarding this Bid.

## Responses to Questions: September 9, 2022

Questions and/or changes to the bid document will be provided via an Addendum. Please be sure to check our website at [www.ccc.edu](http://www.ccc.edu) and go to the Procurement Services webpage. Although we will try to send out this information via email to prospective bidders, this will still be **your** responsibility to check the website for any addenda's.

## Letter of Intent due: Monday, September 12, 2022 by 12pm

(ATTACHMENT A – INTENT TO SUBMIT A BID)

We ask that you email your Letter of Intent to [procurementservices@ccc.edu](mailto:procurementservices@ccc.edu).

## Bid Due Date: Friday, September 16, 2022, by 12:00 pm

**NO EXCEPTIONS!** Any responses received late will be deemed as non-responsive.

## Virtual Bid Opening Date: Friday, September 16, 2022, at 12:30 pm

The bid opening will take place via a Zoom teleconference. After accessing the Zoom application, instructions for accessing are as follows (see page 29 in the Bid specifications):

Meeting ID: 873 4934 5173    Passcode: 408234

# Intent and Scope Overview

**Office of Human Resources**

**Eugene Nichols**

*Deputy Chief Talent Officer*



# Bidding Requirements (Section 00100)

## Format of Response

(1) Original signature hard copy and one (1) USB drive

**We are not accepting electronic submissions.** We do require wet signatures  
*No Spiral Bindings or Machine Binding. (3-Ring Binders are acceptable)*

**SEALED BIDS will need to be sent to the following address:**

**CITY COLLEGES OF CHICAGO**  
**Dawson Technical Institute**  
**Procurement Services**  
**3901 S. State Street - Room 102**  
**Chicago, IL 60609**

**Deliveries are accepted at the rear parking lot building entrance Monday thru Friday from 9am – 4pm. All bids are due by the due date and time deadline.**

