

**32183**

**ADOPTED – BOARD OF TRUSTEES  
COMMUNITY COLLEGE DISTRICT NO. 508  
FEBRUARY 6, 2014**

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

**ON-SITE REPAIR AND MAINTENANCE OF MICROCOMPUTERS, LAPTOPS, MULTI-FUNCTION  
PRODUCTS (PRINTER, SCANNER, FAX), WORKSTATIONS AND OTHER RELATED EQUIPMENT  
SMART TECHNOLOGY SERVICES, INC.  
DISTRICT-WIDE  
OFFICE INFORMATION TECHNOLOGY**

**THE CHANCELLOR RECOMMENDS:**

that the Board of Trustees authorizes the Chair to execute an agreement with Smart Technology Services, Inc., to provide on-site repair and maintenance of micro-computers, laptops, workstations, printers and multi-function printers at all City Colleges of Chicago facilities District-wide on an as needed basis for the period from March 16, 2014 through February 15, 2017, at a total cost not to exceed \$50,000 annually.

**VENDOR:** Smart Technology Services, Inc.  
156 North Jefferson Street, Suite 300  
Chicago, Illinois 60661

**USER:** District-Wide

**TERM:**

The term of this agreement shall commence on March 16, 2014 and shall end on February 15, 2017 with an option to renew for two additional one-year periods.

**SCOPE OF SERVICES:**

Smart Technology Services will provide on-site repair and maintenance of micro-computers, laptops, workstations, printers and multi-function printers at all City Colleges of Chicago facilities District Wide on an as needed basis.

**BENEFIT TO CITY COLLEGES OF CHICAGO:**

Utilizing Smart Technology Services, Inc, to provide on-site maintenance and repair services for the District's facilities will allow City Colleges of Chicago students, faculty and staff to have the necessary tools to successfully provide and receive the desired educational results.

**VENDOR SELECTION CRITERIA:**

Specifications were prepared by District Procurement staff and Request for Proposal (RFP) SL1303 was publicly advertised October 14, 2013. Twelve firms were notified for the solicitation. A pre-proposal meeting was conducted at City Colleges of Chicago District Office on Friday, October 18,

2013. Two (2) firms responded to the RFP on Wednesday, November 18, 2013: 1) Sentinel Technologies and 2) Smart Technology Services, Inc.

All qualifications were reviewed, evaluated and ranked by staff which included the Office of Information Technology and the various Colleges OIT Directors.

The Evaluation Criteria included:

1. Qualification and years of Experience of the firm
2. Proposer’s detailed Service Call Procedure Plan
3. Proposer’s past on-site repair and maintenance experience with Universities, Colleges, government agencies, private sector with similar size and Scope of Service
4. Proposer’s detail Escalation Process Plan
5. Cost / Pricing and Service Level Agreement (SLA) Chart Response Table
6. M/WBE Compliance Plan

Based on the composite scores, the evaluation team recommends Smart Technology Services, Inc. to provide on-site repair and maintenance to micro-computers, laptops, workstations, printers and multi-function printers at all City Colleges of Chicago facilities District-wide on an as needed basis.

**MBE/WBE COMPLIANCE:**

The Office of M/WBE Compliance has reviewed the proposed agreement referenced above and has determined that the selected vendor is in compliance with the Board Approved Plan and will utilize the following firms to achieve it M/WBE goals:

<u>Vendor</u>	<u>MBE or WBE</u>	<u>%</u>	<u>Participation</u>	<u>Certifying Agency</u>
Smart Technology Services, Inc. 136 N. Jefferson St., Ste. 300 Chicago, IL 60661	MBE (Prime)	93%	Direct	City of Chicago
Advotek, Inc. 148 Ogden Ave. Downers Grove, IL 60515	WBE	7%	Direct	City of Chicago

**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: \$125,000**

**Charge to:** Office of Information Technology

**Source of Funds:** Education Fund

**FY14:** 530000-00003-002300-80000

**Respectfully submitted,**

**Cheryl L. Hyman  
Chancellor**

**February 6, 2014 – Office of Information Technology**