

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

**POSTAGE MACHINE SERVICE MAINTENANCE  
FOR  
DISTRICT OFFICE, HAROLD WASHINGTON, KENNEDY KING, MALCOLM X,  
OLIVE HARVEY AND WRIGHT COLLEGES**

**REPORTS**

**THE CHANCELLOR**

that there is a need to continue the service maintenance agreement for the postage mailing machines for District Office, Harold Washington, Kennedy King, Malcolm X, Olive Harvey, and Wright Colleges, adopted under Board Report# 28101; and

that District Office and the colleges listed purchased postage mailing machines from Pitney Bowes, which meet the Post Office digital requirements, and includes the mail shipping processor, electronic scale, and accounting software; and

that in order to ensure that the machines are operational throughout the year approval is requested to continue the maintenance agreement at a total estimated annual cost of \$51,500 from July 01, 2008 through June 30, 2010; and

<u>Campus</u>	<u>Estimated Annual Amount</u>
District Office	\$10,000.00
Olive Harvey	\$12,000.00
Malcolm X	\$ 6,000.00
Wright	\$10,000.00
Harold Washington	\$ 3,500.00
Kennedy King	<u>\$10,000.00</u>
Total	\$51,500.00

that this maintenance service is from 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 Pitney Bowes 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 determined that they are 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 Pitney Bowes, Stamford, CT in the total estimated annual amount of \$51,500.00.

**FINANCIAL** \$51,500.00 Annually -- Educational Fund 00003 Various Campuses/Departments 00086 00000  
0000000 534500

Respectfully submitted:

Wayne D. Watson  
Chancellor