

28692
ADOPTED - BOARD OF TRUSTEES
COMMUNITY COLLEGE DISTRICT NO. 508
MAY 8, 2008

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

Print, Pre-Sort, and Mail Services-District Wide

THE CHANCELLOR

REPORTS

that there is a need to provide print, pre-sort and mail services for all City Colleges of Chicago District wide; and

that specifications were prepared by District Procurement staff, publicly advertised on February 20, 2008, a Request for Proposal (RFP) # DT0802 was sent to (30) thirty firms, and a pre-proposal conference was conducted on March 12, 2008 to develop print, pre-sort and mail services; and

that Five (5) firms: United Graphics & Mailing Group, InnerWorkings, Inc. ,KAP Graphics, Zip Mail Services, KD Mailing & Fulfillment, submitted proposals on March 26, 2008; and

that the submitted proposals were evaluated and qualified by WYCC, Administrative Services and Marketing staff based on the evaluation criteria contained in the RFP and as per Section VII General Instructions, Item D, contracts will be awarded to one proposer; and

that based on the highest rankings, staff recommend acceptance of the proposal from United Graphics and Mailing Group for an average cost of \$1.95 per copy; to provide the print, pre-sort and mail services for approximately 100,000 pieces of brochures, course schedules, newsletters, class schedules, credit schedules, postcards and tri-fold brochures for all City Colleges of Chicago not to exceed \$240,000 per year beginning May 1, 2008 through April 30, 2011; and

that the Office of M/WBE Contract Compliance has reviewed the above referenced purchase of print, pre-sort, and mailing services and United Graphics & Mailing Group is using Creative Printing as the certified MBE and M&G Graphics as the certified WBE subcontractors, United Graphics & Mailing Group has been deemed in compliance with the Board approved Participation Plan.

THE CHANCELLOR

RECOMMENDS

that the Board of Trustees approves the issuance of a purchase order on an as needed basis with United Graphics and Mailing Services, Elk Grove Village IL for Print, Pre-Sort and Mail Services, for all City Colleges of Chicago for the period beginning May 1, 2008 through April 30, 2011, in an amount not to exceed \$ 240,000 annually.

FINANCIAL

\$240,000 annually - Various funds – various colleges and departments - various accounts

Respectfully submitted:

Wayne D. Watson
Chancellor

May 8, 2008 - District Wide- Procurement Services