

35101
ADOPTED –BOARD OF TRUSTEES
COMMUNITY COLLEGE DISTRICT NO. 508
MAY 3, 2024

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

PRINTING AND MAILHOUSE SERVICES
VARIOUS VENDORS
THE OFFICE OF MARKETING AND COMMUNICATIONS
DISTRICT WIDE
(RENEWAL)

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 for the period from July 1, 2024, through June 30, 2026, at a total cost not to exceed \$1,250,000 for the term of the agreement.

PRINTING 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 for this purchase under board report 34257 commenced on July 1, 2021, and continues and through June 30, 2024, with an option to renew for two (2) additional 2-year period.

FIRST RENEWAL TERM:

The term shall begin no sooner than July 1, 2024, and continue through July 1, 2026, with an option to renew for one (1) additional 2-year period.

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 paperwork for post office acceptance

BENEFIT TO CITY COLLEGES OF CHICAGO:

The Office of Marketing and Communications 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.

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

All proposals were reviewed and evaluated. The committee short-listed three (3) of the highly qualified companies and invited them for oral presentations and demonstrations: Lake County Press, Sunrise-Hitek Group and MOTR GrafX. The Evaluation Committee individually scored each presentation/demonstration on a scale of 0-100 based on responses to the optional Partnership Services request 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
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The evaluation committee recommends proceeding with Lake County Press, MOTR GrafX and Sunrise-Hitek and to move to award the optional service of web portal development to Lake County Press.

MBE/WBE COMPLIANCE:

The Office of Procurement Services has reviewed the proposed compliance plans and determined Sunrise-Hitek and MOTR GrafX have complied with the Board Approved M/WBE Contract Participation Plan and recommends a full waiver for Lake County Press due to the nature of the services, products, and limited subcontracting opportunities.

Sunrise-Hitek Group

<u>Vendor</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	93	Direct	NMSDC
AllKinds Studio	WBE	7	Indirect	WBENC

2021 W Fulton St., Ste. K-200 Chicago, IL 60612				
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MOTR GrafX

<u>Vendor</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, CMSDC
Meadows Office Supply 30W260 Butterfield Rd. Warrenville, IL 60555	WBE	7	Indirect	City of Chicago, State of IL-CEI

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: The Office of Marketing and Communications

Source of Funds: Education Fund

FY25-26: 53/540000-00003-0019016-80000

Respectfully submitted,

**Juan Salgado
Chancellor**

May 2, 2024 - The Office of Marketing and Communications