

35334
ADOPTED-BOARD OF TRUSTEES
COMMUNITY COLLEGE DISTRICT NO. 508
DECEMBER 5, 2024

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

LIBRARY SECURITY SYSTEMS
BIBLIOTHECA, LLC
THE OFFICE OF ACADEMIC AFFAIRS
OLIVE-HARVEY COLLEGE-LIBRARY SYSTEMS
HAROLD WASHINGTON COLLEGE-LIBRARY SYSTEMS

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 Bibliotheca, LLC to maintain the library security systems for Olive-Harvey College and Harold Washington College for the term beginning no sooner than January 15, 2025, and ending August 10, 2025, at a total cost not to exceed \$2,700.90. Board approval is required where vendor spending exceeds the state threshold.

VENDOR: Bibliotheca, LLC
3169 Holcomb Bridge Road
Norcross, GA 30071

USER: Olive-Harvey College - Library Systems
Harold Washington College-Library Systems

SCOPE OF SERVICES:

Bibliotheca, LLC will provide maintenance for the period no sooner than January 15, 2025-August 10, 2025, for the library security systems for Olive-Harvey College. The maintenance of the library security systems will include parts and labor needed to maintain the systems in proper working condition. The short term of this agreement will put the Olive Harvey Library system on the same schedule as all other college systems covered on board report 35181.

Additionally, Bibliotheca, LLC will service and repair the book check machine for Harold Washington College's library security system, including parts & labor, needed for inventory management. This piece of equipment is not currently under a maintenance contract. Once repaired, an additional short-term agreement will be requested and executed to co-term to the other college systems covered on board report 35181.

BENEFIT TO CITY COLLEGES OF CHICAGO:

The execution of this service agreement at Olive Harvey and repair at Harold Washington will provide maintenance for the library security systems and discourage the theft of books and allow for gate counts of library patrons for statistical purposes.

VENDOR SELECTION CRITERIA:

Pursuant to State Law, Contracts for the maintenance or servicing of a provision of repairs parts for equipment that are made with the manufacturer or authorized service agent of that equipment where the provision of parts, maintenance, or servicing can best be performed by the manufacturer or authorized service agent.

MBE/WBE COMPLIANCE:

The Office of Procurement Services has reviewed the proposed compliance plan and recommends a full waiver of the Board Approved MBE/WBE Contract Participation Plan due to the nature of the agreement (library security systems maintenance) and the absence of subcontracting opportunities.

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: \$2,700.90

Charge to: Office of Academic Affairs and Harold Washington College

Source of Funds: Education Fund

Budget Line: 53/540000-00003-0000126-20000

53/540000-00003-2050300-20000

Respectfully submitted,

**Juan Salgado
Chancellor**

December 5, 2024 – Office of Academic Affairs