

ADOPTED – BOARD OF TRUSTEES COMMUNITY
COLLEGE DISTRICT NO. 508
MARCH 5, 2009

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

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

THE CHANCELLOR

REPORTS

that there is a need to provide additional print, pre-sort and mail services District wide; and

that specifications were prepared by District Procurement staff, publicly advertised on January 6, 2009, a Sealed Bid # DT0818 was sent to (30) thirty firms, and a pre-proposal conference was conducted on January 9, 2009 to develop additional print, pre-sort and mail services; and

that the following responsive and responsible bids were received from four (4) firms on February 2, 2009 as listed below:

	Vendor	Vendor	Vendor	Vendor
Catagories	Presort Solutions Naperville, IL	United Graphics & Mailing Group Elk Grove Village, IL	Inktel Direct Wood Dale, IL	M & G Graphics Chicago, IL
A- Print, Presort, Mailing	No-Bid	\$286,342.00	\$313,309.57	\$735,000.00
B- Pre-Sort, Mailing	\$89,500.00	\$85,695.00	\$135,784.56	\$490,000.00
C- Print	No-Bid	\$135,992.00	No-Bid	\$462,500.00

that District staff has reviewed bids submitted by the four(4) firms and has determined it is in the district's best interest to award to the lowest total bid; and

that staff recommends the purchase of Print, Presort, and Mailing Services from United Graphics & Mailing Group at an annual cost not to exceed \$508,029.00 and

that the Office of M/WBE Contract Compliance has reviewed the above referenced proposal for 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 authorizes the District Office and Colleges to approve the issuance of purchase order(s) on an as needed basis to United Graphics & Mailing Group, Elk Grove Village, IL in an annual total not to exceed amount of \$508,029.00 for a period of three(3) years beginning March 5, 2009 through March 6, 2012, with an option to extend for two(2) years upon board approval in accordance with the specifications of Sealed Bid # DT0818 dated January 2, 2009.

FINANCIAL

not to exceed annual amount \$508,029.00-various accounts

Respectfully submitted:

**Wayne D. Watson
Chancellor**

March 5, 2009 - District Office- Procurement Services