

33068

ADOPTED – BOARD OF TRUSTEES
COMMUNITY COLLEGE DISTRICT NO. 508
OCTOBER 13, 2016

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

OFFICE SUPPLIES

**STAPLES ADVANTAGE AND TAYLOR MADE BUSINESS SOLUTIONS, LLC
OFFICE OF ADMINISTRATIVE AND PROCUREMENT SERVICES
(RATIFICATION)
DISTRICT WIDE**

THE CHANCELLOR RECOMMENDS:

that the Board of Trustees authorizes the Chair to ratify the execution of an agreement with Staples Advantage to provide office supplies via its Minority Business Enterprise Partner, Taylor Made Business Solutions, LLC, as needed for the period from July 1, 2016 through June 30, 2019, at a total cost not to exceed \$2,500,000.

VENDOR: Staples Advantage
655 West North Avenue, Suite 200
Lombard, Illinois 60148

USER: District Wide

TERM:

The term of the agreement shall commenced on July 1, 2016 and will continue through June 30, 2019 with an option to renew for two (2) additional two (2) year options to renew.

SCOPE OF SERVICES:

Staples Advantage and Taylor Made Business Solutions LLC will provide office supplies to support City Colleges of Chicago on an as needed basis.

BENEFIT TO CITY COLLEGES OF CHICAGO:

City Colleges will benefit from a supplier with a controlled catalog and fixed pricing. To leverage our buying power prepare for the centralization of the all office supplies through the new Olive Harvey campus upon completion.

VENDOR SELECTION CRITERIA:

Pursuant to Board Report #29816 and #32583, the Board approved the use of the Education and Institutional Cooperative Services (E&I). Pursuant to State Law, the purchase of goods and services from another governmental agency is exempt from the District's competitive bidding requirements.

This competitively awarded contract was based upon RFP #683267, issued by E&I with California State University participating as a public agency partner.

Member institutions are able to leverage the awarded catalog items and customize supplies to meet their specific institution needs. A cost comparison was completed to verify that core items were lower than the previous incumbent.

INCENTIVE DETAIL: Each participating member institution may earn a variable volume rebate of the member institution’s net sales during each calendar year, or July 1-June 30 fiscal year (term to be selected by member institution). The rebate shall be paid out within forty-five (45) calendar days to E&I after the end of each applicable annual term (member selected) and calculated as follows:

<u>Annual Net Sales</u>	<u>Volume Rebate</u>
\$0-\$1,499,999.99M	1.5%
\$1,500-\$2,499,999.99M	2.0%
\$2,500-\$3,999,999.99M	3.0%
\$4,000+	4.0%

MBE/WBE COMPLIANCE:

As Staples Advantage's Minority Business Partner, Taylor Made Business Solutions LLC will provide standard office supplies to support day to day operations for faculty and staff. Therefore, the Office of Contract Compliance recommends a waiver of the WBE commitment. However, Taylor Made will make significant efforts to provide WBE manufactured products when possible and those items will be reported accordingly.

<u>Vendor</u>	<u>MBE or WBE</u>	<u>%</u>	<u>Participation</u>	<u>Certifying Agency</u>
Taylor Made Business Solutions LLC 318 W. Adams, 16 th Fl. Chicago, IL 60606	MBE	100	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: \$2,500,000

Charge to: All Colleges and Departments

Sources of Funds: Education Fund

FY17: Various Chart Fields - Account 540000

Respectfully submitted,

**Cheryl L. Hyman
Chancellor**

October 13, 2016 – Office of Administrative and Procurement Services