

32777
ADOPTED – BOARD OF TRUSTEES
COMMUNITY COLLEGE DISTRICT NO. 508
SEPTEMBER 3, 2015

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

PURCHASE OF VARIOUS PROMOTIONAL ITEMS AND APPAREL
BIENALI PROMOTIONS LLC
OFFICE OF INSTITUTIONAL ADVANCEMENT
(AMENDMENT TO BOARD REPORT #32517, ADOPTED ON DECEMBER 11, 2014)
DISTRICT WIDE

THE CHANCELLOR RECOMMENDS:

that the Board of Trustees authorizes an amendment to Board Report #32517 adopted on December 11, 2014 to extend the renewal term through September 2, 2016, for the issuance of purchase orders to Bienali Promotions LLC to provide promotional items and apparel for job fairs, trade/vendor shows and to strengthen the brand of City Colleges of Chicago, at a total cost not to exceed \$290,000.

VENDOR: Bienali Promotions LLC
1811 St. Johns Avenue, Suite 201
Highland Park, Illinois 60035

USER: Office of Institutional Advancement, Marketing Department and District Wide

ORIGINAL TERM:

The original term commenced on December 12, 2013 and ended on December 11, 2014.

RENEWAL TERM:

The renewal term commenced on December 12, 2014 and will be extended through September 2, 2016.

SCOPE OF SERVICES:

The Marketing Department of the Office of Institutional Advancement is asking the Board to approve the issuance purchase orders to Bienali Promotions LLC, to provide promotional items and apparel. Each vendor has agreed to provide goods to the City Colleges of Chicago under the terms and conditions stated in the RFP. A new formal solicitation will be completed during the first quarter of 2016.

BENEFIT TO CITY COLLEGES OF CHICAGO:

The Marketing Department of the Office of Institutional Advancement has reviewed this request for services and has determined that it would be in the best interest of the District to use Bienali Promotions LLC to provide promotional items and apparel as a tool to increase brand awareness for City Colleges of Chicago.

VENDOR SELECTION CRITERIA:

Specifications were prepared by District Procurement staff and bid #RG1306 was publicly advertised on September 24, 2013. Sixteen (16) vendors were contacted and a pre-proposal conference was held on October 1, 2013. Five (5) companies responded to the bid with samples on October 7, 2013: 1) Overture LLC; 2) Bienali Promotions LLC; 3) Remred Business Class Promotional Products; 4) World of Promotions; and 5) Discovery Promotions and Merchandising.

All proposals were reviewed and evaluated by Procurement staff in accordance with the basis of award criteria listed in the sealed bid document. The Marketing Department of the Office of Institutional Advancement also evaluated the bids and selected Overture LLC, Remred Business Class Promotional Products, and Bienali Promotions LLC. All three (3) bidders demonstrated excellent turn-around time, percentage (%) discount off catalogs pricing, acceptable samples and favorable references.

Based on the evaluation of all bids, staff recommended the acceptance of the proposal from Remred Business Class Promotional Products, Overture LLC and Bienali Promotions LLC for the requested services.

During the course of the contract period, CCC has selected to only renew with Bienali Promotions LLC for the requested services. As the other firms were deemed non-responsible bidder for failing to comply with the District’s M/WBE goals as submitted in their original response.

MBE/WBE COMPLIANCE:

The Office of MBE/WBE Contract Compliance has reviewed the proposed renewal and recommends a partial waiver of the Board Approved Participation Plan. The certified WBE vendor has demonstrated good faith efforts in obtaining MBE participation.

<u>Vendor</u>	<u>MBE or WBE</u>	<u>%</u>	<u>Participation</u>	<u>Certifying Agency</u>
Bienali Promotions LLC 1811 St. Johns Avenue, Suite 201 Highland Park, Illinois 60035	WBE	100	Direct	WBDC

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: \$290,000

Charge to: Various Departments

Source of Funds: Education Fund

FY16: 540000-00003-XX00600-30000 (Various Departments)

540000-00003-XX62200-30000 (Various Departments /SGA)

Respectfully submitted,

**Cheryl L. Hyman
Chancellor**

September 3, 2015 – Office of Institutional Advancement