

21664

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

FIXED ASSET INVENTORY SERVICES
DISTRICT WIDE

THE CHANCELLOR

REPORTS

that there is a need to retain the services of a firm to conduct a physical inventory of all CCC assets;

that a Request for Proposal was sent to 31 firms resulting in 5 responses; which were evaluated by the Office of Finance on experience, fee proposal, report quality, engagement plan and approach and commitment; and

that based on this evaluation, Pandolfi, Topolski, Weiss & Co., LTD., 400 N. Michigan, Chicago is recommended to perform the required services at a price not to exceed \$72,840.00; and

that the deliverables include:

- Conduct a district wide physical inventory
- Reconcile CCC records against physical inventory
- Generate a detailed report of assets by CCC location

that Pandolfi, Topolski, Weiss & Co., LTD is in compliance with the District MWBE Participation Plan.

THE CHANCELLOR

RECOMMENDS

that the Board of Trustees approves the issuance of a purchase order in an amount not to exceed \$72,840.00 to Pandolfi, Topolski, Weiss & Co., LTD., 400 N. Michigan, Chicago to provide fixed asset inventory services as outlined in the RFP dated August 27, 1999.

FINANCIAL

\$72,840.00 - ~~Educational Fund~~

Audit
EDUCATIONAL FUND

Respectfully submitted:

Wayne D. Watson
Chancellor

December 2, 1999

COLLEGE REVIEW: _____ REQ. NO. _____
President

DISTRICT OFFICE REVIEWS & DATES SIGNED:

<i>cm</i> Purchasing Date <u>11.17</u>	<i>cm</i> Contract Compl. <u>11.17.99</u>	<i>cm</i> Legal <u>11.17.99</u>	Board Office _____
<i>cm</i> Finance Date <u>11/17/99</u>	<i>cm</i> Admin. Svcs. <u>11.17.99</u>	Academic Aff. _____	Other _____

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that the deliverables include:

- Conduct a district wide physical inventory
- Reconcile CCC records against physical inventory
- Generate a detailed report of assets by CCC location

that Pandolfi, Topolski, Weiss & Co., LTD is in compliance with the District M/WBE Participation Plan.

THE CHANCELLOR

RECOMMENDS

that the Board of Trustees approves the issuance of a purchase order in an amount not to exceed \$72,840.00 to Pandolfi, Topolski, Weiss & Co., LTD., 400 N. Michigan, Chicago to provide fixed asset inventory services as outlined in the RFP dated August 27, 1999.

FINANCIAL

\$72,840.00 - Educational Fund

Respectfully submitted:


Wayne D. Watson
Chancellor

November 3, 1999

COLLEGE REVIEW: _____ REQ. NO. _____
President

DISTRICT OFFICE REVIEWS & DATES SIGNED:

Purchasing: <u>OK</u>	Contract Compl. _____	Legal: <u>W</u>	Board Office _____
Date: _____	_____	10/25/99	_____
Finance: <u>RC</u>	Admin. Svcs. _____	Academic Aff. _____	Other _____
Date: 10/22/99	_____	_____	_____

ASSET



VOICE: (312) 553-2590
FAX: (312) 553-2594

DATE: September 24, 1999
TO: Thorne Humphrey
CC: Respicio Vazquez
CC w/o att. Jae Rowell
Ray Vazquez
Kevin Fair
Carlton McGee
FROM: Gary Reis *GR*
RE: RFP GAR0003 Fixed Asset Inventory Services

Attached are 3 sets of the 5 proposals received in response to the above. The process for evaluation should include a reading of each firm's proposal for responsiveness to the criteria on Page 4, with a weight assigned for each criterion and a scoring scheme for each proposer. (Typically 1-5 or 1-10). I have attached a spreadsheet chart for this purpose and will provide guidance in the evaluation.

You do not need to evaluate the extent of M/WBE participation; I will do this. However, Please keep me posted as there may be a negotiation process with the recommended firm; I will need to start this no later than October 13 in order to be positioned for a November board approval.

Process steps to bring this to the November board meeting:

1. Read, evaluate and score each proposer on the document criteria (keep your worksheets for the file); identify the recommended firm in writing with approval by Carlton.
2. Enter a FMS requisition for the amount of the contract proposed by the recommended firm.

The Chancellor's deadline to have the above completed for a November approval is Monday, October 18, 1999.

