

32130
ADOPTED – BOARD OF TRUSTEES
COMMUNITY COLLEGE DISTRICT NO. 508
DECEMBER 12, 2013

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

THEATER CURTAIN CLEANING, REPAIRS AND FIREPROOFING SERVICES
JOSE DRAPERY & WINDOW COVERING COMPANY, INC.
(RENEWAL OPTION)
OFFICE OF ADMINISTRATIVE AND PROCUREMENT SERVICES
DISTRICT WIDE

THE CHANCELLOR RECOMMENDS:

that the Board of Trustees authorizes the issuance of purchase orders to Jose Drapery & Window Covering Company, Inc. to clean, repair and fireproof the theater curtains located at the campuses, District Wide, to maintain compliance with the City of Chicago fire code regulations commencing no sooner than December 12, 2013 through December 11, 2014, on an as needed basis, at a total annual cost not to exceed \$67,739.66.

VENDORS: Jose Drapery & Window Covering Company, Inc.
6160 North Cicero Avenue, Suite 22
Chicago, Illinois 60646

USER: District Wide

ORIGINAL TERM:

The original term commenced on October 7, 2010 and ended on October 8, 2013, with an option to renew for an additional two (1) year period pursuant to Board Report 30632.

RENEWAL TERM:

The renewal term shall commence on December 12, 2013 and will continue through December 11, 2014.

SCOPE OF SERVICES:

In Board Report 30632 adopted on October 7, 2010, the Board approved the purchase of theater curtain cleaning, repairs and fireproofing services from Jose Drapery & Window Covering Company, Inc.

BENEFIT TO CITY COLLEGES OF CHICAGO:

These services are necessary in order to maintain City Colleges' compliance with the City of Chicago fire code regulations.

VENDOR SELECTION CRITERIA:

A public bid, #MWJ1015, was prepared and publicly advertised on August 12, 2010 and emailed to twelve (12) companies. Three (3) bid responses were received. One (1) vendor was selected based on the lowest responsive and responsible bidder's total bid priced.

MBE/WBE COMPLIANCE:

The Office of M/WBE Contract Compliance has reviewed the above renewal and recommends a waiver of the Board approved Plan due the specialty nature of the cleaning process. The vendor was originally certified as an MBE, but no longer has the certification and there are no further opportunities for subcontracting, either direct or indirect.

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.

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: \$67,739.66

Charge To: Administrative and Procurement Services

Source of Funds: Operations and Maintenance Fund

FY14: 530000-05501-0005031-70000

Respectfully submitted,

Cheryl L. Hyman
Chancellor

December 12, 2013 – Office of Administrative and Procurement Services