

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

PURCHASE OF INKJET AND LASER TONER CARTRIDGES
DISTRICT-WIDE

REPORTS
THE CHANCELLOR

that there is a need to purchase inkjet and laser toner cartridges for printer and fax machines, and purchases will exceed \$10,000 District wide; and

that the District Finance Office of Procurement and Business Services has determined that it is more feasible and cost effective to utilize the following Chicago Public School contracted vendors, Office Depot, Inc. and Staples, Inc. for the purchase of Remanufactured Inkjet and Laser Toner Cartridges and compatible Inkjet and Laser Toner Cartridges; and

that these vendors were selected on a competitive basis through Chicago Public School advertised Bid Specification 06-250041 and awarded under Contract No. 07-0822-PR2 dated August 22, 2007, for the period of September 1, 2007 through August 31, 2009 with two(2) options to renew for periods of 12 months each; and

that Procurement Services staff is requesting approval to utilize services from Office Depot, Inc and Staples, Inc. to purchase inkjet and laser toner cartridges for printer and fax machines, District wide on an as needed basis from September 4, 2008 through August 31, 2009, in an total amount not to exceed \$400,000 annually; and

that contracts for goods and services procured from another governmental agency are exempt from the District's competitive bidding requirements; and

that the Office of M/WBE Contract Compliance has reviewed the above referenced district wide purchase of inkjet and laser toner cartridges and has determined that since they have been approved through the Chicago Public Schools compliance procedures, by using Pointe International (MBE) and T.T.I. International (WBE) as certified vendors for Office Depot and using Roxbury Technology Corporation (MBE) and Rico Computer Enterprise (WBE) as certified vendors for Staples, Inc. therefore, both Office Depot and Staples, Inc. are deemed to be in compliance with the Board approved Participation Plan.

RECOMMENDS
THE CHANCELLOR

that the Board of Trustees authorize the Chairman to approve the issuance of purchase orders to Office Depot and Staples, Inc. in an combined amount not to exceed \$400,000 for staff to purchase inkjet and laser toner cartridges for printer and fax machines annually District-wide from, September 4, 2008 through August 31, 2009, with two (2) options to renew for periods of 12 months each, subject to Board Approval.

FINANCIAL \$400,000 Annually-Variou Accounts, Depts.

Respectfully submitted,

Wayne D. Watson
Chancellor

September 3, 2008-District Procurement and Business Services District-Wide