

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

TRAVEL AGENCY SERVICES
ALL COLLEGES AND DISTRICT OFFICE

THE CHANCELLOR

REPORTS

it is necessary to manage travel and travel-related services for The City Colleges of Chicago district wide; and

that specifications were prepared by District Office staff, and publicly advertised as required by law; the specifications included a proposed initial term of three years, with a one year option period to renew, subject to Board approval; the specifications were sent to 19 firms, where the base booking fee was requested, and the following responsive bids were received:

VENDORS	Per Booking Fees
Sanger Tours, Inc. Chicago, IL WBE	\$ 30.00
Black Tie Travel, Inc. Chicago, IL MBE	\$ 50.00
Brookshire Travel Services Chicago, IL WBE	\$ 100.00
T*M*C-Travel Management Wood Dale, IL WBE	\$ 105.00
Prestige Travel & Tours Des Plaines, IL	\$ 120.00
HUB Travel Center Bedford Park, IL	\$ 124.00
The Travel Gallery, Inc. Chicago, IL WBE	\$ 125.00

District Office staff reviewed the booking fees, comparable contracts and general history of the operating organization and are satisfied with fees provide by the lowest responsive and responsible bidder, Sanger Tours, Inc. a Woman Business Enterprise firm; and

that Sanger Tours, Inc is in compliance with the District's M/WBE plan.

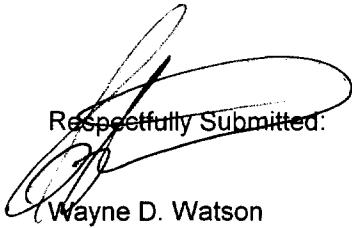
RECOMMENDS

that the Board of Trustees approve the issuance of a purchase order on an-as-needed bases to Sanger Tours, Inc., in accordance with Sealed Bid Number IW0202 dated January 31, 2002.

FINANCIAL

As Needed

Respectfully Submitted:


Wayne D. Watson
Chancellor

June 6, 2002