

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

PRINTING STUDENT SERVICES BROCHURE
ACADEMIC AFFAIRS
DISTRICT OFFICE

THE CHANCELLOR

REPORTS that there was an emergency need to design and produce a quantity of 100,000 student services brochures for the Student Affairs division of Academic Affairs; the product is a six-panel, four-color brochure featuring City Colleges of Chicago's student services; Faust Associates, Chicago, who has successfully completed design work for various print projects in the past for the Marketing department, designed and managed the printing of the brochures; the total cost of the job, including creative design and writing fees, supplies and the printing management (including getting printing quotations and selecting the vendor) is \$23,278.00; staff has reviewed the brochures and finds that they meet the specifications and recommends approval for payment; and

that this emergency purchase is exempt from the District's competitive bidding requirements.

THE CHANCELLOR

RECOMMENDS that the Board of Trustees approves the issuance of a purchase order in the amount of \$23,278.00 to pay Faust Associates, Chicago, IL for the design and print management services for the Student Services brochures.

FINANCIAL \$23,278.00 - Education Fund

Respectfully submitted:

Wayne D. Watson
Chancellor

June 6, 2002