

**32468**  
**ADOPTED – BOARD OF TRUSTEES**  
**COMMUNITY COLLEGE DISTRICT NO. 508**  
**NOVEMBER 10, 2014**

**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**  
**OFFICE OF ADMINISTRATIVE AND PROCUREMENT SERVICES**  
**(RATIFICATION)**

**THE CHANCELLOR RECOMMENDS:**

that the Board of Trustees authorizes the Chair to ratify the execution of a 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 1, 2014 through July 31, 2017, at a total cost not to exceed \$300,000.

**VENDOR:** Pitney Bowes  
Pitney Bowes, U.S. Mailing Solutions  
1305 Executive Drive, Suite 200  
Chesapeake, Virginia 23320

**USER:** All City Colleges Mail Operations

**TERM:**

The term of this agreement commenced August 1, 2014 and shall continue through July 31, 2017.

**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 execute an agreement for service for 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 mailing equipment, including the postage meters. The systems are proprietary and service or software upgrades have to be completed by Pitney Bowes authorized technicians. 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:**

Pursuant to State Law, contracts for the maintenance or servicing of or provision of repair and parts for equipment which are made with the manufacturer or authorized service agent of that equipment where the provision of parts, maintenance or servicing can best be performed by the manufacturer or servicing agent are exempt from the District's competitive bidding.

**MBE/WBE COMPLIANCE:**

The Office of M/WBE Contract Compliance has reviewed the above request and recommends a waiver of the Board approved Plan due to the nature of the services ("service and maintenance") and the absence of subcontracting opportunities.

**GENERAL CONDITIONS:**

Inspector General- It shall be the duty of each party to the agreement to cooperate with the Inspector General for City Colleges of Chicago in any investigation conducted pursuant to the Inspector General's authority under Article 2, Section 2.7.4(b) of the Board Bylaws.

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.

Contingent Liability – Pursuant to Section 7-14 of the Illinois Public Community College Act, all agreements authorized herein shall contain a clause that any expenditure beyond the current fiscal year is subject to appropriation in the subsequent fiscal year.

**FINANCIAL:**

**Total:** \$300,000

**Charge to:** Plant Management and Various Colleges

**Sources of funds:** Operations and Maintenance Fund

**FY15:** 530000-05501-0005031-70000

**Respectfully submitted,**

**Cheryl L. Hyman  
Chancellor**

**November 10, 2014 – Office of Administrative and Procurement Services - District Office**