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

MAILTRACKING SOFTWARE WRIGHT COLLEGE AND DISTRICT OFFICE

THE CHANCELLOR

REPORTS

that staff recommends approval to purchase mail tracking software and hardware at Wright College and the District Office to automate internal deliveries within the buildings; the automated system eliminates manual entry and recording of package deliveries, creates an internal delivery manifest and reduces staff time spent on these functions; and

that staff has received a proposal from Pitney Bowes, which has a State of Illinois contract for mailing systems and equipment; Pitney Bowes has proposed to provide the Arrival tracking software and hardware (scanners, label printers, signature pads) including installation training and custom reports for a total cost of \$33,172.00; approval is requested to purchase these systems; 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 joint 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 \$33,172.00 for the purchase of the mail tracking systems for Wright College and the District Office.

FINANCIAL

\$14,213.00 -- Education Fund – Wright College
\$18,959.00 -- Education Fund – District Office

Respectfully submitted,

Wayne D. Watson
Chancellor

May 5, 2005