



Department Source: Community Relations

To: City Council

From: City Manager & Staff

Council Meeting Date: February 1, 2021

Re: Mail Processing Postage Meter Lease

## Executive Summary

Staff has prepared for Council consideration a resolution authorizing the City Manager to sign a government product lease agreement with Quadient Leasing for a mail processing postage meter. The lease covers five years with quarterly payments of \$1,696.98.

## Discussion

Updated equipment is needed to fulfill the mail processing needs of the City of Columbia. The City processes over 250,000 pieces of mail annually with a postage expense of over \$136,000. The updated equipment will allow the sealing and meter posting of a large amount of mail of different sizes in a small amount of time. At the advisement of Purchasing, a request for quotes (RFQ) was issued to various vendors. Of the five vendors identified on the statewide contract for mailroom equipment, supplies and maintenance, two returned quotes fitting the description of the RFQ. The quote for Quadient from Neopost/Bowman's listed the desired specifications to fulfill the needs for City mailing operations.

The quarterly payments include the full postage system, meter rental, service and maintenance and ongoing training. Additional features at no cost include online shipping solutions, shipping labels, and tracking system. Leasing the equipment allows the City to opt out of the lease to upgrade outdated equipment, if needed, and allows for an immediate lower cost option upfront as the City evaluates the annual budget during volatile times. Total lease cost over five years will be \$33,939.60.

## Fiscal Impact

Short-Term Impact: \$1,696.98 per quarter for five years

Long-Term Impact: NA

## Strategic & Comprehensive Plan Impact

### Strategic Plan Impacts:

Primary Impact: Operational Excellence, Secondary Impact: Not Applicable, Tertiary Impact: Not Applicable

### Comprehensive Plan Impacts:

Primary Impact: Mobility, Connectivity, and Accessibility, Secondary Impact: Not applicable, Tertiary Impact: Not Applicable



# City of Columbia

701 East Broadway, Columbia, Missouri 65201

## Legislative History

Date	Action
N/A	

## Suggested Council Action

Authorize the City Manager to execute the government product lease agreement with Quadient Leasing.