

**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  
(Amend Board Report #28847 adopted July 16, 2008)**

**THE CHANCELLOR**

**REPORTS**

that in Board Report # 28847 adopted July 16, 2008 approval was given to enter into a service maintenance agreement with Pitney Bowes for the postal mailing machines from July 16, 2008 through June 30, 2010 in an estimated annual amount of \$51,500.00; and

that there is a need to amend Board Report# 28847 to increase the estimated maintenance services previously approved; 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 and the Postage Machine at a total estimated annual cost of \$64,900.00 through June 30, 2010; and

<u>Campus</u>	<u>Estimated Annual Amount</u>	<u>Additional Annual Amount</u>
District Office	\$10,000.00	\$2,000.00
Olive Harvey	\$12,000.00	\$3,000.00
Malcolm X	\$ 6,000.00	\$2,000.00
Wright	\$10,000.00	\$4,400.00
Harold Washington	\$ 3,500.00	\$2,000.00
Kennedy King	<u>\$10,000.00</u>	<u>\$0</u>
Total	\$51,500.00	\$13,400.00

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 original equipment was purchased through the State of Illinois contract which was competitively bid; 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 amend the service maintenance agreement for Pitney Bowes, Stamford CT for additional maintenance services in the amount of \$13,400 for a maximum amount of \$64,900.00 from April 2, 2009 through June 30, 2010.

**FINANCIAL** \$13,400.00 Additional Annual Amount – Educational Fund 00003 Various Campuses/Departments  
00086 00000 0000000 534500

Respectfully submitted:

Wayne D. Watson  
Chancellor