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ADOPTED
BOARD OF TRUSTEES OF
COMMUNITY COLLEGE DISTRICT NO. 508

MAR 4 1999

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

**COUNTY OF COOK
AND STATE OF ILLINOIS**

**BURSTER EQUIPMENT
OFFICE OF INFORMATION TECHNOLOGY
DISTRICT OFFICE**

THE CHANCELLOR

REPORTS

that there is a need to replace the check burster equipment in the Office of Information Technology; and

that the existing equipment, manufactured by Standard Register, is twelve years old and has begun to fail during payroll runs, resulting in check processing delays and the need to reprint checks, requiring staff overtime and wasted check stock; and

that OIT staff has received a quotation to replace the existing equipment with a Packmaster Model 2550 in the amount of \$25,050.00 which includes a 90-day warranty, plus \$1,266.00 per year for service; and that Standard Register Company is the sole source vendor for this equipment and has provided appropriate documentation; and

that immediate action is requested and necessary to avoid disruption in the production of checks to meet District obligations for payment of payroll and vendors, a critical district wide service.

THE CHANCELLOR

RECOMMENDS

that the Board of Trustees approves the issuance of a purchase order in the total amount of \$26,316.00 to Standard Register, 1815 S. Meyers Road #440, OakBrook Terrace, Illinois, for the Packmaster Model 2550 burster equipment described above and one year of service.

FINANCIAL

\$26,316.00 -- Education Fund

Respectfully submitted:

Wayne D. Watson
Chancellor

March 4, 1999