THE CHANCELLOR RECOMMENDS:

that the Board of Trustees authorizes the Chair to formalize the issuance of purchase orders to Midwest Office Interiors to provide the student record filing supplies on an as needed basis for the period commencing no sooner than July 1, 2016 through December 31, 2018, at a total cost not to exceed $500,000.

VENDOR:
Midwest Office Interiors
10330 Argonne Woods Dr #600
Woodridge, IL 60517
Authorized dealer for HON

USER: District Wide

ORIGINAL TERM:
The term of the agreement shall commence no sooner than July 1, 2016 and continue through December 31, 2018.

SCOPE OF SERVICES:
Midwest Office Interiors will continue to provide the files folders, tabs and software to the colleges to maintain the storage of student records.

BENEFIT TO CITY COLLEGES OF CHICAGO:
The district will be able to take advantage of the economy of scale from the purchasing consortiums pricing while providing a consistent resource for the registrar's office to ensure compliance with the Department of Education.

VENDOR SELECTION CRITERIA:
The contracts being utilized as a part of the National IPA/TCPN purchasing consortium approved under board reports 29816 and 32583 respectively.
Midwest interiors is an authorized dealer of Hon for Illinois and is approved to provide the record storage system and supplies.

HON was awarded in accordance with the procurement procedures as detailed in RFP# 14-22, and approved under National IPA/TCPN purchasing consortium contract document #R142208. Seventy six responses were received and 16 firms were awarded a contract based on the evaluation committee recommendation and bid responses. Hon was one of the sixteen firms awarded.

MBE/WBE COMPLIANCE:
The Office of Contract Compliance has reviewed the request for purchase approval and recommends a waiver of the Board Approved Participation Plan due to the nature of the purchases (HON manufactured cabinets) and the absence of subcontracting opportunities.

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: $500,000
Charge to: Office of Administrative and Procurement Services
Sources of Funds: Education Fund
FY18: 540000-00003-Various

Respectfully submitted,

Cheryl L. Hyman
Chancellor

February 9, 2017 – Office of Administrative and Procurement Services