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ADOPTED - BOARD OF TRUSTEES COMMUNITY

COLLEGE DISTRICT NO. 508

SEPTEMBER 13, 2012

BOARD OF TRUSTEES OF COMMUNITY COLLEGE DISTRICT NO. 508

COUNTY OF COOK AND STATE OF ILLINOIS

PURCHASE OF VARIOUS PROMOTIONAL ITEMS AND APPAREL

OFFICE OF MARKETING

DISTRICT WIDE

(RENEWAL OPTION)

THE CHANCELLOR RECOMMENDS:

that the Board of Trustees authorizes the issuance of purchase orders to Primo Designs, Remred Business Class Promotional Products Group and Overture LLC, to provide promotional items and apparel for job fairs, trade/vendor shows and to strengthen the brand of City Colleges of Chicago for an additional one (1) year period from September 12, 2012 through September 11, 2013, at a total cost not to exceed \$180,000.

VENDORS: Primo Designs
2417 North Grand Avenue E Suite B
Springfield, Illinois 62702

Remred Business Class Promotional Products
4500 Oakton
Skokie, Illinois 60076

Overture LLC
595 North Lakeview Parkway
Vernon Hills, Illinois 60061

USERS: Office of Marketing and Communications
District Wide

ORIGINAL TERM:

The original term commenced on May 12, 2011 and ended on May 11, 2012.

RENEWAL TERM:

The renewal term shall commence on September 12, 2012 and will end on September 11, 2013.

SCOPE OF SERVICES:

In Board Report 30991, adopted on May 12, 2011, the Board approved the issuance purchase orders to Primo Designs, Remred Business Class Promotional Products and Overture LLC, to

provide promotional items and apparel. Each vendor has agreed to continue to provide goods to the City Colleges of Chicago under the same terms and conditions as the previous term.

BENEFIT TO CITY COLLEGES OF CHICAGO:

The Office of Marketing and Communications has reviewed this request for services and has determined that it would be in the best interest of the District to continue to use Primo Designs, Remred Business Class Promotional Products and Overture LLC to provide promotional items and apparel and as a tool to increase brand awareness for City Colleges of Chicago.

VENDOR SELECTION CRITERIA:

Specifications were prepared by District Procurement staff and bid #MWJ1103 was publicly advertised on March 3, 2011. Thirty-nine (39) vendors were contacted. Ten (10) companies responded to the bid with samples on March 24, 2011: 1) Authentic Promotions.com; 2) Creative Promotional Products; 3) Lamination Services, Inc. d/b/a LSI; 4) Overture Premiums & Promotions; 5) Primo Designs; 6) Silk Screen Express, Inc.; 7) World of Promotions; 8) World Emblem International; 9) Remred Business Class Promotional Products; and 10) Discount Printed Promos USA.

The Marketing and Communications Department evaluated the bids and selected Primo Designs, Overture Premiums & Promotions and Remred Business Class Promotional Products. All three (3) bidders demonstrated excellent turn-around time, percentage (%) discount off catalogs pricing, acceptable samples and good references.

MBE/WBE COMPLIANCE:

The Office of M/WBE Contract Compliance has reviewed the vendors, Primo Designs, Remred Business Class Promotional Products and Overture LLC, and has determined that they are in compliance with the Board Approved Participation Plan.

Primo Designs

WBE: Discovery Promotions 3108 S. Rte. 59 Naperville, IL 60564	Direct participation 7%	City certification
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MBE: Creative Promotional Solutions 1700 E. 56 th St. Chicago, IL 60637	Direct participation 25%	CMS certification
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Overture Premiums and Promotions

MBE: Suncoast Merchandizing Corp 6315 Bandini Blvd Commerce, CA 90040	Direct participation 25%	NMSDC certification
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WBE: Overture Premiums and Promotions 595 N. Lakeview Pkwy Vernon Hills, IL 60015	Direct participation 75%	WBDC certification
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Remred

MBE: Discovery Promotions
3108 S. Rte. 59
Naperville, IL 60564

Direct participation City certification
25%

WBE: DARD
912 Custer
Evanston, IL 60202

Direct participation City certification
7%

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.

Contingent Liability – Pursuant to Section 7-14 of the Illinois Public Community College Act, all agreements authorized herein shall contain a clause that any expenditure beyond the current fiscal year is subject to appropriation in the subsequent fiscal year.

FINANCIAL:

Total FY13: \$180,000

Charge to Department: Various

Fund: Education Fund

Respectfully submitted,

**Cheryl L. Hyman
Chancellor**

September 13, 2012– Office of Marketing