



Board of County Commissioners Agenda Request

7A

Agenda Item #

Requested Meeting Date: May 27, 2025

Title of Item: New Postage Machine Lease

<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	Action Requested: <input checked="" type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
Submitted by: Sarah Pratt		Department: Health & Human Services
Presenter (Name and Title): Sarah Pratt		Estimated Time Needed: 10
Summary of Issue: <p>Attached is a 60 month lease agreement in the amount of \$50,376.60 using our current postage machine lease vendor, Quadient Leasing USA, Inc.</p> <p>Our current lease is up for renewal and Quadient has a solution for outgoing mail that is compatible with CaseWorks (electronic data management system).</p> <p>Current annual cost for outgoing mail which includes postage machine, postage, printing materials, and supplies is \$27,944.40. This new proposed Quadient lease would only cost an additional \$564.00 per year than what's currently budgeted.</p> <p>This option helps HHS during the remodel as most mailings would be able to be processed electronically through a secure system and allow for consistent mail processes throughout the agency.</p> <p>In addition, our incoming mail process is inefficient and we are needing additional staff time to adjust this process. This new lease with Quadient would allow staff time to be allocated to incoming mail processes.</p> <p>We've spoken with other counties that use this solution and they have seen a reduction in outgoing mail data breaches.</p>		
Alternatives, Options, Effects on Others/Comments:		
Recommended Action/Motion: Approve the new 60 month Quadient Lease and Outgoing Mail Solution		
Financial Impact: <p>Is there a cost associated with this request? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>What is the total cost, with tax and shipping? \$</p> <p>Is this budgeted? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i></p>		

Customer

Organization	Aitkin County Health & Human Services		
DBA			
Address	204 1st St NW		
City State Zip	Aitkin	MN	56431
Phone	(218) 927-7254	Fax	

Purchase Order - Lease

NASPO/ValuePoint Contract #: CTR058809

and / or

State Participating Addendum (PA) #:

213073 (MN)

Vendor

Company Name	Quadient Leasing USA Inc. FEDERAL ID# 94-2984524		
Attention	Government Sales	DUNS# 150836872	
Address	478 Wheelers Farms Rd		
City State Zip	Milford	CT	06461
Phone	(866) 448-0045	Fax	(203) 301-2600

Ship To

Organization	Aitkin County Health & Human Services		
Attention	Carli Goble		
Address	204 1st St NW		
City State Zip	Aitkin	MN	56431
Phone	(218) 927-7254	Email	carli.goble@aitkincountymn.gov

P.O. Number	P.O. Date	Requisitioner	Shipped Via	F.O.B. Point	Terms
			Ground	Destination	Quarterly Invoicing
QTY	Unit	Description	Unit Price	Total	
60	Months	Lease Payment	\$839.61	\$50,376.60	

Lease payment specified above for products listed below includes, as applicable, reduced price equipment maintenance to reflect first year free, meter rental, meter resets, postal rate changes, software license/support/subscription fees, delivery, installation, and operator training.

Products

QTY	Product ID	Description
1	IX3-P5	iX-3 Series Base w/5lb Integrated Weigh Platform, Moistener & Catch Tray
1	IDA-PS	NORAM IDA Professional Services
1	IMPSBUPREPAY-P4	Distribute Prepaid 4 (Includes 90,000 Annual Automate Clicks/Pages)

- Order is governed under the terms and conditions of the NASPO/ValuePoint Master Price Agreement Contract Number CTR058809. Enter this order in accordance with the prices, terms, delivery method, and specifications listed above.
- Payments will be sent to:
Quadient Leasing USA, Inc.
Dept 3682
PO Box 123682
Dallas TX 75312-3682
- Send all correspondence to;
Quadient Leasing USA, Inc.
478 Wheelers Farms Rd
Milford CT 06461
Phone: 203-301-3400
Fax: 203-301-2600

 Authorized by

 Date

 Print Name

 Title