

# 33169

ADOPTED – BOARD OF TRUSTEES  
COMMUNITY COLLEGE DISTRICT NO. 508  
MARCH 9, 2017

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

### ELECTRONIC SAFES AND ARMORED CAR SERVICES GARDA CL GREAT LAKES, INC. OFFICE OF FINANCE DISTRICT WIDE

#### THE CHANCELLOR RECOMMENDS:

that the Board of Trustees authorizes the Chairman to approve a five (5) year service contract with Garda CL Great Lakes, Inc. to provide electronic programmed safes and armored car services from July 1, 2017 through June 30, 2022 at a total cost not to exceed \$135,000.

**VENDOR:** Garda CL Great Lakes, Inc.  
2000 N W Corporate Blvd.  
Boca Raton, FL 33431

**USERS:** Daley College; AVI Westside Technical Institute  
Harold Washington College  
Kennedy King College; Parrot Cage Restaurant; Sikia Restaurant  
Malcolm X College  
Olive Harvey College  
Truman College  
Wright College

#### TERM:

The original term of agreement shall commence on July 1, 2017 and will continue through June 30, 2022.

#### SCOPE OF SERVICES:

Garda CL Great Lakes, Inc. will provide service for each of the District's seven owned electronically programmed safes. On a daily basis cash deposited totals will be electronically transmitted to JPMorgan Chase and the funds will be available for use the next business day. Electronic safe services will include armored transportation, web reporting, maintenance, and software upgrades. Satellite and restaurant locations will be provided weekly armored transportation and coin/currency service.

#### BENEFIT TO CITY COLLEGES OF CHICAGO:

- Electronic safes provide the colleges with a secure and convenient way to deposit cash, verify funds and optimize cash flow by electronically transmitting cash totals to the bank. Deposits are immediately credited and funds available for use the next business day
- Counterfeit bills can be detected by the safe's technology before being deposited
- Web reporting allows each college to view, print or generate reports by user

- Maintenance and software upgrades are included
- Armored transportation for safe and secure transport of cash and coins

**VENDOR SELECTION CRITERIA:**

Specifications were prepared by District Procurement staff and a Request for Proposal (RFP) #SL1607 was publicly advertised on November 21, 2016. The RFP was sent directly to (4) four firms: Brink's Inc.; Dunbar Armored; Garda CL Great Lakes; and Loomis. A pre-proposal meeting was conducted on November 29, 2016. Only one firm responded to the RFP on December 19, 2016: 1) Garda CL Great Lakes, Inc. Loomis and Dunbar Armored submitted no bids response for this solicitation.

All qualifications were reviewed, evaluated and ranked by staff representing Finance, Risk Management, Daley College and Procurement Service Department.

The evaluation criteria included:

- Qualification and Experience of Firm
- Implementation Plan and Interrogatives
- Past Experience with Similar Services for Education Institutions
- Cost/Fees in Relation to the Scope of Services
- Minority and Women Business Enterprise Participation

**MBE/WBE COMPLIANCE:**

The Office of MBE/WBE Compliance has reviewed the proposed agreement and recommends a continued waiver of the Board Approved Participation Plan due to the nature of the services ("electronic programmed safes and armored car services") 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 an amended by the Board.

**Contingent Liability** – Pursuant to Section 7-14 of the Illinois Public Community 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** \$135,000

**Charge to:** Office of Finance

**Source of Funds:** Education Fund

**FY17:** 530000-00003-xx70100-80000

**Respectfully submitted,**

**Cheryl L. Hyman  
Chancellor**

**March 9, 2017 – Office of Finance**