

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

DESIGN AND INSTALL VEHICLE WRAPS FOR TRAILER TRUCKS AND SECURITY VEHICLES
ADVERTISEMENT
MARKETING AND PUBLIC RELATIONS DEPARTMENT
OLIVE HARVEY COLLEGE

THE CHANCELLOR

REPORTS

that there is a need to design and install advertisement wraps on security vehicles and trailer trucks that includes (4) four trailers trucks (2) Ford Escape trucks, and a (3) three year maintenance fee to promote advertising for the Olive Harvey College Programs; and

that specifications were prepared by District Procurement staff, publicly advertised on October 12, 2007 in the Chicago Sun Times, and specifications were sent to (7) seven firms and a pre- proposal conference was conducted on October 18, 2007 and bids were received from (5) five firms, Convoy Marketing LLC, Stone Mountain, GA, Visual Image Systems, Louisville, KY, Axiom Graphics, Livonic, MI, Creative Graphic Solutions Inc., Portage, IN and Banner & Signs Express, Carrollton, TX and the following bids were received;

Bidder	Total Bid Price
Convoy Marketing LLC Stone Mountain, GA	\$33,445.00
Visual Image Systems LLC Louisville, KY	\$36,430.00
Axiom Graphics Inc Livonic, MI	\$36,750.00
Creative Graphic Solutions Inc., Portage, IN	\$50,636.00 does not include hourly rate plus material cost for maintenance fee
Banner & Sign Express Carrollton, TX	\$54,014.40

that staff has reviewed the lowest bid submitted by the most responsive and responsible bidder Convoy Marketing LLC, Stone Mountain, GA. and has determined that it's prices are reasonable and acceptable; and

that the Office of M/WBE Contract Compliance has reviewed the above referenced vehicle wrap agreement and since Convoy Marketing, LLC is certified as a MBE with the Ohio Department of Transportation, the equivalent of the Illinois Department of Transportation (IDOT) and has partnered with a local certified WBE, therefore, it has been determined that they are in compliance with the Board approved Participation Plan.

THE CHANCELLOR

RECOMMENDS that the Board of Trustees authorize the Chairman to enter into a service agreement with Convoy Marketing LLC Stone Mountain, GA. to provide Olive Harvey College design and install advertisement wrap service on security vehicles and trailer trucks in the amount of \$33,445.00, in accordance with specification #SC0735 dated October 12, 2007.

FINANCIAL \$33,445.00 – Educational Fund-00003-5041400-10001-00000-00000000-547100

Respectfully submitted,

Wayne D. Watson
Chancellor

November 6, 2007-Olive Harvey College-Marketing and Public Relations