

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

MAILING EQUIPMENT
MALCOLM X COLLEGE

THE CHANCELLOR

REPORTS

that it is necessary to purchase new mailing equipment for Malcolm X College; the current Pitney Bowes equipment is approximately ten years old and requires a high level of maintenance; in addition, new Post Office security requirements have made the current equipment obsolete and requires 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# 4012361, expiration date 9/30/07 for mailing equipment; Pitney Bowes has proposed to provide the DM1000 High Volume 70-lb, Digital Mailing Shipping System with the High Volume Folder/Inserter, which meets the Post Office digital requirements, and includes the mail shipping processor, electronic scale, accounting software, installation and training for \$22,970.00 and \$19,450.00 for the folder/inserter, for a total cost of \$42,420.00; and

that the yearly maintenance costs for the new mailing machine and folder/inserter are \$3,165.00 and \$1,760.00 respectively for a total one year maintenance cost of \$4,925.00 beginning October 5, 2006 though October 5, 2007; and

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

that the Office of M/WBE Contract Compliance has reviewed the above referenced mailing equipment purchase and has determined that since there are no MBE or WBE vendors who can provide the above specified equipment, it is recommended that Pitney Bowes be granted a waiver from compliance with the Board approved Participation Plan.

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 \$42,420.00 for the purchase of the mailing equipment with folder/inserter for Malcolm X College and authorize the Chancellor to enter into a maintenance service agreement for the equipment in the amount of \$4,925.00 for a one year term beginning October 5, 2006 though October 5, 2007.

FINANCIAL

\$ 42,420.00 Equipment- Educational Fund - 00003-3000150-80000-00000-580000
\$4,925.00- Maintenance- Educational Fund- 00003- 3000150-80000-00000-530000

Respectfully submitted,

Wayne D. Watson
Chancellor