

27298

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

MAILING EQUIPMENT
WRIGHT COLLEGE

THE CHANCELLOR

REPORTS

that it is necessary to purchase new mailing machine equipment for Wright College; the current Pitney Bowes equipment is approximately six years old and requires a high level of maintenance; in addition, new Post Office security requirements have made the current machine obsolete and requires 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 IJ110 Digital Mailing and Shipping System, which meets the Post Office digital requirements, and includes the mail shipping processor, electronic scale, accounting software, installation and training for a total cost of \$15,800.00; staff requests approval to purchase the new system; and

that this purchase from the State of Illinois contract is exempt from the District's competitive bidding process; and

that the Office of MWBE Contract Compliance has reviewed the above referenced mailing equipment purchase and has determined that since this purchase is being conducted under the State of Illinois contract for mailing equipment and MWBE compliance was necessary, it has been determined that this transaction is in compliance with the CCC Participation Plan, and

THE CHANCELLOR

RECOMMENDS

that the Board of Trustees approve the issuance of a purchase order to Pitney Bowes, Stamford, CT in the total amount of \$15,800.00 for the purchase of the mailing machine equipment for Wright College.

FINANCIAL

\$15,800.00 - Educational Fund - 00003-7070100-80000-000000-000000-5800000

Respectfully submitted,

Wayne D. Watson
Chancellor

April 6, 2006- Wright College