

**34257**  
**ADOPTED – BOARD OF TRUSTEES**  
**COMMUNITY COLLEGE DISTRICT NO. 508**  
**JUNE 3, 2021**

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

**PRINTING AND MAILHOUSE SERVICES**  
**VARIOUS VENDORS**  
**OFFICE OF MARKETING AND COMMUNICATIONS**  
**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 exercise agreements with the vendors listed below to provide printing and mailhouse services as needed for the period from July 1, 2021 through June 30, 2024, at a total cost not to exceed \$1,250,000.

**VENDORS:**

Lake County Press  
98 Noll Street  
Waukegan, Illinois 60079

Sunrise-Hitek Group, LLC  
5915 N. Northwest Highway  
Chicago, IL 60631

MOTR GRAFX, LLC  
225 Larkin Drive  
Unit 5  
Wheeling IL, 60090

**USERS:** District Wide

**TERM:**

The term of this purchase shall commence no sooner July 1, 2021 and will continue no later than June 30, 2024, with an option to renew for two (2) additional two-year periods.

**SCOPE OF SERVICES:**

*Print Services*

- In-house offset and digital printing capabilities
- Specialty inks, die cut, spot varnish, coating, and glosses (in house)
- Must be able to proof on site
- FTP file management/proofing

- Large Format printing and installation

#### *Mail Abilities*

- Sourcing accurate lists from a source broader than the 2010 U.S. Census
- Personalize print materials with name and other customized content fields based on contact elements from either purchased mailing lists or with mailing lists provided by CCC.
- Manage database maintenance of all contact information
- Mailing within targeted zip codes identified by CCC
- Ability to import and presort data file for mailing
- Convert data to a mail manager to verify Post Office address data base, standardize addresses, produce all documentation and deliver to post office
- Utilize CCC permit imprint to fund mailings and produce the proper paper work for post office acceptance

#### **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.

#### **VENDOR SELECTION CRITERIA:**

Specifications prepared by District Office Procurement staff were publicly advertised on March 12, 2021 as Request for Proposals (RFP) #SN2102. The RFP was sent to the following four (4) companies: (1) Lake County Press; (2) Sunrise-Hitek Group; (3) MOTR GrafX; (4) Sommers & Fahrenbach. A Pre-Proposal Meeting was held on Wednesday, March 17, 2021 at 11:00 a.m. Proposals were due on April 5, 2021 at 12:00 p.m. CCC received proposals from the following four (4) vendors:

1. Lake County Press
2. Sunrise-Hitek Group
3. MOTR GrafX
4. Sommers & Fahrenbach

The proposal from Sommers & Fahrenbach was deemed unresponsive by Procurement Services for failing to address multiple elements of the RFP, and therefore was not considered for further evaluation.

All proposals were reviewed and evaluated by the evaluation committee members. The evaluation committee members individually scored each remaining proposal based on the evaluation criteria in the RFP:

1. Qualifications of the firm
2. Proposer's plan the execution of the requested services
3. Portfolio of past work
4. Cost/Fees in relation to the Scope of Services

5. MBE/WBE Compliance

The evaluation committee short-listed three (3) of the highly qualified companies, Lake County Press, Sunrise-Hitek Group and MOTR GrafX and invited them for oral presentations and demonstrations for the online web portal: The evaluation committee members individually scored each presentation/demonstration based on the following criteria in the RFP:

- Development and maintenance of a web portal for online ordering of business cards, blank letterhead, and other branded print items by CCC faculty and staff (users)
- The portal should have the following capabilities / specifics:
  - Ability to authenticate users as they are directed to the vendor portal from our Human Resources portal
- Ability for users to select artwork per college or district (eight versions total)
- Business Cards
  - Select artwork per college or district
  - Multiple fields for users to input their unique business card content
  - Provide an artwork proof for users to approve via vendor portal

The evaluation committee recommends proceeding with Lake County Press, MOTR GrafX and Sunrise-Hitek to provide the printing and mailhouse services. Additionally, the evaluation committee members recommends awarding the optional service of web portal development to Lake County Press.

**MBE/WBE COMPLIANCE:**

The Office of Procurement Services has reviewed the proposed agreements and recommends a full WBE waiver (7%) for both Lake County Press and Sunrise-Hitek Group of the Board Approved Participation Plan due to the nature of the services, products and limited subcontracting opportunities.

**MOTR GRAFX**

<u>Vendors</u>	<u>MBE or WBE</u>	<u>%</u>	<u>Participation</u>	<u>Certifying Agency</u>
MOTR GrafX 225 Larkin Drive, Suite 5 Wheeling, IL 60090	MBE	93%	Direct	City of Chicago, NMSDC, State of Illinois (CMS)
Advantage Marketing Group, Ltd. 1550 Howard Street Elk Grove Village, IL 60007	WBE	7%	Direct	WBENC

**LAKE COUNTY PRESS**

<u>Vendors</u>	<u>MBE or WBE</u>	<u>%</u>	<u>Participation</u>	<u>Certifying Agency</u>

M. Wells Printing Company 329 W. 18 <sup>th</sup> Street Chicago, IL 60616	MBE	25%	Direct	State of Illinois (CMS)
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**SUNRISE-HITEK GROUP**

<u>Vendors</u>	<u>MBE or WBE</u>	<u>%</u>	<u>Participation</u>	<u>Certifying Agency</u>
Sunrise-Hitek Group 5915 N. Northwest Highway Chicago, IL 60631	MBE	100%	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:** \$1,250,000

**Charge to:** Office of Marketing and Communications

**Source of Funds:** Education Fund

**FY22:** 530000-00003-0019016-80000

**Respectfully submitted,**

**Juan Salgado  
Chancellor**

**June 3, 2021- Office of Marketing and Communications**