

26118

BOARD OF TRUSTEES OF COMMUNITY COLLEGE DISTRICT NO. 508
 County of Cook and State of Illinois

GRADUATION CAPS, GOWNS, & HOODS
 CITY COLLEGES OF CHICAGO

THE CHANCELLOR

REPORTS

that it is necessary to either rent or purchase student caps and gowns, and to rent faculty caps, gowns and hoods for the annual College graduations; and

that specifications were prepared by District Office staff, and the following responsive bids were received:

JOSTENS, INC WOODRIDGE, IL	Amount	E. R. MOORE & COMPANY Chicago, Illinois	Amount
Student Caps & Gowns		Student Caps & Gowns	
Rental	8.90	Rental	9.20
Purchase	11.50	Purchase	12.35
Faculty Caps & Gowns (Rental)		Faculty Caps & Gowns (Rental)	
Bachelor	8.90	Bachelor	9.20
Master	8.90	Master	9.20
Doctor	9.50	Doctor	9.80
Faculty Hoods (Rental)		Faculty Hoods (Rental)	
Bachelor	8.90	Bachelor	9.20
Master	8.90	Master	9.20
Doctor	9.50	Doctor	9.80
Retainable Tassels	1.65	Retainable Tassels	1.75
Ushers	8.90	Ushers	9.20

* that the low bidder, Jostens, Inc. is in compliance with the District's M/WBE requirements.

RECOMMENDS

that the Board of Trustees approves the issuance of purchase orders on an as-needed basis for the rental and/or purchase of student and faculty caps, gowns, hoods and tassels from Jostens, Inc., Woodridge, IL, at the fixed prices listed above for a three-year period, with an option to renew for an additional two year period as per the specifications dated February 25, 2004.

FINANCIAL

As Needed -- Education Fund

Respectfully submitted:

Wayne D. Watson
 Chancellor

March 31, 2004