

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

CONVERT ROLLFILM TO PDF IMAGE ON CDROM
HAROLD WASHINGTON

THE CHANCELLOR

REPORTS

that there is a need to convert roll film to PDF images on CDROM for the Admissions and Records Department at Harold Washington College; and

that the images and indexing will include name, date of birth and social security number of students with 99% verification of accuracy for 282,500 images; and

that specifications were prepared by District Procurement staff, publicly advertised, and mailed to prospective firms; that the following three (3) firms submitted bids: ABC Data Entry, Inc., Digital City Graphics and Integrated Business Group, Inc.; and

the following responsive bids were received:

Bidder	Total Bid for PDF Images
Digital City Graphics 720 N. Larch Elmhurst, IL 60126	\$14,990.00
Integrated Business Group, Inc. 1325 Remington Rd., Suite K Street Schaumburg, IL 60173	\$16,213.75
ABC Data Entry, Inc 743 N. LaSalle Street, Suite 200 Chicago, IL 60610	\$42,917.50

and, that staff reviewed the bid submitted by the lowest responsive and responsible bidder, Digital City Graphics, and has determined that it is reasonable and acceptable, and recommend the conversion of roll film to PDF images on CDROM by Digital City Graphics; and

that the Office of M/WBE Contract Compliance has reviewed the above referenced roll film conversion project and since Digital City Graphics is a certified MBE vendor and has provided certification documents for the use of FAZE II as a certified WBE indirect participant, it is recommended that a request for direct WBE compliance waiver be approved.

THE CHANCELLOR

RECOMMENDS

that the Board of Trustees authorize the Chairman to approve a purchase order to Digital City Graphics, Elmhurst, IL in the amount not-to-exceed \$14,990.00 to convert roll film to PDF images on CDROM for Harold Washington College, in accordance with the Sealed Bid# IW0523 dated October 21, 2005.

FINANCIAL

\$14,990.00- 549200-2070300-00003-10000-00000-00000000-540000

Respectfully submitted:

Wayne D. Watson
Chancellor