

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

ANNUAL JANITORIAL SUPPLIES  
ALL COLLEGES & CENTRAL ADMINISTRATION

THE CHANCELLOR

REPORTS

that there is a need to authorize annual contracts with vendors who provide various janitorial supplies for all CCC facilities on an as-needed basis; and in accordance with the specifications issued, these supplies are to be provided for a period of 24 months from October, 2000 through September, 2002, with an option to renew for an additional year at the same terms and conditions; and

that bids were prepared by Central Office staff, publicly advertised and sent to 41 firms; vendors were asked to provide firm price bids, based on past usage, for the following categories of janitorial supplies: 1) floor cleaning and finish supplies, 2) plastic trash can liners, 3) liquid cleaning supplies and carpet cleaning supplies, 4) paper towel and tissues, and 5) miscellaneous janitorial equipment and supplies at a discount off list price; and

that the following seven (7) firms responded with complete bids for all five categories of supplies (estimated total annual cost):

FIRM	% Discount Section 5	EST. ANNUAL COST Sec.'s 1-4
Standard Companies Chicago, IL	42%	<u>\$393,235.00</u>
Prime Source Sales d/b/a/ Elton Corp. Crestwood, IL	<u>45%</u>	\$446,655.00
Professional Janitorial Services (MBE) S. Chicago Heights, IL	25%	\$476,540.00
Expert Chemical Supply Hazelcrest, IL	27%	\$477,311.00
Arrow Lumber (MBE) Chicago, IL	7%	\$532,240.00
W.W. Grainger Chicago, IL	15%	\$548,676.00
MHA Group Chicago, IL	18%	\$622,745.00

that the low overall bid from Standard Companies for Sections 1-4 and the % discount bid from Prime Source Sales d/b/a/Elton Corporation for Section 5 are recommended for approval; both firms are in compliance with the District's M/WBE requirements.

RECOMMENDS

that the Board of Trustees approve the issuance of purchase orders on an as-needed basis to Standard Companies, Chicago, IL for janitorial supplies and to Prime Source Sales d/b/a/ Elton Corporation, Crestwood, IL for miscellaneous janitorial equipment and supplies in accordance with specifications dated 8-21-00.

FINANCIAL

As Needed -- O & M Fund

Respectfully submitted:

COLLEGE REVIEW: \_\_\_\_\_  
President

REQ. NO. \_\_\_\_\_  
**Wayne D. Watson**  
Chancellor

CENTRAL OFFICE REVIEWS & DATES SIGNED:

October 5, 2000

Purchasing Date <u>8-25-00</u>	Contract Compl.	Legal Date <u>9-26-00</u>	Board Office
Finance Date <u>9/22/00</u>	Admin. Svcs.	Academic Aff.	Other