

Carl Sandburg College
Board of Trustee Meeting
Regular Meeting – April 26, 2007

Item 9 Mailing Machine Contract

Institutional Focal Points/Goals
II-D, III-A, V-E

Background

At its regular meeting held on July 24, 2003, the Board of Trustees approved the recommendation of the Administration of awarding a five year lease/maintenance agreement for postal mailing equipment to Pitney Bowes Global Mailing System.

In March of 2007, the U.S. Postal Service announced a rate increase for 2007 that will take effect May 14, 2007. This increase will involve a rate adjustment of 8%, and will mean an increase on certain items of up to 90%. These changes are being classified as Shape-Based Pricing. Along with rates being based on class and weight, postage will also be based on size, shape, and thickness of mail.

Our current mailing machine will not handle shape-based items. Toward this end, quotes were sought for the cost of mail machines that would handle this new requirement. A total of two (2) quotes were submitted and a summary of these quotes is shown in the attached summary sheet.

Recommended Action

The Administration recommends that the Board of Trustees award a lease/maintenance agreement for postal mailing equipment to Bi-State Business Solutions for a five year period at an annual cost of \$5,380 commencing May 16, 2007.