

**26646**

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

MAILING EQUIPMENT  
WASHINGTON COLLEGE

THE CHANCELLOR

REPORTS

that it is necessary to purchase new mailing machine equipment for Washington College; the current Pitney Bowes equipment is approximately five years old and requires a high level of maintenance; in addition, new Post Office security requirements have made the current machine obsolete and require it to be replaced with a digital meter which reads 2-dimensional indicia that can be tracked; and

that staff has received a proposal from Pitney Bowes, which has a State of Illinois contract for mailing equipment; Pitney Bowes has proposed to provide the DM1000 Digital Mailing System, which meets the Post Office digital requirements, and includes the mail processor, electronic scale, accounting software, installation and training for a total cost of \$16,821.00; staff requests approval to purchase the new system; and

that the Office of M/WBE Contract Compliance has reviewed the above referenced purchase and has determined that, since Pitney Bowes has a contract with the State of Illinois for mailing equipment and that they had to comply with the State's contract compliance goals, it is in compliance with the Board approved Contract Compliance Plan; and

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

THE CHANCELLOR

RECOMMENDS

that the Board of Trustees approve the issuance of a purchase order to Pitney Bowes, Springfield, IL in the total amount of \$16,821.00 for the purchase of the mailing machine equipment for Washington College.

FINANCIAL

\$16,821.00 -- Education Fund

Respectfully submitted,

Wayne D. Watson  
Chancellor

April 7, 2005