

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

MESSENGER SERVICES
DISTRICT-WIDE

THE CHANCELLOR

REPORTS

that there is a need to provide local messenger services District-Wide; and

that District Office staff has determined that it is more feasible and cost effective to utilize a City of Chicago contracted vendor, Arrow Messenger Service Inc., Chicago, IL, approved through the City of Chicago advertised Bid Specification 15573 and RFQ No. 878 and awarded under Contract (PO) No. 6964 dated January 1, 2005 through December 31, 2010 for messenger services; and

that District Office staff is requesting approval to utilize services from Arrow Messenger Services, Chicago, IL to provide messenger services on an as needed basis from September 4, 2008 through December 31, 2010, in an amount not to exceed \$100,000 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 messenger service purchase order and since Arrow Messenger is a certified WBE vendor and since they are using a certified MBE vendor as an indirect participant, 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 approve the issuance of purchase orders to Arrow Messenger Service Inc. to provide messenger services in an amount not to exceed \$100,000 annually District-Wide from September 4, 2008 through December 31, 2010.

FINANCIAL

Not to exceed \$100,000 annually – Various Funds- Various Depts, and accounts

Respectfully submitted,

Wayne D. Watson
Chancellor

September 3, 2008-Proucurement Services-District-Wide