

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

MAILING EQUIPMENT
DALEY COLLEGE

THE CHANCELLOR

REPORTS

that it is necessary to purchase new mailing machine equipment for Daley College; the current Neopost 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 Neopost, which has a State of Illinois contract for mailing equipment; Neopost has proposed to provide the IJ90 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 \$17,688.33; 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 Neopost has a State of Illinois contract for mailing equipment, it has been determined that they are in compliance with the Board approved Participation Plan.

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

THE CHANCELLOR

RECOMMENDS

that the Board of Trustees approve the issuance of a purchase order to Neopost, Chicago, IL in the total amount of \$17,688.33 for the purchase of the mailing machine equipment for Daley College.

FINANCIAL

\$17,688.33 - Educational Fund - 00003-6070700-00079-541900

Respectfully submitted,

Wayne D. Watson
Chancellor