

32276
ADOPTED – BOARD OF TRUSTEES
COMMUNITY COLLEGE DISTRICT NO. 508
MAY 1, 2014

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

**WAYFINDING AND SIGNAGE DESIGN SERVICES
MULLER & MULLER, LTD.
DISTRICT WIDE
OFFICE OF ADMINISTRATIVE AND PROCURMENT SERVICES**

THE CHANCELLOR RECOMMENDS:

that the Board of Trustees authorizes the Chair to execute an agreement with Muller & Muller, Ltd. to perform way-finding master planning and signage design District Wide for the period commencing no sooner than May 1, 2014 through March 30, 2016, at a total cost not to exceed \$350,000.

VENDOR: Muller & Muller, Ltd.
700 North Sangamon
Chicago, Illinois 60642

USER: District Wide

TERM:

The term of the agreement will commence no sooner than May 1, 2014 and continue through March 30, 2016.

SCOPE OF SERVICES:

Muller & Muller, Ltd. will provide way-finding master planning and signage design as needed District Wide. The firm's first task will be to ensure that the way-finding program for the Olive-Harvey College Transportation, Distribution and Logistics building is successful by working closely with the design team to integrate signs into the architectural details. The final design solution will evolve from a collaborative process with the entire project team which will include:

- Signage and way-finding master planning
- Problem statement, situational analysis and nomenclature study
- Implementation plan, cost estimating, standards manual and inventories
- Planning / analysis of program requirements
- Schematic design

- Design development
- Construction documentation
- Contract administration

BENEFIT TO CITY COLLEGES OF CHICAGO:

The unique approach to the planning, placement and design of way-finding and signage elements taken by Muller & Muller, Ltd. promises to assist in the establishment of a common way-finding and signage vocabulary among our campuses. This precedent setting approach will in turn begin to establish standards that can be incrementally implemented among the City Colleges Campuses in order to assist our students, faculty and staff members with logic and ease of way-finding.

VENDOR SELECTION CRITERIA:

The contract being utilized is a part of a joint purchasing agreement which has been advertised and awarded in accordance with the procurement procedures of the City of Chicago, contract Specification number 98030 via Contract number PO 26645 to provide way-finding master planning and signage design programs. Pursuant to State law, contracts for goods and services procured from another governmental entity are exempt from the District’s competitive bidding requirements.

MBE/WBE COMPLIANCE:

The Office of MBE/WBE Contract Compliance has reviewed the above-referenced joint purchase agreement and has determined that the firm is compliance with the Board Approved Participation Plan and will utilize the following firms:

<u>Vendor</u>	<u>MBE or WBE</u>	<u>%</u>	<u>Participation</u>	<u>Certifying Agency</u>
Muller & Muller, Ltd. 700 N. Sangamon Chicago, IL 60642	WBE (Prime)	7	Direct	City of Chicago
Carol Naughton & Associates 213 W. Institute Pl. Chicago, IL 60610	WBE	68	Direct	City of Chicago
A Perfect Sign, Inc. 1333 W. Devon Chicago, IL	MBE	25	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: \$350,000

Charge to: District Office Plant Management

Source of Funds: Capital Fund

FY14: 580000-92015-5005031-70000

Respectfully submitted,

**Cheryl L. Hyman
Chancellor**

May 1, 2014 – Office of Administrative and Procurement Services – District Office