

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

PURCHASE OF T-SHIRTS AND VARIOUS PROMOTIONAL ITEMS
DISTRICT WIDE

THE CHANCELLOR

REPORTS

that there is a need to purchase T-Shirts and Promotional Items for the City Colleges of Chicago for various job fairs, trade/vendor shows for use as marketing tools; and

that specifications were prepared by District Procurement staff, publicly advertised and mailed to 45 firms. Bids were received from 10 firms; Fruit of the Loom, South Side Silc, The Wright Fit Uniforms, Silk Screen Express, Authentic Promotions.com, Windy City Silkscreening, American Diversity Business Solutions, Brandango, Discovery Promotions & Merchandising and Action Advertising; and,

that the following bidders submitted bids for each category item as follows:

Item A. – T-Shirts

T-Shirt Bidders	T-Shirts with Campus logo (plain white and color) Adult Sizes in M, L, XL, 2X, 3X, 4X and 5X in quantities from 1,000 – 10,000 based on the average prices:
Fruit of the Loom	Plain White: \$2.11 Color - \$2.86
Windy City Silkscreening, Inc.	Plain White - \$2.29 Color - \$3.07
The Wright Fit Uniforms (WBE)	Plain White - \$2.63 Color - \$3.67
Brandango	Plain White - \$2.99 Color - \$3.70
American Diversity Business Solutions	Plain White - \$2.85 Color - \$4.01
Authentic Promotions.com	Plain White - \$2.83 Color - \$4.18
South Side Silc (MBE)	Plain White - \$3.64 Color - \$4.45
Silk Screen Express, Inc.	Plain White - \$4.30 Color - \$5.05

Items B. – Promotional Items

Promotional Items Bidders	Percentage (%) of Discount off catalog price list
Brandango, Inc.	40%
Authentic Promotions.com	25%-35%
Discovery Promotions & Merchandising	30%
Silk Screen Express, Inc.	27%
The Wright Fit Uniforms (WBE)	25%
South Side Silc (MBE)	20%
Windy City Silkscreening, Inc.	16%
Action Advertising	15%
American Diversity Business Solutions	5%

that staff have reviewed bids and samples submitted, and the selection of vendor(s), as per section 3.02-Contract Awards of the Sealed Bid# MWJ0802, contracts will be based on the highest percentage discount and the most responsive and responsible lowest bidder; and

that staff recommend the purchase of T-shirts from the most responsive and responsible lowest bidder, Fruit of the Loom, and the purchase of promotional items from Brandango based on the highest percentage discount, and have determined that the average prices for t-shirts and discount amount for promotional items are fair and reasonable; and

that Office of M/WBE Contract Compliance has reviewed the above referenced T-Shirt and Promotional Items purchases and since this transaction directly involves both certified MBE and WBE vendors, the transaction and the vendors are in compliance with the Board approved Participation Plan.

THE CHANCELLOR

RECOMMENDS

that the Board of Trustees authorizes the Chairman to approve the issuance of purchase orders for T-Shirts to Fruit of the Loom in an annual amount not to exceed \$105,000.00 and to Brandango, Inc. for Promotional Items in an annual amount not to exceed \$105,000.00 for a 3 year period beginning May 3, 2008 – June 30, 2011 with an option to extend for an additional one (1) year period in accordance with the bid specifications MWJ0802 dated February 20, 2008.

FINANCIAL

Estimated based on anticipated volume
Total annual amount - \$210,000.00 – 540010 – Educational Funds - 000003
\$105,000.00 – Fruit of the Loom (T-Shirts only)
\$105,000.00 – Brandango (Promo Items only)

Respectfully Submitted

Wayne D. Watson
Chancellor

May 8, 2008 – District Wide- Procurement Services