

34141

ADOPTED-BOARD OF TRUSTEES
COMMUNITY COLLEGE DISTRICT NO. 508
DECEMBER 10, 2020

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

**GRADUATION COMMENCEMENT PRODUCTS, REGALIA, AND SUPPLIES
HERFF JONES, LLC
OFFICE OF ACADEMIC AND STUDENT AFFAIRS
DISTRICT WIDE**

THE CHANCELLOR RECOMMENDS:

that the Board of Trustees approves the issuance of purchase orders to Herff Jones, LLC for graduation commencement products, regalia, and supplies for the period from December 10, 2020 through December 9, 2023, at a total cost not to exceed \$219,000.

VENDOR: Herff Jones, LLC
4719 West 62nd St
Indianapolis, IN 46268

USER: District Wide

TERM:

The term of shall commence on December 10, 2020 through December 9, 2023 with the option to renew for two (2) additional one-year options.

SCOPE OF SERVICES:

Herff Jones, LLC will to provide graduation commencement products, regalia and supplies as detailed below on an as needed basis:

Commencement supplies including:

- a. Faculty/Board Rental Regalia
 - Doctoral, Masters, and Bachelor's regalia for faculty, administrators, and board members participating in the commencement ceremony.
- b. Student Regalia
 - i. Allow students the option to purchase cap, gown, and tassel for the commencement ceremony
 - ii. Administration orders minimal additional student regalia for emergencies/back-up
- c. Student cords for students with: Honors/Veterans/PTK/STAR/Sarah Goode/ADED/PIE/SGA
- d. Graduation Stoles by college, each student receives a stole in the color of the college they are graduating from.
- e. Diploma covers, students participating in commencement receive a diploma cover at the ceremony.

BENEFIT TO CITY COLLEGES OF CHICAGO:

The approved vendor will provide all commencement regalia services to the colleges and the students. This allows one location for students and administrators to order regalia, cords, stoles, and diploma covers. The vendor will also provide customer service to our students and staff.

VENDOR SELECTION CRITERIA:

Specifications prepared by District Office Procurement staff were publicly advertised on October 21, 2020 as Sealed Bid #SN2009. The Bid was sent to four (4) vendors and a pre-bid conference was held on October 23, 2020. The following three (3) vendors responded: 1) Jostens, Inc.; 2) GraduationSource; 3) Herff Jones, LLC.

CCC Cost			
	Herff Jones	Jostens	Graduation Source
College Tassels	\$1,000.00	\$1,000.00	\$450.00
College Stoles	\$31,500.00	\$67,550.00	\$41,825.00
Cords	\$5,180.00	\$8,314.50	\$4,532.50
Diploma Covers	\$19,200.00	\$18,000.00	\$18,200.00
Faculty Regalia Rental	\$15,900.00	\$22,570.00	\$72,965.00
Total Cost to CCC	\$72,780.00	\$117,434.50	\$137,972.50
Student Cost			
	Herff Jones	Jostens	Graduation Source
Cap and Gown	\$10.00	\$12.75	\$16.95
Tassel	\$2.00	\$2.00	\$0.00
Cost to Home Ship	\$7.95	\$12.95	\$11.95
Cost to ship to campus	\$0.00	\$5.95	\$0.00
Total Student Regalia Cost: ship to home	\$19.95	\$27.70	\$28.90
Total Student Regalia Cost: ship to campus	\$12.00	\$20.70	\$16.95
Overall total based on 3,000 Orders- Student (ship to home)	\$59,850.00	\$83,100.00	\$86,700.00
Overall total based on 3,000 Orders- Student (ship to school)	\$36,000.00	\$62,100.00	\$50,850.00

MBE/WBE COMPLIANCE:

The Office of Procurement Services has reviewed the proposed agreement and recommends a limited MBE waiver (22%) and a full WBE waiver (7%) of the Board Approved Participation Plan due to the nature of the services, products and limited subcontracting opportunities.

Vendor	MBE or WBE	%	Participation	Certifying Agency
Montenegro Paper, Ltd. 25 E. Main St., Suite 205 Roselle, IL 60172	MBE	3%	Direct	NMSDC

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: \$219,000

Charge to: Office of Academic and Student Affairs

Sources of Funds: Education Fund

FY21: 540000-00003-0000141-80000

Respectfully submitted,

**Juan Salgado
Chancellor**

December 10, 2020 –Office of Academic and Student Affairs