

26432

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

PROFESSIONAL SERVICES
ENVIRONMENTAL TECHNOLOGY PROGRAM
WRIGHT COLLEGE

THE CHANCELLOR

REPORTS

that there is a need to hire a consultant to fulfill a professional services contract between Saint-Gobain Universal Superabrasives of Bensonville, Illinois and the Environmental Technology Program at Wright College; staff recommends approval to enter a professional services agreement with Mr. David Inman, an environmental consultant who has completed the initial needs assessment phase of the project, to complete the following documents for Saint-Gobain:

1. *An Emergency Action and Drill Plan* including written corporate templates, training program requirements, training and workforce exercises and identification of responsible personnel;
2. *A Hazard Communication Plan* including review and updating of MSDSs, drafting of written procedures and review of the physical inventory;
3. *A Job Safety Analysis, Employee Safety Program, Medical Surveillance Plan* including drafting written procedures, record collation and determining scheduling of regular monitoring;
4. *A Facility and Equipment Safety Plan* including drafting of procedures, completion of written corporate templates, and preparing schedules for regular monitoring, inspections and certifications;
5. *An Environmental Review and Documentation Plan* including waste reduction programs, collation of existing programs, records, profiles and schedules, and completion of corporate templates; and
6. *Handicap Accessibility Documentation.*

that Mr. Inman is working under the supervision of Dr. Victoria Cooper, Director of the Environmental Technology Program; the estimated time to complete these written documents is a total of 320 hours for all six sections of the work product; Mr. Inman will be paid at the rate of \$50 per hour for a total not-to-exceed cost of \$16,000.; at the end of this phase of the work, the college will provide the ongoing training for Saint-Gobain which is specified in the above documents; and

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

THE CHANCELLOR

RECOMMENDS

that the Board of Trustees authorizes the Chairman to enter into an agreement with Mr. David Inman to provide the professional services outlined above for the Environmental Technology Program at Wright College for the period of October 1, 2004 through December 31, 2004 for a total not-to-exceed cost of \$16,000.00.

FINANCIAL

\$16,000.00 -- Enterprise Fund

Respectfully submitted:

Wayne D. Watson
Chancellor

November 4, 2004