



Memorandum

***Mid-Valley
Special Education
Cooperative***

1304 Ronzheimer Avenue
Saint Charles, IL 60174
331-228-4873

To: Mid Valley Advisory Board
From: Nancy Sporer, Director of Business & Human Resources
Date: December 4, 2013
Re: **CONTRACT FOR APPROVAL**

Attached for your review and approval is the following contract:

1. Pitney Bowes – to renew the postage meter lease. The term of the lease is 4 years at a cost of \$2,476 annually. We will be billed \$619 on a quarterly basis. We are currently paying \$642 per quarter. With the new lease we will be saving \$23 per quarter.

Recommendation: It is the recommendation that the Advisory Board approve the contract with Pitney Bowes.

Please feel free to contact me if you have any questions.