

27353

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

PRINTING, DUPLICATION, AND MAILING SERVICES
COPY-MOR, INC.

THE CHANCELLOR

REPORTS

that there is a need for reproduction services for printing the Academic Affairs annual mass mailing to graduating seniors of the Chicago Public Schools and non public schools; and

that this mass mailing of congratulatory letters and Certificates of Acceptance is customarily conducted in May; and

that comparative pricing was solicited and reviewed and the lowest bidder was Copy-Mor Inc. (CMI) in the amount of \$10,000.00; and

that fiscal year charges for CMI for various CCC events have exceeded \$10,000.00; therefore, Board approval is sought to award a contract to CMI, the low bidder, for the upcoming Academic Affairs annual Chicago Public School and non-public schools mass mailing; and

that the Office of M/WBE Contract Compliance has reviewed the above referenced printing, duplicating and mailing services opportunity and has determined that CMI is in compliance with the Board approved Participation Plan.

THE CHANCELLOR

RECOMMENDS

that the Board of Trustees approved the issuance of a purchase order to CMI in the amount of \$10,000 to provide reproduction services in May 2006 for the Academic Affairs mass graduation mailing.

FINANCIAL:

\$10,000 - Project Access 00003-0000126-00029-539100

Respectfully submitted,

Wayne D. Watson, Ph.D.
Chancellor

May 4, 2006 Academic Affairs- District Office