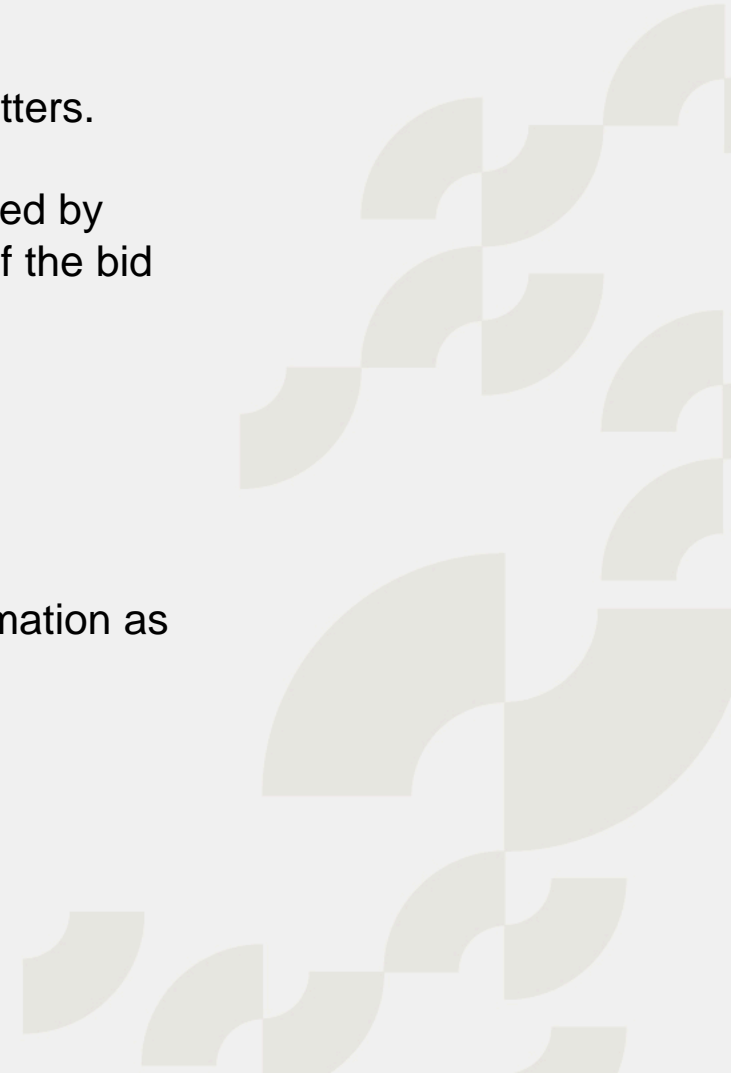
**BIDS WILL BE OPENED AND READ THEREAFTER AT 12:30 PM**

# Bidding Requirements - General Points

1. Please ensure that you as a bidder observe and comply with all laws, ordinances, regulations and codes of the Federal, State and City Governments and the Board of Trustees of Community College 508.
2. Please be sure to read through the Vietnam Era Veterans' Readjustment Assistance Act of 1974.
3. Bidder will need to make sure that they carefully examine the bid, scope, plans, specs and any other documents related to this bid.
4. CCC is exempt from sales tax.
5. Please make sure that you are using the bid submittals forms that have been included in the bid (no re-typing of forms). (See Section 00500 for the Bid Submittal Checklist)
6. Please make sure that you include the appropriate schedules and your current certification letters from acceptable certifying agencies for MBE/WBE compliance.
7. If you are submitting a NO-BID for this requirement, please email us the reason why you're not submitting a bid to [procurementservices@ccc.edu](mailto:procurementservices@ccc.edu) so that our Board may know that you have had the opportunity to bid and in order to continue to be notified of future bids and/or RFPs opportunities. (See also Section 00500 to mail in the form.)

# Bidding Requirements - General Points

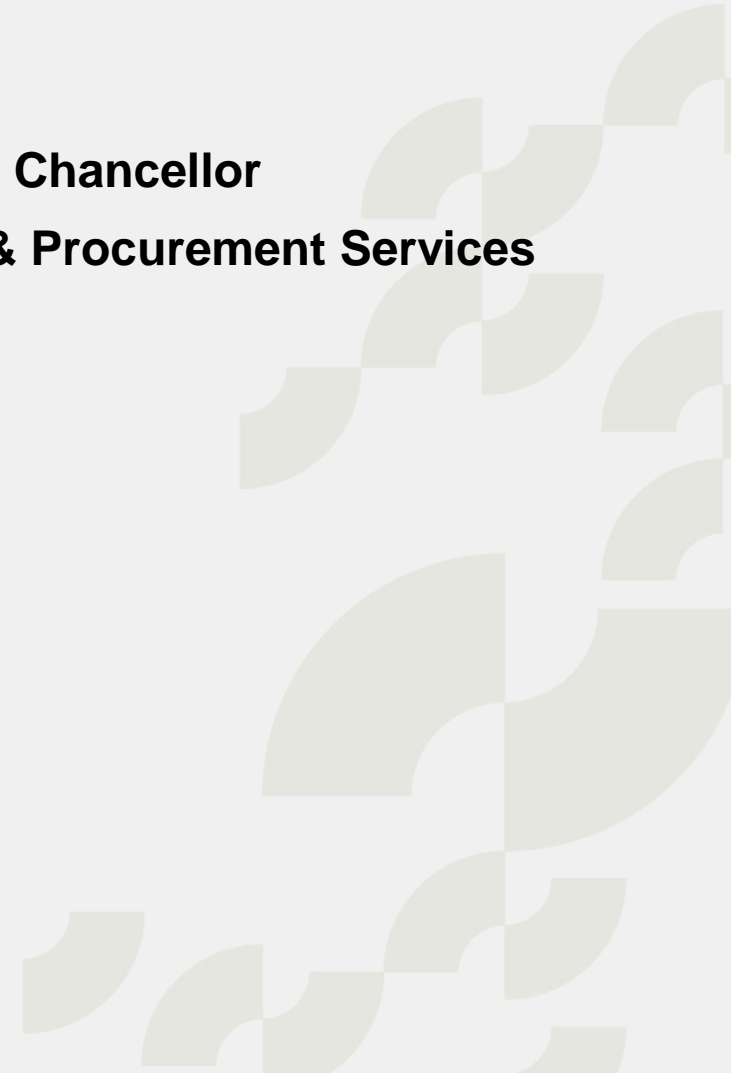
8. We ask that you hold your bid submission for at least 120 days from the bid due date without withdrawing or canceling your bid. This will provide enough time for us along with leadership to review the bids.
9. Any exceptions, please state them clearly and ensure that they are identified in bold letters.
10. Bids will be awarded on the lowest responsive and responsible bidder(s) as determined by Category or overall categories. Responsive meaning you are compliant in all aspects of the bid requirements and submission process.
11. Please be in compliance with the minimum wage order.
12. Please be sure that you are able to obtain the necessary insurance requirements.
13. Please ensure that you complete and submit all required forms/documents and information as stated in Section 000500 (See Section 5.03 – Bid Signature Sheet)



# Terms and Conditions Regarding Compliance with the Minority Business Commitment and Women Business Enterprise Commitment – Appendix I



**Jacinta Epting, Vice Chancellor  
Office of Business & Procurement Services**





# Any Questions?

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**Please make sure that in all email communications that you include the Bid number, MWJ2203, in the subject line of your email correspondence.**

## Thanks for Attending!!!