

35726
ADOPTED-BOARD OF TRUSTEES
COMMUNITY COLLEGE DISTRICT NO. 508
DECEMBER 4, 2025

BOARD OF TRUSTEES OF COMMUNITY COLLEGE DISTRICT NO. 508
COUNTY OF COOK AND STATE OF ILLINOIS
TAB FILING SOFTWARE SYSTEM AND MAINTENANCE
WAREHOUSE DIRECT DBA MIDWEST OFFICE INTERIORS
OFFICE OF FINANCE
ACCOUNTS PAYABLE

THE CHANCELLOR RECOMMENDS:

that the Board of Trustees authorizes the Chair, upon final approval of the General Counsel of the legal form of such agreement, to exercise an agreement with Warehouse Direct d.b.a. Midwest Office Interiors to provide ongoing Accounts Payable tab fusion services and software maintenance for the period from December 4, 2025, through July 30, 2026 at a total cost not to exceed \$41,000.00 for the term of the agreement.

VENDOR: Warehouse Direct dba Midwest Office Interiors
10330 Argonne Woods Dr., Ste. #600
Woodridge, IL 60517

USERS: Office of Finance

TERM:

The term of this agreement shall commence no sooner than December 4, 2025, and continue through July 30, 2026.

SCOPE OF SERVICES:

Warehouse Direct dba Midwest Office Interiors will provide a software upgrade for Accounts Payable tab fusion services, moving to a Software as a Solution (SaaS) model, as well as software maintenance services.

BENEFIT TO CITY COLLEGES OF CHICAGO:

The district will be able to take advantage of the economy of scale from the purchasing consortiums pricing while providing a consistent resource for the Office of Finance Account Payables for necessary tab software for Vouchering and payables.

VENDOR SELECTION CRITERIA:

The contract being utilized as a part of OMNIA Partners approved under Board Report #29816 and #32583. Midwest Office Interiors is an authorized dealer of HON for Illinois and is approved to provide the record storage system and supplies.

HON was awarded in accordance with the procurement procedures as detailed in RFP# 24-01, and approved under OMNIA Partners purchasing consortium contract document #R240117. Sixty-three (63) responses were received, and twenty (20) firms were awarded a contract based on the evaluation committee's recommendation and bid responses. HON was one of the twenty (20) firms awarded.

MBE/WBE COMPLIANCE:

The Office of Contract Compliance has reviewed the request for purchase approval and recommends a waiver of the Board Approved Participation Plan due to the nature of the purchases (record management software) 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: \$41,000

Charge to: Office of Finance

Source of Funds: Education Fund

Budget Line: 540000-00003- 0010002-80000

Respectfully submitted,

Juan Salgado
Chancellor

December 4, 2025 – Office of Finance