

February 28, 2018

**AUTHORIZE NEW AGREEMENTS WITH NEOPOST USA, INC AND PITNEY BOWES INC  
FOR MAIL EQUIPMENT, SUPPLIES, AND MAIL SERVICES**

**THE CHIEF EXECUTIVE OFFICER REPORTS THE FOLLOWING DECISION:**

Authorize new agreements with Neopost USA, Inc. and Pitney Bowes, Inc. to provide mail equipment, supplies and mail services to all schools at an estimated annual cost set forth in the Compensation Section of this report. Vendors were selected on a competitive basis pursuant to a Request for Proposal (RFP #041917) issued by the National Joint Powers Alliance (NJPA), a government purchasing service cooperative. Subsequently, Neopost USA, Inc. and Pitney Bowes, Inc. each entered into an agreement with NJPA. Board Rule 7-2.7 authorizes the purchase of non-biddable and biddable items through government purchasing cooperative contracts. Written agreements for Vendors' services are currently being negotiated. No services shall be provided by and no payment shall be made to any Vendor prior to execution of their written agreement. The authority granted herein shall automatically rescind as to each Vendor in the event their written agreement is not executed within 90 days of the date of this Board Report. Information pertinent to the agreements is stated below.

NJPA Reference Contracts # 041917-NPI and #041917-PIT

Contract Administrator : Hernandez, Miss Patricia / 773-553-2280

**VENDOR:**

- 1) Vendor # 28105  
NEOPOST USA, INC  
478 Wheelers Farms RD  
Milford, CT 06461  
Michael Pope  
203 301-3400  
Ownership: Mailroom Holdings Inc. - 100%
  
- 2) Vendor # 17664  
PITNEY BOWES INC           1  
P.O. BOX 371896  
PITTSBURG, PA 15250-7896  
Francie Coffey  
800 441-2514  
Ownership: Publicly Traded

**USER INFORMATION:**

Contact:

12210 - Procurement and Contracts Office  
42 West Madison Street  
Chicago, IL 60602  
Mayfield, Mr. Charles Edward  
773-553-2280

**TERM:**

The term of each agreement shall commence on April 1, 2018 and shall end June 30, 2020. The agreements shall have one (1) option to renew for period of one (1) year each.

**EARLY TERMINATION RIGHT:**

The Board shall have the right to terminate this agreement with 30 days written notice.

**SCOPE OF SERVICES:**

Vendors will provide mail equipment, supplies for the equipment and mail services, including online postage, mail sorters, address printers, etc., as requested by the schools.

**DELIVERABLES:**

Vendors will provide mail equipment, supplies, software, and services as requested by the schools for their mailing needs.

**OUTCOMES:**

Vendors' services will result in standardization of equipment, better customer services and up to 10% in savings across the district.

**COMPENSATION:**

Vendors shall be paid based on unit costs as referenced in their respective agreement. Estimated annual costs for the original term are set forth below:

\$50,000 FY18

\$350,000 FY19

\$350,000 FY20

**AUTHORIZATION:**

Authorize the General Counsel to include other relevant terms and conditions in the written agreements. Authorize the President and Secretary to execute the agreements. Authorize Chief Procurement Officer to execute all ancillary documents required to administer or effectuate the agreements.

**AFFIRMATIVE ACTION:**

Pursuant to the Remedial Program for Minority and Women Owned Business Enterprise Participation in Goods and Services Contracts, the M/WBE goals do not apply to this transaction because the scope of work is not further divisible.

**LSC REVIEW:**

Local School Council approval is not applicable to this report.

**FINANCIAL:**

Fund - Various Funds

Various Schools

\$50,000 FY18

\$350,000 FY19

\$350,000 FY20

Future year funding is contingent upon budget appropriation and approval.

**CFDA#:**

Not Applicable

**GENERAL CONDITIONS:**

Inspector General - Each party to the agreement shall acknowledge that, in accordance with 105 ILCS 5/34-13.1, the Inspector General of the Chicago Board of Education has the authority to conduct certain investigations and that the Inspector General shall have access to all information and personnel necessary to conduct those investigations.

Conflicts - The agreement shall not be legally binding on the Board if entered into in violation of the provisions of 105 ILCS 5/34-21.3 which restricts the employment of, or the letting of contracts to, former Board members during the one year period following expiration or other termination of their terms of office.

Indebtedness - The Board's Indebtedness Policy adopted June 26, 1996 (96-0626-PO3), as amended from time to time, shall be incorporated into and made a part of the agreement.

Ethics - The Board's Ethics Code adopted May 25, 2011 (11-0525-PO2), as amended from time to time, shall be incorporated into and made a part of the agreement.

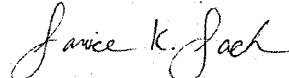
Contingent Liability - The agreement shall contain the clause that any expenditure beyond the current fiscal year is deemed a contingent liability, subject to appropriation in the subsequent fiscal year budget(s).

Approved for Consideration:



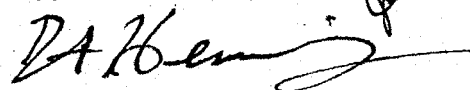
JONATHAN MAPLES  
Chief Procurement Officer

Approved:



JANICE K. JACKSON  
Chief Executive Officer

Approved as to Legal Form:



DOUGLAS A. HENNING  
Acting General Counsel