

23742

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

PROFESSIONAL SERVICES – RECORD RETENTION
REGISTRAR'S OFFICE
WASHINGTON COLLEGE

THE CHANCELLOR

REPORTS

that it is necessary to use a professional services firm to provide record retention services for 400,000 registration records at Washington College; due to the upcoming renovation project at the college, it is necessary to clear the room where the registration cards are held and this will require completion of the record retention and removal project in a short time frame; the following services are scheduled for completion over a six to seven week period:

- Scanning, indexing, clerical preparation, pick-up and delivery of all registration cards housed at the college from 1989 to the present – 400,000 documents
- Having all registration information placed on a CD, and sending all original records to Iron Mountain for storage after scanning is completed; and

that college staff obtained the following quotations for this work:

<i>Firm</i>	<i>Total Cost</i>
Engineering Consulting Flossmoor, IL	\$62,827.00
Microsystems, Inc. Northbrook, IL	\$64,770.00
Micro Management Technologies Wheeling, IL	\$64,825.00

that staff has determined that the low quotation from Engineering Consulting is acceptable, and recommends approval for the proposal; and

that this purchase of professional services is exempt from the District's competitive bidding requirements.

THE CHANCELLOR

RECOMMENDS

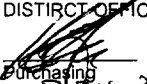

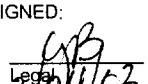
that the Board of Trustees authorize the Chairman to enter into an agreement with Engineering Consulting, Flossmoor, IL to provide the necessary record retention services for Washington College for a total cost of \$62,827.00.

FINANCIAL

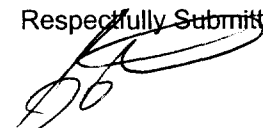
\$62,827.00 - Educational Fund - 20000310

COLLEGE REVIEW: _____ REQN.# _____
President

DISTRICT OFFICE REVIEWS & DATES SIGNED:

 Purchasing Date 3/24/03	 Treasurer	 Legal 5/24/03	_____ Board Office
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Respectfully Submitted:


Wayne D. Watson
Chancellor

Apri Admin. Svcs. _____ Academic Aff. _____ HR _____ Finance _____
Date _____ Date _____ Date _____ Date 2/11/03

OIT _____ Date _____



Business Unit: CCCGO
Scenario: FINAL

Fund	Department	Prog	Class	Project Id	Account	Budget Period	Spending Authority Amount	Pre-Encumbered Amount	Encumbered Amount	Expended Amount	Remaining Amount
00003	2000310	80000	00000	0000000	540000	2003	75,000.00	0.00	35.16	12,913.71	62,051.13
Total for Account:					540000		75,000.00	0.00	35.16	12,913.71	62,051.13
Total for Fund:					00003		75,000.00	0.00	35.16	12,913.71	62,051.13
Total for Period:					2003		75,000.00	0.00	35.16	12,913.71	62,051.13
Total for Business Unit:					CCCGO		75,000.00	0.00	35.16	12,913.71	62,051.13

3/24/03
 Andy Huh is to
 + transfer \$ 800.00
 to cover the
 whole Board Res.
 [Signature]