

**29824**

**ADOPTED – BOARD OF TRUSTEES COMMUNITY  
COLLEGE DISTRICT NO. 508  
NOVEMBER 2, 2009**

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

**Pitney Bowes Arrival XE Inbound Tracking System  
Business Services  
Wright College**

**THE CHANCELLOR**

**REPORTS**

that there is a need to replace the current Arrival Inbound Tracking System used at Wright College to track the arrival of deliveries and aid in the process of maintaining the college inventory; and

that the current system is no longer functioning properly nor able to be repaired; and

that without functioning handheld data scanners, productivity has dropped significantly for the scanning of inbound packages, receiving signatures for delivered packages, and the maintaining of inventory; and

that Wright College seeks to purchase equipment and software from Pitney Bowes in an amount not to exceed \$8,515.40 that will enhance the tracking of deliveries and maintain inventory; and

that pursuant to Board Rules this additional purchase in the amount of \$8,515.40 will exceed the \$10,000 vendor limit for Pitney Bowes and therefore requires Board approval; and

that District Finance Office of Business and Procurement Services has determined that it is more feasible and cost effective to utilize the State of Illinois - CMS contracted vendor, Pitney Bowes to provide this type of equipment and software to City Colleges of Chicago; and

that Pitney Bowes was selected on a competitive basis through Solicitation No. 221176 bid open date of April 13, 2007; and

that this equipment and software purchase is exempt from the District's competitive bidding procedures as Pitney Bowes is a sole source provider of this equipment that is compatible with Pitney Bowes mailing equipment; and

that the Office M/WBE Contract Compliance has reviewed the above purchase request and, Pitney Bowes, the manufacturer and sole provider of the software and mail services equipment currently in use district-wide, utilizes certified MBE and WBE firms in other areas of business not directly involved with this contract, and are deemed in compliance with the Board Approved Participation plan.

**THE CHANCELLOR**

**RECOMMENDS**

that Board of Trustees approves the issuance of a purchase order to purchase the Arrival XE Inbound System with two hand held data collection devices, two single port USB sync cradle, installation and training from Pitney Bowes for the amount of \$7,919.00 plus an annual maintenance fee of \$546.40 beginning 90 days after the date of purchase for total not to exceed amount of \$8,515.40.

**FINANCIAL**

\$8,515.40 Education Fund -00003-7070100-00086-00000-000000000-549200

Respectfully submitted,

Deidra J. Lewis  
Interim Chancellor

November 2, 2009- Wright College – Business Services