

**26117**

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

MAILING EQUIPMENT  
DISTRICT OFFICE

THE CHANCELLOR

REPORTS

that it is necessary to purchase new mailing machine equipment for District Office; the current Pitney Bowes equipment is approximately seven years old, requires a high level of maintenance and operates sporadically; in addition, new Post Office security requirements have made the current machine obsolete and require it to be replaced with a digital meter which reads 2-dimensional indicia that can be tracked; and

that staff has received a proposal from Pitney Bowes, which has a State of Illinois contract for mailing equipment; Pitney Bowes has proposed to provide the DM1000 Digital Mailing System, which meets the Post Office digital requirements, and includes the mail processor, electronic scale, software interface, report printer, installation and training for a total cost of \$26,333.00; staff requests approval to purchase the new system; and

that this purchase is exempt from the District's competitive bidding requirements.

THE CHANCELLOR

RECOMMENDS

that the Board of Trustees approve the issuance of a purchase order to Pitney Bowes, Springfield, IL in the total amount of \$26,333.00 for the purchase of the mailing machine equipment for District Office.

FINANCIAL

\$26,333.00 -- Education Fund

Respectfully submitted,

Wayne D. Watson  
Chancellor

March 31, 2004