Agenda Item Summary

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Submitted By
Steven Drazner, Finance

Reviewed By
LKS

Agenda Item Title
A Resolution Approving a Five Year Lease with Neopost USA for Postage Meter and Mail Inserter/Folder Equipment at a Cumulative Cost not to Exceed $45,331 and Authorizing its Execution and Waiving the Village's Bid Process

Overview
The Village's existing Pitney Bowes postage meter and mail sorter equipment is at the end of its useful life and parts are becoming increasingly difficult to obtain. Maintenance/repair service for the postage machine will cease to be available effective January 1, 2017. Under a new lease agreement, repairs and maintenance will be included as part of the cost of the lease. Please see attached memo for more detailed information.

Staff Recommendation
Approve the Resolution

Fiscal Impact
Approximately $9,100 in annual lease payments for both units of equipment.

Background
The Village owns a Pitney Bowes postage meter and mail inserter/folder machine, both of which are non-discretionary items needed by the Village for processing outgoing notices and mail.

The existing equipment is approximately seven years old and at the end of its useful life. Quotes were obtained from the two primary providers of this equipment- Pitney Bowes and Neopost. The Village has done business with both vendors in the past. Based on a cost comparison analysis, equipment specifications, and reference checks, village staff recommends executing a five year lease agreement with Neopost.

Please refer to attached memo summarizing the proposals as well as the vendor quotes and informational packets provided from both vendors.

Alternatives
Continue utilizing existing equipment

Previous Board Action

N/A

Citizen Advisory Commission Action
N/A

Anticipated Future Actions/Commitments
N/A

Intergovernmental Cooperation Opportunities
N/A

Performance Management (MAP) Alignment
N/A