

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

**POSTAGE MACHINE SERVICE MAINTENANCE  
FOR  
DALEY, DAWSON TECHNICAL INSTITUTE,  
TRUMAN, AND OLIVE HARVEY COLLEGES**

**THE CHANCELLOR**

**REPORTS**

that there is a need to continue the service maintenance agreement for the postage mailing machines for Daley, Dawson Technical Institute, Truman and Olive Harvey Colleges; and

that the colleges listed purchased postage mailing machines from NeoPost, under previous board authority through the State of Illinois contract for mailing equipment; and

that in order ensure that the machines are operational throughout the year approval is requested to continue the maintenance agreement at a total estimated annual cost of \$16,000 from July 16, 2008 through June 30, 2010

<u>Campus</u>	<u>Estimated Annual Amount</u>
Daley	\$ 6,000.00
Dawson Technical Institute	\$ 2,500.00
Olive Harvey(South Chicago Learning Center)	\$ 3,000.00
Truman	<u>\$ 4,500.00</u>
Total	\$16,000.00

that this maintenance service is provided by the manufacturer of the equipment where the provision of parts, maintenance, and service can be best performed by the manufacturer, and therefore is exempt from the District's competitive bidding requirements; and

that the Office of M/WBE Contract Compliance has reviewed the above referenced service maintenance agreement and since Neopost performs all of its equipment maintenance with in-house staff and they are using certified MBE and WBE vendors in the conduct of their business outside of this project, therefore, it has been recommended that they be deemed in compliance with the Board approved Participation Plan.

**THE CHANCELLOR**

**RECOMMENDS** that the Board of Trustees authorizes the Chairman to enter into a service maintenance agreement for the postage mailing machines from July 16, 2008 through June 30, 2010 with NeoPost, Stamford, CT in the total estimated annual amount of \$16,000.00.

**FINANCIAL** \$16,000.00 Annually- Educational Fund 00003 Various Campuses/Departments 00086 00000  
0000000 534500

Respectfully submitted:

Wayne D. Watson  
Chancellor

July 16, 2008- Daley, Dawson Technical Institute, Truman and Olive Harvey Colleges