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**REQUEST-FOR-PROPOSAL #GAR0003
FIXED ASSET INVENTORY SERVICES
PROPOSALS DUE: WEDNESDAY, SEPTEMBER 22, 1999**

PROPOSERS

**American Appraisal Associates
Chicago, Illinois**

**Bolling & Hill, LLP
Chicago, Illinois**

**Pandolfi, Topolski, Weiss & Company, Ltd.
Oak Brook, Illinois**

**Protec Technology, Inc.
Hoffman Estates, Illinois**

**Valuation Counselors Group, Inc.
Chicago, Illinois**

21664

To: Gary Reis
From: Thorne W. Humphrey *T.W.H.*
Sub: **RFP GAR0003 Fixed Asset Inventory Services**
Date: October 18, 1999
CC: Rodney Brown
Jae Rowell
Carlton McGee ✓

I have attached two ratings on the 5 proposals that were submitted for our physical inventory system. The third and final rating from our Vice Chancellor will be forwarded to your office in the very near future.

If you have any additional concerns or questions, don't hesitate to contact the office of finance.

attachment

Request-For-Proposal #GAR0003
Fixed Asset Inventory Services
September 22, 1999

Vendor	Experience	Fee Proposal	Report Quality	Engagement Approach and Plan	Commitment	Compliance	
109,000 American Appraisal Chicago, IL	9	7	8	8	8	—	1
130,000 Bolling & Hill Chicago, IL	7	6	6	7	8	—	3
72,800 Pandolfi, Topolski, Weiss & Company Oak Brook, IL	9	9	8	8	8	—	4
269,900 Protec Technology Hoffman Estates, IL	4	4	7	4	8	—	2
94,500 Valuation Counselors Group Chicago, IL	9	8	9	8	8	—	4

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THORNE

**Request-For-Proposal #GAR0003
Fixed Asset Inventory Services
September 22, 1999**

Vendor	Experience	Fee Proposal	Report Quality	Engagement Approach and Plan	Commitment	Compliance	
104,500 American Appraisal Chicago, IL	9	7	8	8	—	—	3
130,500 Bolling & Hill Chicago, IL	6	6	6	6	—	—	2
72,840 Pandolfi, Topolski, Weiss & Company Oak Brook, IL	9	9	8	8	—	—	3
28,900 Protec Technology Hoffman Estates, IL	4	1	6	2	—	—	1
84,500 Valuation Counselors Group Chicago, IL	9	8	8	8	—	—	3

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Rodney Brown

**Request-For-Proposal #GAR0003
Fixed Asset Inventory Services
September 22, 19999**

Vendor	Experience	Fee Proposal	Report Quality	Engagement Approach and Plan	Commitment	Compliance	
American Appraisal Chicago, IL	8	7	8	8	8	8	47
Bolling & Hill Chicago, IL	7	6	6	8	9	6	42
Pandolfi, Topolski, Weiss & Company Oak Brook, IL	8	9	8	8	9	8	50
Protec Technology Hoffman Estates, IL	6	4	8	6	6	6	40
Valuation Counselors Group Chicago, IL	7	8	8	8	7	8	46

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39 OCT 21 PM 3:34

PURCHASING &
APPROVAL

21664

CARLTON

Carleton
Here is a
Fax confirmation
of the
not-to-exceed
\$.

GARY

Mr. Gary Reis
Director of Purchasing
City College of Chicago
230 West Jackson Boulevard
Room 422
Chicago, Illinois 60606-6000

RE: RFP# GAR002 Proposal to Provide Catering Services for the University of
City College of Chicago Food Bank

Dear Mr. Reis:

As a Partner in Foodnet, Topolka, Weiss & Co., Ltd. (TWC) am writing this letter on
behalf of the firm.

We agree that our maximum not-to-exceed fee for the services specified in RFP#
GAR002, submitted on September 22, 1999 is \$75,000.00.

We further agree to incorporate our response to RFP# GAR002, submitted September
22, 1999, as well as the letter into the contract between TWC and City College of
Chicago for the above mentioned RFP.

If you have any questions or need further information, please don't hesitate to contact me.

Sincerely,

Paul L. Stupak
Paul L. Stupak
Partner

21664

EMERGENCY
NEW YORK CENTRAL AREA
COMMUNICATIONS
312 321 0481