

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

MAILING EQUIPMENT
HAROLD WASHINGTON COLLEGE

THE CHANCELLOR

REPORTS

that it is necessary to purchase a new mailing machine system at Harold Washington College; this system is required to replace the current Pitney Bowes mailing machine equipment that is approximately 15 years old and is constantly in need of repairs (new replacement parts are no longer available for this equipment) and;

that it is recommended that this purchase be made through the current State of Illinois contract with Pitney Bowes which has proposed to provide the Paragon II mailing machine system for a total cost of \$21,140.00 including installation services; and

that this purchase is exempt from the District's competitive bidding requirements.

THE CHANCELLOR

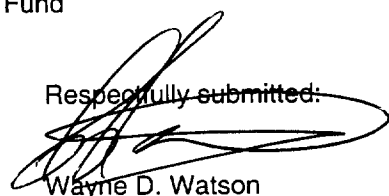
RECOMMENDS

that the Board of Trustees approves the issuance of a purchase order in the total amount of \$21,140.00 to Pitney Bowes, 230 W. Monroe, Chicago, for mailing machine equipment for the mailroom at Harold Washington College.

FINANCIAL

\$21,140.00 -- PBCC Multi-Facility O & M Fund

Respectfully submitted:



Wayne D. Watson
Chancellor

April 6, 2000

COLLEGE REVIEW: _____ REQ. NO. _____
President

CENTRAL OFFICE REVIEWS & DATES SIGNED:

Purchasing Date _____	Contract Compl. _____	Legal _____	Board Office _____
Finance Date <u>3-29-00</u>	Admin. Svcs. _____	Academic Aff. _____	Other _____

HW-MAILING.doc

Issues with Harold Washington's Postage Machine

- ❖ Machine is over 15 years old
- ❖ Machine has not been made for over 8 years
- ❖ New parts have stopped being made 2 years ago
- ❖ Harold Washington placed 10 service calls in last 6 months
- ❖ Machine constantly jams and does not seal well anymore

To lease a new machine would cost about \$12,000 / yr with maintenance and meter rental.

TERM CONTRACT
CHANGE TEXT

PROCUREMENT SERVICES DIVISION
CENTRAL MANAGEMENT SERVICES



CONTRACT NO. : PSD4005634 CHANGE NO. 01
BUYER NAME : CINDY KRESS
BUYER PHONE : (217) 785-1638
T-NUMBER : T0080
DATE ISSUED : 09/01/99
VENDOR NUMBER : 060495050-01
VENDOR PHONE : (217) 698-4535
BUSINESS CLASS : NNLEN
ORGANIZATION : NON-RESIDENT ALIEN, FOREI
REQ. AGENCY : 41699

STATEWIDE DELIVERIES REQUIRED

AGENCY REQ. NO. : REPROCURE
REQUISITION NO. : 1016865
SOLICITATION NO. : 204809
FISCAL YEAR : 2000
EFFECTIVE DATE : 07/01/99
EXPIRATION DATE : 06/30/00
DELIVERY TERMS : DESTINATION
DAYS ARO : 30

TYPE CHANGE : ADMINISTRATIVE CHANGE

21806

PITNEY BOWES INC
MAILING DIVISION
3142 W WHITE OAKS DR
SPRINGFIELD, IL 62704-6497

PSD ADDRESSING & MAILING EQUIP. - FY '00

CONTRACT CHANGE TEXT

YOU ARE HEREBY AUTHORIZED TO MAKE THE FOLLOWING CHANGES TO THE CONTRACT REFERENCED ABOVE.
PER YOUR COMPANIES AGREEMENT TO AMEND YOUR CONTRACT, PLEASE CHANGE THE FOLLOWING TERMS AND CONDITIONS. THIS IS TO ACKNOWLEDGE THE ACCEPTANCE OF EQUIPMENT ON ORDERS AGAINST YOUR CONTRACT FOR EQUIPMENT BETWEEN \$10,000.00 & \$24,999.99.

TERM & CONDITION NUMBER: F00900

THIS TERM CONTRACT IS ISSUED TO ENABLE ALL STATE AGENCIES, ELECTED OFFICIALS, BOARDS AND COMMISSIONS WHOSE REQUIREMENTS ARE PROCURED THROUGH THE PROCUREMENT SERVICES DIVISION AND ALL LOCAL GOVERNMENTAL UNITS AUTHORIZED TO PARTICIPATE IN JOINT PURCHASING TO PURCHASE, INSTALLMENT PURCHASE OR RENT ADDRESSING & MAILING EQUIPMENT AND ACCESSORIES ON AN AS NEEDED BASIS DURING THE CONTRACT PERIOD. ORDERS AGAINST THIS CONTRACT CANNOT EXCEED \$24,999.99 FOR SINGLE OR MULTIPLE ITEMS.

TERM & CONDITION NUMBER: F00908

THE STATE RESERVES THE RIGHT TO INSTALLMENT PURCHASE (THIRD PARTY FINANCE) OR RENT ITEMS ON THIS CONTRACT AS LONG AS THE PURCHASE OF EQUIPMENT IS LESS THAN \$25,000.00-AND THE TOTAL RENTAL RATE DOES NOT EXCEED \$25,000 OVER THE LIFE OF THE CONTRACT.

APPROVED BY:

Michael J. Schwartz
DIRECTOR, DEPARTMENT OF CENTRAL MANAGEMENT SERVICES

VENDOR COPY

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_____ Purchasing Date	_____ Contract Compl.	_____ Legal	_____ Board Office
_____ Finance Date	_____ Admin. Svcs.	_____ Academic Aff.	_____ Other

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21896



03/08/00

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DAYS ARO : 30

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218961

PSD ADDRESSING & MAILING EQUIP. - FY '00

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