

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

**CHECK ENCODERS SERVICE MAINTENANCE**  
**DISTRICT WIDE**

**THE CHANCELLOR**

**REPORTS**

that there is a need to provide maintenance service for the check encoding machines at the colleges on an as needed basis; and

that the Board previously approved the purchase of the check encoders through a Request for Proposal approved under Board Report # 27477 adopted July 13, 2006 from Pitney Bowes ; and

that Board approval is required because other purchases with Pitney Bowes in Fiscal Year 2009 will exceed \$10,000.

that the check encoding machine service maintenance will exceed the \$10,000 vendor limit with Pitney Bowes; and

that in order to ensure that the machines are operational throughout the year approval is requested to continue the maintenance agreement for the check encoding machines at a total annual estimated cost of \$8,420.00 from April 2, 2009 through June 30, 2010; and

<u>Campus</u>	<u>Check Encoding Annual Amount</u>
District Office	\$ 842.00
Olive Harvey	\$ 842.00
Malcolm X	\$ 842.00
Wright	\$ 842.00
Harold Washington	\$ 842.00
Kennedy King	\$1,684.00 (KK & Dawson)
Daley	\$1,684.00 (DA & WSTC)
Truman	<u>\$ 842.00</u>
Total	\$8,420.00

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 execute the service maintenance agreement for Pitney Bowes, Stamford CT to include check encoding machine in the amount of \$8,420.00 annually from April 2, 2009 through June 30, 2010.

**FINANCIAL**

\$8,420.00 Annually – Educational Fund 00003 Various Campuses/Departments 00086 00000 0000000 534500

Respectfully submitted:

Wayne D. Watson  
Chancellor