

30947

**ADOPTED - BOARD OF TRUSTEES COMMUNITY
COLLEGE DISTRICT NO. 508
APRIL 7, 2011**

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

**PRINT, PRE-SORT, AND MAIL SERVICES
RENEWAL OPTION
OFFICE OF ADMINISTRATIVE & PROCUREMENT SERVICES
DISTRICT WIDE**

THE CHANCELLOR RECOMMENDS:

that the Board of Trustees authorizes the Chairman to renew the existing agreement with United Graphics & Mailing Group, to provide print, pre-sort, and mailing services for an additional two (2) year period from May 1, 2011 through April 30, 2013, at an annual cost of \$240,000 and a total cost not to exceed \$480,000 for the contract term.

VENDOR: United Graphics & Mailing Group
2200 Estes Avenue
Elk Grove Village, IL 60007

USER: Daley College
Harold Washington College
Kennedy King College
Malcolm X College
Olive Harvey College
Truman College
Wright College

ORIGINAL TERM:

The original term of this agreement commenced on May 1, 2008 and will end on April 30, 2011.

RENEWAL TERM:

The term of this agreement shall commence on May 1, 2011 and shall end on April 30, 2013.

SCOPE OF SERVICES:

In Board Report 28692 adopted on May 8, 2008, approval was given to enter into an agreement with United Graphics & Mailing Group for the period of May 1, 2008 through April 30, 2011, to provide print, pre-sort and mail services for approximately 100,000 pieces of brochures, course schedules, newsletters, class schedules, credit schedules, postcards and tri-fold brochures for all City Colleges of Chicago in an amount not to exceed \$240,000.00 annually with an option to renew for two (2) additional years.

United Graphics & Mailing Group has agreed to continue to provide services to the City Colleges of Chicago under the same terms and conditions and procurement staff recommends acceptance of the option to renew the contract with United Graphics & Mailing Group for two (2) additional years beginning May 1, 2011 thru April 30, 2013, for a total cost not to exceed \$240,000.00 annually or \$480,000 for the contract term.

BENEFIT TO CITY COLLEGES OF CHICAGO:

The Office of Administrative & Procurement Services has reviewed this request for services and has determined that it would be in the best interest of the District to renew the contract services of United Graphics & Mailing Group. This contract renewal will continue to provide the District with a means of printing the required materials necessary to support the District such as brochures, course schedules, newsletters, class schedules, credit schedules, postcards and tri-fold brochures.

DELIVERABLES:

United Graphics & Mailing Group will provide print, pre-sort and mail services for approximately 100,000 pieces of brochures, course schedules, newsletters, class schedules, credit schedules, postcards and tri-fold brochures for all City Colleges of Chicago.

VENDOR SELECTION CRITERIA:

Specifications were prepared by District Procurement staff, publicly advertised on February 20, 2008. A Request for Proposal (RFP) #DT0802 was sent to (30) thirty firms, and a pre-proposal conference was conducted on March 12, 2008 to develop print, pre-sort and mail services. Five (5) firms: United Graphics & Mailing Group, InnerWorkings, Inc., KAP Graphics, Zip Mail Services, KD Mailing & Fulfillment, submitted proposals on March 26, 2008.

The submitted proposals were evaluated and qualified by WYCC, Administrative Services and Marketing staff based on the evaluation criteria contained in the RFP and based on the highest rankings, staff recommended acceptance of the proposal from United Graphics and Mailing Group for an average cost of \$1.95 per copy; to provide the print, pre-sort and mail services for approximately 100,000 pieces of brochures, course schedules, newsletters, class schedules, credit schedules, postcards and tri-fold brochures for all City Colleges of Chicago not to exceed \$240,000 per year beginning May 1, 2008 through April 30, 2011.

MBE/WBE COMPLIANCE:

The Office of M/WBE Contract Compliance has reviewed the above referenced agreement with United Graphics & Mailing Group and has determined that it is in compliance with the MBE and WBE components of the Board Approved Participation Plan.

MBE Vendor: Creative Printing Services City Certification
1701 Birchwood Ave.
Des Plaines, IL 60018

WBE Vendor: M&G Graphics City Certification
3500 W. 38th St.
Chicago, IL 60632

GENERAL CONDITIONS:

Inspector General - It shall be the duty of each party to the agreement to cooperate with the Inspector General for City Colleges of Chicago in any investigation conducted pursuant to the Inspector General's authority under Article II, Section 2.6.4(b) of the Board Rules for Management and Government.

Ethics – It shall be the duty of each party to the agreement to comply with the applicable Provisions of the Board's Ethics Policy adopted January 7, 1993, and as amended by the Board.

FINANCIAL:

Total cost not to exceed \$480,000 for the contract term of two (2) years in accordance with RFP #DT0802 dated March 26, 2008.

\$240,000 annually – Various funds-Variou colleges and departments-Variou accounts

Charge to Department: Various

Fund: Various

FY11-FY13 : various-various- various-various-various-539100: \$480,000

Respectfully submitted,

**Cheryl L. Hyman
Chancellor**

April 7, 1011– Office Administrative and Procurement Services