

30377

**ADOPTED – BOARD OF TRUSTEES COMMUNITY
COLLEGE DISTRICT NO. 508
JUNE 3, 2010**

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

**POSTAGE MAIL MACHINE EQUIPMENT, SOFTWARE
AND MAINTENANCE
DISTRICT-WIDE**

THE CHANCELLOR

REPORTS

that there is a need to standardize the mail centers throughout the District with a system/process that allows for automatic tracking of deliveries, provides for electronic maintenance of college supply inventories, improves the efficiency of mail receipts and can be the basic framework for the projected expansion to a fully automated mailing system; and

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

that Pitney Bowes was selected by the State of Illinois on a competitive basis through Solicitation No. 221176 bid open date of April 12, 2007; and

that the District Finance Office of Business and Procurement Services in conjunction with the Office of Administrative Services has received a proposal from Pitney Bowes who currently provides mail equipment and software at two locations which meet the U.S. Postal Service digital requirements and includes a mail shipping processor and electronic scale for District Office, Malcolm X College, Olive-Harvey College, Harold Washington College and Wright College; and

that staff is recommending acceptance of the proposal from Pitney Bowes to provide the following items for the District:

Location	Item	Cost
Malcolm X College Truman College Kennedy-King College Olive-Harvey College Harold Washington College Dawson Technical Institute	Send Suite Arrival Tracking System Software and Hardware	\$125,594.00
Malcolm X College Truman College Kennedy-King College Olive-Harvey College Harold Washington College Dawson Technical Institute	Send Suite Arrival Tracking System Annual Maintenance Fee	\$ 9,429.00
Truman College Daley College	Connect 2000 Mid –Volume Mail Machine	\$ 28,064.00
Truman College Daley College	Annual Maintenance Fee	\$ 2,048.00
Truman College Daley College	Annual Postage Meter Rental fee	\$ 1,704.00

Arturo Velasquez Institute Dawson Technical Institute South Chicago Learning Center	DM400 C Digital Mail Machine - Low Volume	\$ 13,947.00
Arturo Velasquez Institute Dawson Technical Institute South Chicago Learning Center	Annual Maintenance Fee	\$ 822.00
Arturo Velasquez Institute Dawson Technical Institute South Chicago Learning Center	Annual Postage Meter Rental fee	\$ 1,764.00
Daley College Harold Washington College Truman College Wright College	DI380 OfficeRight Inserting Solution	\$ 35,620.00
Daley College Harold Washington College Truman College Wright College	Annual Maintenance Fee	\$ 3,964.00
District Office Malcolm X College Harold Washington College Olive-Harvey College Wright College	Annual Maintenance Fee on existing equipment	\$ 13,302.00
Additional Supplies as required		\$ 25,000.00
	Total Cost	\$261,258.00

that contracts for goods and services procured from another governmental agency are exempt from the District's competitive bidding requirements; 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 providing trained technicians to service 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 considered in compliance with the Board Approved Participation plan.

THE CHANCELLOR

RECOMMENDS

that the Board of Trustees approves the issuance of a purchase orders with Pitney Bowes for the purchase of the mail equipment and software as listed above and further authorizes the execution of maintenance agreements as listed with Pitney Bowes for the postage mailing machines at the above listed locations from July 1, 2010 through June 30, 2011 for a total estimated annual amount of \$260,988.00

FINANCIAL

\$260,988.00 – Capital Fund 0005031 92015 70000 86176 580000

Respectfully submitted,

Cheryl L. Hyman
Chancellor