

29311
ADOPTED – BOARD OF TRUSTEES COMMUNITY
COLLEGE DISTRICT NO. 508
MARCH 5, 2009

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

Lease Agreements for Postage Machine Equipment
Kennedy King College
(Ratification)

THE CHANCELLOR

REPORTS

that Kennedy-King College seeks to lease Postage Meter equipment to support the College mailing needs; and

that District Finance Office of Business and Procurement Services has determined that it is more feasible and cost effective to utilize the following State of Illinois Department of Central Management Services (CMS) contracted vendor: Pitney Bowes; and

that this vendor was selected on a competitive basis through advertised Bid Solicitation No. 221176 and authorized by Contract No. 4014256, 4014257, 4014258 and 4014259 dated August 1, 2007 through July 31, 2009; and

that the College seeks to enter into a lease agreement with Pitney Bowes for a 3-Station DI380 mailing system for high volume student mailings for 36 months at an annual cost of \$6,628 with the college owning the equipment at the end of the lease; and

that Kennedy-King College also seeks to ratify approval to continue utilization of the existing two lease agreements with Pitney Bowes for the existing Postage Meter equipment; and

that the original 60 month lease agreement (#8792591-001) for the DM1000 WOW mail machine system was signed in December 2006 by college staff and in February 2007 the college staff signed a new lease agreement (# 8792591-002) for the NOW module which is an auxiliary component to the DM1000 WOW mail machine system required to meet the postal digital requirements; and

that the College requests approval to continue use of the remaining 34 and 36 months of the lease agreement respectively at an total annual cost of \$10,956 for both leases ; and

that contracts for goods and services procured from another governmental agency are exempt from the District's competitive bidding requirements; and

that the Office of M/WBE Contract Compliance has reviewed the above referenced agreement, and since Pitney Bowes performs all of its equipment and maintenance with in-house staff , there are no opportunities for subcontracting with certified M/WBE firms, and is recommending a waiver of compliance with the Board approved Participation Plan.

THE CHANCELLOR

RECOMMENDS

that the Board of Trustees authorizes the Chairman to ratify the two existing leases with Pitney Bowes for the use of the DM1000 WOW mail machine system and use of the NOW module at an total annual cost of \$10,956 for the next 34 and 36 month, respectively, and to enter into a new 36 months lease for the 3-Station DI380 high volume mailing equipment system with an annual cost of \$6,628 at a total annual cost for all not to exceed \$17,584 with maintenance. The lease agreements will not extend beyond March 30, 2012.

FINANCIAL

\$17,584 Annually - Education Fund 00003 1070100 560000 80000 00000

Respectfully submitted,

Wayne D. Watson
Chancellor

March 5, 2009- Kennedy King College