# Village of Oak Park

123 Madison Street Oak Park, Illinois 60302 www.oak-park.us



# Agenda Item Summary

File #: RES 16-397, Version: 1

## **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**

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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