



Baldwin County Commission

Legislation Text

File #: 20-1497, **Version:** 1

Meeting Type: BCC Regular Meeting

Meeting Date: 9/15/2020

Item Status: New

From: Wanda Gautney, Purchasing Director/Anu Gary, Administrative Services Manager/Keri Green, Commission Executive Assistant

Submitted by: Loren Lucas, Assistant Purchasing Director

ITEM TITLE

Lease of One (1) Postage Machine for the Baldwin County Central Annex Located in Robertsedale, Alabama

STAFF RECOMMENDATION

Authorize the Chairman to execute the lease agreement with Quadient Leasing USA, Inc., (Accurate Control of Fairhope) for the lease of one (1) postage machine off the State of Alabama Bid for thirty-six (36) months, effective upon full execution of the agreement, for the Baldwin County Central Annex as follows:

Central Annex - 22251 Palmer Street, Robertsedale, Alabama

Neopost IX7 - IX-7 Series Base with Mixed Size Feeder, Sealer, Drop Tray & Ink Cartridge

Neopost IXDS7 - Dynamic Weighing Platform for IX Series 7/7PRO Bases

Neopost IXWP10 - IX Series 10lb. Weighing Platform

Neopost IXDW10 - IX Series 5/7/7PRO Base 10lb. Differential Weighing

Neopost WP10STDN - 10lb. Scale Stand for IXWP10, ISWP10 & INWP10

Neopost DT-ECERT - e-Certify Configuration

Neopost DT-ECERT2KAS - e-Certify Subscription - Level 3: includes up to 2,000 e-Certs per year.

Overage charges are detailed in the attached Lease Addendum.

Neopost Rate Protection

Neopost Accounting Package

Full Coverage Maintenance Contract

Cost of \$1,522.05 per quarter - total of \$6,088.20 per year

BACKGROUND INFORMATION

Previous Commission action/date: N/A

Background: The lease agreement currently in place with Quadient Leasing USA, Inc., (Accurate Control of Fairhope) will expire in October 2020. Quadient Leasing USA, Inc., will be removing the

machine currently in use and replacing it with a new machine off the State of Alabama Bid. The new postage machine will cost \$1,522.05 per quarter for a total of \$6,088.20 per year for a period of thirty-six (36) months. The current lease agreement is a cost of \$1,020.78 per quarter for a total of \$4,083.12 per year. This will be a cost increase of \$2,005.08 per year.

FINANCIAL IMPACT

Total cost of recommendation: \$6,088.20 per year

Budget line item(s) to be used: 51992.5229

If this is not a budgeted expenditure, does the recommendation create a need for funding?
N/A

LEGAL IMPACT

Is legal review necessary for this staff recommendation and related documents?
Standard State of Alabama Contract Lease Agreement

Reviewed/approved by: N/A

Additional comments: N/A

ADVERTISING REQUIREMENTS

Is advertising required for this recommendation? N/A

If the proof of publication affidavit is not attached, list the reason: N/A

FOLLOW UP IMPLEMENTATION

For time-sensitive follow up, select deadline date for follow up: 09/15/2020

Individual(s) responsible for follow up: Wanda Gautney, Purchasing Director

Action required (list contact persons/addresses if documents are to be mailed or emailed):
Letter to Vendor

Additional instructions/notes: N/A