

23956

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

MAILING MACHINE EQUIPMENT
DISTRICT OFFICE

THE CHANCELLOR

REPORTS

that it is necessary to purchase an Electronic Folder and Inserter system to accompany the Pitney Bowes mailing machine for the mail room at District Office; currently, mail jobs requiring folding, inserting and addressing are being done by hand or outsourced – the new equipment will allow the staff to handle these types of special mailing assignments for all District Office departments, and;

that this purchase will be made through the current State of Illinois contract with Pitney Bowes (PB); PB has proposed to provide the required equipment and installation services for a total cost of \$11,299.00; and that this purchase is exempt from the District's competitive bidding requirements.

THE CHANCELLOR

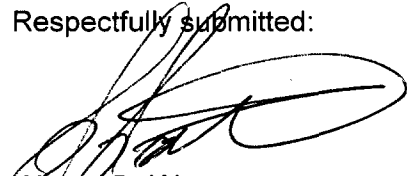
RECOMMENDS

that the Board of Trustees approves the issuance of a purchase order in the total amount of \$11,299.00 to Pitney Bowes, 230 W. Monroe, Chicago, for the District Office mailroom.

FINANCIAL

\$11,299.00 -- Fund 00003, Department 0005028

Respectfully submitted:



Wayne D. Watson
Chancellor

August 7, 2003

WP
7/25