

31397
ADOPTED – BOARD OF TRUSTEES COMMUNITY COLLEGE
DISTRICT NO. 508
APRIL 4, 2012

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

PRINT, PRE-SORT, AND MAIL SERVICES
UNITED GRAPHICS & MAILING GROUP
OFFICE OF ADMINISTRATIVE & PROCUREMENT SERVICES
RENEWAL OPTION
(RATIFICATION)
DISTRICT WIDE

THE CHANCELLOR RECOMMENDS:

that the Board of Trustees authorizes the issuance of purchase orders to United Graphics & Mailing Group, to provide print, pre-sort, and mailing services for an additional two (2) year period from April 4, 2012 through April 3, 2014, at an annual cost not to exceed \$508,029.

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

USER: District Wide

ORIGINAL TERM:

The original term of this agreement commenced on March 5, 2009 and will end on March 6, 2012.

RENEWAL TERM:

The renewal term of this agreement shall commence on April 4, 2012 and shall end on April 3, 2014.

SCOPE OF SERVICES:

In Board Report 29325, adopted on March 5, 2009, approval was given to issue purchase orders with United Graphics & Mailing Group for the period from March 5, 2009 through March 6, 2012, to provide additional print, pre-sort and mail services of brochures, course schedules, newsletters, class schedules, credit schedules, postcards and tri-fold brochures for City Colleges of Chicago. 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 April 4, 2012 through April 3, 2014, at a total cost not to exceed \$508,029.00 annually.

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, presort and mailings of the required materials necessary to support the District such as brochures, course schedules, newsletters, class schedules, credit schedules, postcards and tri-fold brochures until full implementation and integration of the Reprographics and Mail Room equipment at the colleges are successfully completed.

VENDOR SELECTION CRITERIA:

Specifications were prepared by District Procurement staff and publicly advertised on January 6, 2009. Sealed Bid #DT0818 was sent to (30) thirty firms, and a pre-proposal conference was conducted on January 9, 2009. Four (4) firms submitted proposals on February 2, 2009: 1) Presort Solutions; 2) United Graphics & Mailing Group; 3) Inktel Direct; and 4) M & G Graphics.

The responses were reviewed and staff recommended acceptance of the lowest total bid overall proposal from United Graphics and Mailing Group to provide additional print, pre-sort and mail services for all City Colleges of Chicago.

MBE/WBE COMPLIANCE:

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

MBE Vendor:

Grace Printing & Mailing 2050 W Devon Chicago, IL 60659	Direct Participation	City Certification
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WBE Vendor:

M&G Graphics 3500 W. 38 th St. Chicago, IL 60632	Direct Participation	City Certification
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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 2, Section 2.7.4(b) of the Board Bylaws.

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: \$508,029 annually

Charge to Department: Various

Fund: Various

FY12-FY15: various-various- various-various-various-539100: \$508,029 annually

Respectfully submitted,

**Cheryl L. Hyman
Chancellor**

April 4, 1012– Office Administrative and Procurement Services