

JUN 4 - 1998

BOARD OF TRUSTEES OF COMMUNITY COLLEGE DISTRICT NO. 508
County of Cook and State of Illinois

COUNTY OF COOK
AND STATE OF ILLINOIS

OFFICE EQUIPMENT & DRAWING FILES
WASHINGTON COLLEGE & CENTRAL ADMINISTRATION

THE CHANCELLOR

REPORTS

that it is necessary to purchase office task chairs and stools for the Programs for the Military at Washington College and master drawing files for the Office of Facility Planning at Central Office; and

that specifications were prepared by Central Office staff, publicly advertised as required by law, distributed to 24 vendors, and the following bids were received:

VENDOR	Office Chairs/ Stools - HW	Drawing Files - CO
Micro III, Lombard , IL [MBE Vendor]	<u>\$34,729.30</u>	\$8,376.00
Desks, Inc., Chicago	\$34,798.30	\$8,099.84
B.T.Office Products, Inc., Chicago	\$37,668.17	\$9,121.52
Business Office Systems, Itasca, IL	\$38,271.64	\$12,548.00
U. S. Office Furniture, Westchester, IL	\$38,321.10	\$12,937.32
Chicago United Ind., Chicago [MBE Vendor]	\$38,745.00	\$9,920.00
Thomas Industries, Bloomingdale, IL	\$38,868.47	<u>\$8,073.20</u>
Office Equipment Company, Elmhurst, IL	\$53,716.00	\$8,376.00
Prestige Office Products, Hickory Hills, IL	No Bid	\$9,238.80
Acme Copy, Chicago	No Bid	\$13,735.00

that the recommended award to the low bidder, Micro III, an MBE vendor, represents 81% of the total contract.

RECOMMENDS

that the Board of Trustees approves the issuance of purchase orders as follows:

- ▶ \$34,729.30 to Micro III, Lombard, Illinois, for office chairs and stools for Washington College; and
- ▶ \$8,073.20 to Thomas Industries, Bloomingdale, Illinois, for master drawing files for Central Office.

FINANCIAL

\$34,729.30 -- Educational Fund - HW
\$ 8,073.20 -- Educational Fund - CO

Respectfully submitted:

Wayne D. Watson
Chancellor

June 4, 1998