

**30982**  
**ADOPTED- BOARD OF TRUSTEES COMMUNITY**  
**COLLEGE DISTRICT NO. 508**  
**MAY 12, 2011**

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

**CHEMICAL SAFETY AND HYGIENE PLAN CONSULTANT**  
**FOR CITY COLLEGES OF CHICAGO**

**THE CHANCELLOR RECOMMENDS:**

that the Board of Trustees authorizes the Chairman to approve a professional services agreement with Environmental Design International (EDI) to serve as the Chemical Safety and Hygiene Plan Consultant for the City Colleges of Chicago for a three (3) year period from June 1, 2011 through May 30, 2014, with 3 one year options to renew for a total cost not to exceed \$147,500 for the contract term.

**VENDOR:** Environmental Design International (EDI)  
33 W. Monroe St., Suite 1825  
Chicago, Il 60603

**USER:** Office Academic Affairs  
District –Wide

**TERM:**

The term of this agreement shall commence on June 1, 2011 and shall end on May 30, 2014 with an option to extend for 3 one-year periods subject to the Board's approval.

**SCOPE OF SERVICES/DELIVERABLES:**

The selected firm will serve as the City Colleges of Chicago Chemical Safety and Hygiene Plan Consultant. Services will include the following:

1. Establishing a current inventory of chemicals in each of the seven City Colleges of Chicago in departments where they are being used which may include but not be limited to physical science, life science, art, engineering, and automotive;
2. Devising a plan, including protocol, for the environmentally responsible disposal of waste based on chemical inventory and current usage;
3. Drafting a Chemical Safety and Hygiene Plan for the District that will address the products utilized by the curriculums/services at each college;
4. Providing a draft training plan/schedule for annual training for all full time and part-time faculty and staff;

5. Preparing bid documents for formal bidding and assisting in reviewing responses and providing a vendor recommendation;
6. Providing an annual compliance audit as requested by the City Colleges of Chicago of Chicago to ensure compliance with all federal and local regulations for a 3 year period.

**BENEFIT TO CITY COLLEGES OF CHICAGO:**

The Office Academic Affairs has determined that the Chemical Safety and Hygiene Plan Consultant will assist the City Colleges of Chicago in implementing a cost effective and efficient plan for maintaining a functioning chemical inventory and providing a responsible plan for waste disposal.

**VENDOR SELECTION CRITERIA:**

A Request for Proposal was prepared and advertised through the Office of Procurement Services on November 17, 2010. The RFP was e-mailed to 13 firms and 4 responses were received from Environmental Design International (EDI), Terracon Consultants, Inc., Environmental Consulting Group, and Dykton & Associates. Oral presentations were held with Environmental Design International and Terracon Consultants, Inc.

The recommended vendor was selected through a competitive procurement process that evaluated responses in the following areas:

- A. Responsiveness of RFP
- B. Qualifications of the Firm
- C. Proposed Methodology and Approach
- D. Minority and Women Business Enterprise Participation
- E. Price / Cost / Fees (Proposed Cost of Services)

**MBE/WBE COMPLIANCE:**

The Office of M/WBE Contract Compliance has reviewed the above agreement request and, Environmental Design International Inc., is in compliance with the Board Approved Participation Plan.

**MBE Vendor:** Environmental Design International   Direct participation   City certification  
33 West Monroe  
Chicago, Illinois 60603

**WBE Vendor:** Environmental Analysis    Direct participation   City certification  
348 North Ashland  
Chicago, Illinois 60607

**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 \$147,500 for the contract term.

**Charge To:** Various Colleges, Departments

**Sources of Funds:** Education Fund

Unrestricted Funds

FY2012: 00003-Various Department-00089-0000-0000000-530000: \$114,500

FY2013: 00003-Various Department-00089-0000-0000000-530000: \$16,500

FY2014: 00003-Various Department-00089-0000-0000000-530000: \$16,500

**Respectfully submitted,**

**Cheryl L. Hyman  
Chancellor**

**May 12, 2011 – Office of Academic Affairs**