

30637

**ADOPTED – BOARD OF TRUSTEES COMMUNITY
COLLEGE DISTRICT NO. 508
OCTOBER 7, 2010**

**BOARD OF TRUSTEES OF COMMUNITY COLLEGE DISTRICT NO. 508
COUNTY OF COOK AND STATE OF ILLINOIS**

**COURT REPORTING SERVICES
CITY COLLEGES OF CHICAGO**

THE CHANCELLOR

REPORTS

that it is necessary to utilize the services of a Court Reporter, to record and transcribe, monthly and special board meetings for the City Colleges of Chicago Board of Trustees, litigation matters for the General Counsel's Office and pre-proposal meetings for Procurement Services for complex formal solicitation projects; and

that the Office of Procurement Services has determined that it is more feasible and cost effective to utilize the following joint purchasing contracted vendors Atkinson-Baker, Inc., Bridges Court Reporting, McCorkle Court Reporters, Toomey Reporting and Wichmann-Klawitter Reporting; and

that these vendors were selected on a competitive basis through the Chicago Public School's advertised Request For Proposal #10-250016 dated March 2, 2010 and awarded under Board Report #10-0428-PRI, dated May 1, 2010 for a two year period beginning April 30, 2010 through April 30, 2012; and

that staff is requesting approval to utilize the court reporting services from the approved vendors: Atkinson-Baker, Inc., Bridges Court Reporting, McCorkle Court Reporters, Toomey Reporting and Wichmann-Klawitter Reporting on an as needed basis from October 7, 2010 through April 30, 2012, in an amount not to exceed \$20,000 annually; and

that this purchase from another governmental agency is exempt from the District's competitive bidding procedures; and

that the Office of M/WBE Contract Compliance has reviewed the above request and, the firms identified above: Bridges Court Reporting, MCCorkle Court Reporting, Toomey Reporting and Wichmann - Klawitter Reporting are certified WBE firms and indirect MBE participation will be monitored, in compliance with the Board Approved Participation Plan.

THE CHANCELLOR

RECOMMENDS

that the Board of Trustees approves the issuance of a purchase order to the vendors as listed above for a combined total not to exceed \$20,000 annually beginning October 7, 2010 through April 30, 2012 for court reporting services on an as needed basis.

FINANCIAL

Not to exceed \$20,000 annually Educational Fund 00003 Various Departments and Accounts

Respectfully submitted,

**Cheryl L. Hyman
Chancellor**

October 7, 2010 – Procurement Services – District Office