

29058
ADOPTED - BOARD OF TRUSTEES
COMMUNITY COLLEGE DISTRICT NO. 508
NOVEMBER 6, 2008

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

INTERIOR PLANT MAINTENANCE SERVICES AND PURCHASE
DISTRICT OFFICE

REPORTS

THE CHANCELLOR

that it is necessary to retain a firm to provide to the District Office annual plant maintenance services and custom blooming services to consistently maintain the healthy and attractive plants owned by the City Colleges of Chicago. Services shall include watering, fertilizing, top dressing, leaf polishing, grooming, pruning, feeding, pest control and rotation/replacement of plants and to purchase additional plants for the District Office Departments on an as needed basis for a period of three (3) years; and

that specifications were prepared by the District Procurement staff, publicly advertised on September 2, 2008 and specifications were mailed to 17 firms. The following responsive bids were received from four (4) firms: McFarlane Douglass & Company, Phillip's Interior Plants & Displays, Interior Garden Services, Inc., Ambius, Inc., and two non-responsive no-bids were received from Greens By White, Inc. and Amlings Interior Landscaping; and

Bidders	Total Annual Bid Price
McFarlane Douglass & Company Burr Ridge, IL (MBE)	\$10,235.50
Phillip's Interior Plants & Displays Oak Brook, IL	\$14,087.40
Interior Garden Services, Inc. Chicago, IL	\$15,008.67
Ambius, Inc. Chicago, IL	\$16,552.40
Greens by White, Inc. Lake Forest, IL	No-bid
Amlings Interior Landscape Carol Stream, IL	No-Bid

that staff has reviewed the bid from the lowest responsive and responsible bidder, McFarlane Douglass & Company and has determined that its price is reasonable and acceptable and recommends that the interior plant maintenance services and plant purchases for the District Office be made from McFarlane Douglass & Company annually for a period of three (3) years; and

that the Office of M/WBE Contract Compliance has reviewed the above referenced interior plant maintenance services and purchase and since McFarland Douglass & Company is using itself as the certified MBE and Pinnacle Insurance Agency as the certified WBE vendor as an indirect participant, therefore, it is recommended that they be deemed in compliance with the Board approved Participation Plan.

THE CHANCELLOR

RECOMMENDS that the Board of Trustees authorize the Chairman to enter into a plant maintenance services agreement with MFarland Douglass & Company for an annual amount of \$10,235.50 for a three (3) year period effective November 6, 2008 through November 5, 2011 with an option to extend for an additional two (2) years in accordance with the bid specifications #MWJ0806 dated September 2, 2008.

FINANCIAL Not to exceed \$10,235.50 – Annually
Educational Fund-00003-0005028-00084-00000-00000-539150

Respectfully submitted:

**Wayne D. Watson
Chancellor**

November 6, 2008 – Administrative Services- District Office