



Department Source: City Manager
To: City Council
From: City Manager & Staff
Council Meeting Date: August 15, 2022
Re: Mail Processing Folder and Inserter 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 USA, Inc. for a mail folder inserter machine. The lease covers five years with quarterly payments of \$1,611.63.

Discussion

Updated equipment is needed to fulfill the mail processing needs of the City of Columbia. The current lease for a mail folder inserter has expired and the outdated mail folding and inserting machine used to process invoices, checks, business licenses and all other large mailings must be replaced with an updated machine.

A request for quotes (RFQ) was issued to various vendors. Of the four vendors identified on the statewide contract for mailroom equipment, supplies and maintenance, one 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 new lease includes a monthly charge of \$537.21 for 60 months to be billed quarterly. This will also include maintenance of the machine, which was billed separately in the past.

The mailroom is staffed with one employee who folds, inserts and seals over 3,000 envelopes per month along with sorting and posting the mail. Without the function of the folder inserter, checks, invoices and other large mailing jobs would be extremely delayed creating missed deadlines, citizens not receiving city correspondence in a timely manner and late fees for late payments. The new folder inserter can process up to 4,000 filled/sealed envelopes per hour. Maintenance for the full lease term is included and offers a 2-4 hour response time. Remainder of the current lease and maintenance fees may be waived with the implementation of the new lease.

Fiscal Impact

Short-Term Impact: \$12,893.04
Long-Term Impact: \$19,339.56



Strategic & Comprehensive Plan Impact

Strategic Plan Impacts:

Primary Impact: Inclusive Community, Secondary Impact: Organizational Excellence, Tertiary Impact: Not Applicable

Comprehensive Plan Impacts:

Primary Impact: Not Applicable, Secondary Impact: Not applicable, Tertiary Impact: Not Applicable

Legislative History

Date	Action
NA	NA

Suggested Council Action

Authorize the City Manager to execute the government product lease agreement with Quadient Leasing USA, Inc. for an updated mail folder inserter machine.