

**34451**

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

**APRIL 2022**

**WELCOME BACK CENTER FURNITURE AND INSTALLATION OFFICE OF  
ADMINISTRATIVE AND PROCUREMENT SERVICES DALEY COLEGE -  
ARTURO VELASQUEZ INSTITUTE (AVI)**

**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 execute an agreement with Forward Space, LLC for the purchase and installation of furniture for the Arturo Velasquez Institute (AVI) Welcome Back Center for a period commencing no sooner than April 7, 2022 through April 6, 2023, for a total not to exceed cost of \$38,654.05

**VENDOR:** Forward Space, LLC  
650 N Wood Dale Rd  
Wood Dale, IL 60191

**USER:** Daley College – Arturo Velasquez Institute (AVI)

**TERM:**

The term of the agreement shall commence no sooner than April 7, 2022 and will continue through April 6, 2023, or completion of the project, whichever is sooner.

**SCOPE OF SERVICES:**

Forward Space Inc. will purchase and install furniture for the Welcome Back Center at Arturo Velasquez Institute.

**BENEFIT TO CITY COLLEGES OF CHICAGO:**

These furnishings will complete the newly constructed Welcome Back Center and allow the program to support prospective and new students. Procuring the furniture from Forward Space allows CCC to benefit from increased savings of the Sourcwell cooperative purchasing agreement.

**VENDOR SELECTION CRITERIA:**

Pursuant to Board Report #32583, the Board approved the use of the Sourcwell cooperative purchasing agreement. Pursuant to State Law, the purchase of good and services from another governmental agency is exempt from the District's competitive bidding requirements.

Forward Space is an authorized dealer of Steelcase products and services. They are appointed with the responsibility for the quote and sale of Steelcase, Coalesse, Turnstone, and all partner branded products in the Chicago market utilizing Steelcase Sourcwell Contract #121919-STI.

**MBE/WBE COMPLIANCE:**

The Office of Contract Compliance has reviewed the proposed agreement and has determined the Vendor has complied with the Board Approved Participation Plan with a recommended waiver of the MBE goal.

<u>Vendor</u>	<u>MBE or WBE</u>	<u>%</u>	<u>Participation</u>	<u>Certifying Agency</u>
Forward Space, LLC 650 N. Wood Dale Rd. Wood Dale, IL 60191	WBE	100	Direct	WBENC

**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:** \$38,654.05

**Charge to:** Daley College

**Source of Funds:** Capital Fund

**FY22:** 540000-92015-6105031-70000

530000-92015-6105031-70000

**Respectfully submitted,**

**Juan Salgado  
Chancellor**