

**33988**

**ADOPTED-BOARD OF TRUSTEES  
COMMUNITY COLLEGE DISTRICT NO. 508  
JUNE 4, 2020**

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

**PRINTING SERVICES  
VARIOUS VENDORS  
OFFICE OF INSTITUTIONAL ADVANCEMENT  
DISTRICT WIDE  
(EXTENSION OPTION)**

**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 extend agreements with the vendors listed below to provide printing services to the District for the period from June 4, 2020 through June 30, 2021 at a total cost not to exceed \$1,250,000 for printing services.

**PRINTING VENDORS:**

Lake County Press, Inc.  
98 Noll Street  
Waukegan, Illinois 60079

MOTR GRAFX, LLC  
7430 N. Lehigh Avenue  
Niles, Illinois 60714

Sommers & Fahrenbach, Inc.  
3301 W. Belmont  
Chicago, Illinois 60618

**USER:** District Wide

**TERM:**

The original term of this agreement commenced on April 7, 2016 through May 30, 2020 with one (1) additional option to extend for one (1) year.

**EXTENSION TERM:**

The final term of these agreements shall commence on June 4, 2020 and continue through June 30, 2021.

**SCOPE OF SERVICES FOR PRINTING VENDORS:**

Lake County Press, Sommers & Fahrenbach and MOTR GRAFX printing services will include but are not limited to:

- Printing all CCC collateral material including brochures, folders, posters, postcards, booklets, letterhead, forms, etc.
- Providing CCC staff with counsel on sizes, stocks, and quantities for the best price
- Serving as a partner in coordinating the printing process to meet our deadlines
- Provide FTP file management
- Create a web portal for our business cards, letterhead, and other college items for online ordering
- Provide large format printing and installation (i.e. custom wallpaper, signs, banners, etc.)

**BENEFIT TO CITY COLLEGES OF CHICAGO:**

The Office of Institutional Advancement has reviewed this request for services and has determined that it would be in the best interest of the District to continue to work with a pool of Board approved printing vendors to encourage bidding and secure opportunities for cost savings for the District.

**DELIVERABLES:**

The printing vendors will deliver finished printed pieces such as brochures, booklets, direct mail, banners, posters, custom wallpaper, vinyl decals, signage, etc. when requested.

**VENDOR SELECTION CRITERIA:**

Pursuant to Board Reports #32920, adopted on April 7, 2016, and #33710, adopted on April 4, 2019, the Board authorized execution of agreement with the firms listed above. Specifications were prepared by District Procurement staff and RFP #MWJ1601 was publicly advertised on January 28, 2016. Twenty-five (25) vendors were contacted. On February 12, 2016, the following four (4) printing firms responded to the RFP: 1) Lake County Press, Inc.; 2) American Minority Business Forums, Inc. dba American Diversity Business Solutions; 3) Sommers & Fahrenbach; and, 4) MOTR GRAFX, LLC.

All proposals were reviewed, evaluated, and ranked by staff which included the Offices of Institutional Advancement, Strategy and Academic Governance, Administrative and Procurement Services and MBE/WBE Contract Compliance.

The evaluation criteria outlined in RFP #MWJ1601 included:

1. Qualifications and experience of the firm
2. Proposer’s plan of action for the execution of the requested services
3. Past experience with similar services for educational institutions or comparable organization
4. Fees in relation to the Scope of Services
5. MBE/WBE Compliance plan

The proposal from American Minority Business Forums, Inc. dba/American Diversity Business Solutions was deemed as non-responsive for not submitting in accordance with the submittal requirements. Based on the evaluation scoring, staff recommended the acceptance of the

proposals for Printing Services from 1) Lake County Press; 2) Sommers & Fahrenbach; and, 3) MOTR GRAFX all based on their diverse and exceptional experience in producing and executing various printing projects.

**MBE/WBE COMPLIANCE:**

The Office of Procurement Services has reviewed the proposed renewal and has determined the vendors are complying with the Board Approved Participation Plan:

<u>Vendor</u>	<u>MBE/WBE</u>	<u>%</u>	<u>Direct or Indirect</u>	<u>Certifying Agency</u>
<b><u>MOTR GRAFX</u></b>				
Motr Grafx 7430 N. Lehigh Ave. Niles, IL 60714	MBE	100%	Direct	City of Chicago
<b><u>LAKE COUNTY PRESS</u></b>				
M. Wells Printing & Supplies 329 West 18 <sup>th</sup> Street Chicago, IL 60616	MBE	30	Direct	City of Chicago
<b><u>SOMMERS &amp; FARENBACH</u></b>				
US Messenger 850 West Jackson Chicago, IL 60607	MBE	3	Direct	City of Chicago
Caldwell Letter Service 4500 S. Kolin Chicago, IL 60632	WBE	5	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:** \$1,250,000

**Charge to:** Office of Institutional Advancement, the Colleges

**Source of Funds:** Education Fund

**FY21:** 540000-00003-0019016-80000

540000-00003-X000600-80000

**Respectfully submitted,**

**Juan Salgado  
Chancellor**

**June 4, 2020 - Office of Institutional Advancement**