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ADOPTED – BOARD OF TRUSTEES COMMUNITY
COLLEGE DISTRICT NO. 508
AUGUST 4, 2011

BOARD OF TRUSTEES OF COMMUNITY COLLEGE DISTRICT NO. 508
COUNTY OF COOK AND STATE OF ILLINOIS

POSTAGE MAIL MACHINE EQUIPMENT, SOFTWARE AND MAINTENANCE
PITNEY BOWES

THE CHANCELLOR RECOMMENDS:

that the Board of Trustees authorizes the Chairman to approve a three year service and maintenance agreement with Pitney Bowes, which will include software upgrades and rental fees for currently used but not owned specialty equipment, annual rental fees for postage meters at all campuses and the purchase of required supplies for the period from August 5, 2011 through July 31, 2014 at a total cost not to exceed \$84,400 annually.

VENDOR: Pitney Bowes
Pitney Bowes, U.S. Mailing Solutions
1305 Executive Drive Ste 200
Chesapeake, VA 23320

USER: All City Colleges Mail Operations

TERM:

The term of this agreement will shall commence August 5, 2011 and shall end July 31, 2014.

SCOPE OF SERVICES:

The scope of services shall include service and maintenance to all of the Pitney Bowes equipment, including currently leased specialty equipment items and installation of any software upgrades that are applicable during the term of this agreement to insure the ongoing efficient operations of the District mailrooms. Additionally, supplies that are required for use on this equipment will be purchased as a part of this agreement for the term of the agreement.

BENEFIT TO CITY COLLEGES:

The Office of Administrative and Procurement Services has reviewed the current operations of the Districts Mail operations, and determined that it is more cost efficient to enter into an agreement for service to all of the Pitney Bowes equipment, including some specialty pieces that are being used but are not owned by the District. The District utilizes Pitney Bowes equipment for all of its mailables including the postage meters. The systems are proprietary and service or software upgrades have to be completed by Pitney Bowes authorized technicians and a multi-year agreement will provide for continuity of service.

DELIVERABLES:

Pitney Bowes will invoice upon request, any supplies required by the campuses to efficiently operate the mailroom equipment currently in use by the mailroom operations. Pitney Bowes will also conduct routine maintenance reviews for aforementioned equipment and will respond efficiently to any request for service. Required replacement parts will be provided and installed and any software upgrades will be provided and installed for the term of the contract.

VENDOR SELECTION CRITERIA:

The District, utilizing a joint purchasing agreement through the State of Illinois, Central Management Services, purchased Pitney Bowes equipment to enable the District to establish and support a uniform mailing system. The maintenance for these machines is conducted by Pitney Bowes technicians. Software upgrades for the proprietary system currently used by the District are in compliance with U. S. Government Postal requirements.

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 Annual Maintenance Fee	\$ 9,429
Truman College Daley College Arturo Velasquez Dawson Technical Institute South Chicago Learning Center	Annual Maintenance Fee	\$ 2,870
Harold Washington Wright Malcolm X Kennedy King Daley College Truman College Arturo Velasquez Institute Dawson Technical Institute South Chicago Learning Center	Annual Postage Meter Rental fee	\$ 16,400
Daley College Harold Washington College Truman College Wright College	D1380 Office-Right Inserting Solution Annual Maintenance Fee	\$ 3,964

District Office Malcolm X College Harold Washington College Olive-Harvey College Wright College Kennedy-King	Annual Maintenance Fee all other equipment	\$ 16,302
Additional Supplies as required		\$ 35,435
Total Cost		\$ 84,400 Annually

MBE/WBE COMPLIANCE:

The Office of M/WBE Contract Compliance has reviewed the above request, and the services are performed by authorized manufacturers technicians with no further subcontracting opportunity for direct participation, does contract with certified M/WBE vendors on other projects demonstrating indirect participation in compliance with the Board Approved Participation Plan.

MBE Vendor: Nelson Transport Service 10953 S. Green Chicago, IL 60634	Indirect Delivery Services Estimated value of services \$102, 388	City Certification
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WBE Vendor: Nova Stationers, Inc d/b/a Meadows Office Supply 1208 Remington Rd. Schaumburg, IL	Indirect Furniture Estimated value of services \$274,345	City Certification
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GENERAL CONDITIONS:

Inspector General- it shall be the duty of each party to the agreement to cooperate with the Inspector General for the City Colleges of Chicago in any investigation pursuant to the Inspector General’s authority under Article II, Section 2.6.4(b) of the Board Approved Plan.

Ethics – It shall be the duty of each party to the agreement to comply with the applicable provisions of the Board’s Ethics Policy adopted January 7, 1993, and as amended by the Board.

FINANCIAL:

Total: \$253,200

Charge to: Plant Management and Various Colleges

Sources of funds: Operations and Maintenance Fund

Unrestricted Fund

FY12: 05501-0005031 (various)-70000-00000-0000000-530000: \$84,400

FY13: 05501-0005031 (various)-70000-00000-0000000-530000: \$84,400

FY14: 05501-0005031 (various)-70000-00000-0000000-530000: \$84,400

Respectfully submitted,

**Cheryl L. Hyman
Chancellor**

August 4, 2011 – Office of Administrative and Procurement Services - District Office