

**27019**

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

**CHECK ENCODING MACHINES AND MAINTENANCE**  
**OFFICE OF FINANCE**  
**DISTRICT WIDE**

**THE CHANCELLOR**

**REPORTS**

that it is necessary to up-grade check encoding machines for the District Office, Dawson Technical, Harold Washington, Malcolm X, Washburne Culinary Institute, and West Side Technical Institute because the current machines have become obsolete and maintenance and parts are no longer guaranteed. In addition, there is a need to renew the district wide service agreement with Pitney Bowes, Louisville, KY formerly a division of Standard Register Company, for eleven check- encoding machines and one burster currently in use at the District Office and the colleges; and

that District Procurement staff prepared and sent eight Request For Proposals(RFP) for upgraded check encoding machines and service maintenance for eleven encoding machines and buster district wide, and only one firm, Pitney Bowes, responded; and

that staff has reviewed the proposal from Pitney Bowes and finds it reasonable and acceptable, and recommends acceptance of a three year service maintenance agreement at a total cost not to exceed \$25,354.27 for the following:

- upgrades at a cost of \$2000.00 per site for a total cost of \$12,000.00 for a three year period
- existing college encoding machines three year service maintenance cost per college is \$1667.95 /Olive Harvey, \$1668.60/ Truman, \$1667.95/Daley, \$1667.95/ Wright, \$1838.02 /Kennedy King and \$4843.80 burster/ District Office

that the Office of M/WBE Contract Compliance has reviewed the above referenced purchasing and maintenance opportunity and has determined that Pitney Bowes is in compliance with the Board approved Participation Plan.

**THE CHANCELLOR**

**RECOMMENDS**

that the Board of Trustees authorize the Chairman to enter into a three-year service agreement with an option to renew for one additional year with Pitney Bowes, Louisville, KY at a total cost not to exceed \$25,354.27 for upgrades and maintenance service for check encoding and burster equipment district wide for the period of November 1, 2005 through November 30, 2008 in accordance with RFP# SC0503 Dated September 17, 2005.

**FINANCIAL**

Not to exceed \$25,354.27 - Educational Fund 00003

**Respectfully Submitted:**

**Wayne D. Watson**  
Chancellor