

5. CONSENT AGENDA 3. PURCHASING

5.3.4. MAILROOM EQUIPMENT LEASE

Lead Staff: Mahsa Karamy, Executive Director, Business Operations

Funding Source: FY26 budget

Funding Request: \$35,849.40

Vendor	Amount
Quadient Leasing USA, Inc.	\$35,849.40

Explanation of Purchase: This purchase is for a new mail machine and shipping software used in Campus Services for mailing and shipping at all College campuses.

This cooperative purchase is pursuant to the Illinois Compiled Statutes, 30 ILCS 525/Governmental Joint Purchasing Act and the College's Procurement Policy 712 and was competitively bid under the Sourcewell contract (011322-QDT) for intelligent software and hardware solutions.

Recommendation: Approve a five-year contract from July 1, 2025, to June 30, 2030, with Quadient Leasing USA, Inc. of Milford, CT, in a not-to-exceed amount of \$35,849.40.