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**ADOPTED – BOARD OF TRUSTEES
COMMUNITY COLLEGE DISTRICT NO. 508
MAY 9, 2019**

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

**ON-SITE COMPUTER REPAIR AND MAINTENANCE OF MICRO-COMPUTERS, LAPTOPS,
MULTI-FUNCTION EQUIPMENT, AND WORKSTATIONS**

**WYNNDALCO ENTERPRISES, LLC
COMPUTER DRIVE OF SKOKIE, INC.
OFFICE OF INFORMATION TECHNOLOGY
DISTRICT WIDE**

THE CHANCELLOR RECOMMENDS:

that the Board of Trustees authorizes the Chair, upon final approval of the General Counsel of the legal form of such agreements, to authorize the execution of an agreement with Wynndalco Enterprises, LLC and Computer Drive of Skokie, Inc., to provide on-site computer repair and maintenance of micro-computers, laptops, multi-function equipment and workstations at all City Colleges of Chicago facilities District wide on an as needed basis, for the period from July 1, 2019 through June 30, 2024, at a total cost not to exceed \$1,050,000.

VENDOR: Wynndalco Enterprises, LLC
19081 Old LaGrange Rd.
Mokena, IL 60448

Computer Drive of Skokie, Inc.
4457 Oakton Street
Skokie, IL 60073

USER: District wide

TERM:

The term of the agreement shall commence on July 1, 2019 and will continue through June 30, 2024, with an option to extend for one (1) additional two (2) year period.

SCOPE OF SERVICES:

Wynndalco Enterprises, LLC, and Computer Drive of Skokie, Inc., will provide on-site computer repair and maintenance of micro-computers, laptops, multi-function equipment and workstations at all City Colleges of Chicago facilities District wide on an as needed basis.

BENEFIT TO CITY COLLEGES OF CHICAGO:

Utilizing Wynndalco Enterprises, LLC and Computer Drive of Skokie, Inc., to provide on-site maintenance and repair services for the District's facilities will allow City Colleges of Chicago students, faculty, and staff to have the necessary tools to successfully provide and receive the desired educational results.

VENDOR SELECTION CRITERIA:

Specifications prepared by the Office of Administrative and Procurement Services were publicly advertised February 6, 2019 as Request for Proposal (RFP) #DK1901. The RFP was sent to forty-six (46) vendors and a pre-proposal conference was held on February 12, 2019, after which responsive and responsible proposals were received from the following three (3) vendors: 1) Wynndalco Enterprise, LLC 2) Computer Drive of Skokie, Inc., and 3) Active Office Solutions.

All qualifications were reviewed, evaluated and ranked by staff which included the Office of Information Technology (OIT) and the various Colleges’ OIT Directors.

The Evaluation Criteria included:

1. Qualifications and years of experience of the firm and proposed staffing
2. Proposer’s detailed Service Call Procedure Plan as outlined in the RFP.
3. Proposer’s past on-site repair and maintenance experience with Universities, Colleges, government agencies with similar size and Scope of Services.
4. Proposer’s detailed Escalation Process plan as outlined in the RFP.
5. Cost/Pricing and Service Level Agreement (SLA) Chart Response Table
6. MBE/WBE Compliance plan.

Based on the composite scores, the evaluation team recommends Wynndalco Enterprises, LLC and Computer Drive of Skokie, Inc, provide on-site repair and maintenance to micro-computers, laptops, workstations, and multifunction equipment at all City Colleges of Chicago facilities District wide on an as needed basis.

MBE/WBE COMPLIANCE:

The Office of MBE/WBE Compliance has reviewed the proposed agreement referenced above purchase and has determined are in compliance with the Board approved Plan:

Wynndalco Enterprises, LLC

<u>Vendor</u>	<u>MBE or WBE</u>	<u>%</u>	<u>Participation</u>	<u>Certifying Agency</u>
Wynndalco Enterprises, LLC 19081 Old LaGrange Rd. Mokena, IL 60448	MBE	93	Direct	City of Chicago
IYKA Enterprises, Inc., 201 East Loop Road - St. 252 Wheaton, IL 60189	WBE	7	Direct	Cook County

Computer Drive of Skokie, Inc.

<u>Vendor</u>	<u>MBE or WBE</u>	<u>%</u>	<u>Participation</u>	<u>Certifying Agency</u>
Computer Drive of Skokie, Inc. 4457 Oakton Street Skokie, IL 60073	MBE	93	Direct	City of Chicago

Computer Concepts USA 109 Pembroke Circle Lake Bluff, IL 60044	WBE	7	Indirect	WBENC
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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: \$1,050,000

Charge to: Office of Information Technology

Source of Funds: Education Fund

FY20: 53/540000-00003-0023004-80000

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Respectfully submitted,

**Juan Salgado
Chancellor**

May 9, 2019 - Office of Information Technology