

**35050**  
**ADOPTED – BOARD OF TRUSTEES**  
**COMMUNITY COLLEGE DISTRICT NO. 508**  
**MARCH 7, 2024**

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

**POSTAGE MAIL MACHINE EQUIPMENT, SOFTWARE AND MAINTENANCE**

**QUADIENT, INC.**  
**THE OFFICE OF ADMINISTRATIVE AND PROCUREMENT SERVICES**  
**DISTRICT WIDE**

**THE CHANCELLOR RECOMMENDS:**

that the Board of Trustees authorizes the Chair, upon final approval of the General Counsel as to the legal form of such agreement, to execute an agreement with Quadient, Inc. for the purchase of mail postage equipment, supplies, software and ongoing maintenance services as needed, for the period from April 1, 2024 through February 28, 2026 at a total cost not to exceed \$44,000, with one option to renew for one (1) year.

**VENDOR:** Quadient, Inc.  
478 Wheelers Farms Rd.  
Milford, CT 06461

**USER:** District Office

**TERM:**

The term of this agreement shall commence on April 1, 2024 and shall end on February 28, 2026 with one option to renew for one (1) year.

**SCOPE OF SERVICES:**

Quadient Inc. will provide postage mailing equipment, supplies, software, and ongoing maintenance services as needed for the City Colleges of Chicago Distribution Center.

**BENEFIT TO CITY COLLEGES OF CHICAGO:**

Utilizing Quadient Inc. to provide equipment, supplies, software and maintenance services for the District's Distribution Center under this agreement allows City Colleges of Chicago to take advantage of the Sourcwell cooperative purchasing agreement's increased savings while also meeting equipment compliance of new United States Postal Service requirements.

**VENDOR SELECTION CRITERIA:**

The contract being utilized as a part of Sourcwell (formerly National Joint Powers Alliance) approved under Board Reports #29816 and #32583. Sourcwell issued RFP #011322 for Mailing and Postage Equipment and Technology and awarded a contract to Quadient. CCC will utilize the Quadient Contract #011322-QDT which authorized Quadient to provide equipment, products and services to Sourcwell and participating entities that access Sourcwell's cooperative purchasing contracts.

**MBE/WBE COMPLIANCE:**

The Office of Procurement Services has reviewed the proposed agreement and recommends a full waiver of the Board Approved MBE/WBE Contract Participation Plan due to the nature of the services, products (USPS regulated equipment & maintenance, mailing supplies, and software) and limited 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:** \$44,000

**Charge To:** The Office of Administrative and Procurement Services

**Source of Funds:** Education Fund, Operations & Maintenance Fund

**FY24-26:** 530000-05501-0005028-70000  
540000-00003-0005028-70000

**Respectfully submitted,**

**Juan Salgado  
Chancellor**

**March 7, 2024 – The Office of Administrative and Procurement Services**