



City Hall, 215 Sycamore St.  
Muscatine, IA 52761-3899  
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**FINANCE & RECORDS**

## **MEMO**

To: Gregg Mandsager, City Administrator

From: Nancy A. Lueck, Finance Director

Date: February 18, 2014

Re: Postage Equipment Lease

### **Introduction and Background:**

The current 5-year lease with Pitney Bowes for the City's postage equipment expires this month. The City solicited proposals for a new lease from two vendors – Pitney Bowes and Neopost (Bi State Business Solutions). The bids received were as follows:

<u>Vendor</u>	<u>Monthly</u>	<u>Annual</u>	<u>60-Month Lease</u>
Neopost	\$165.60	\$1,987.20	\$9,936.00
Pitney Bowes	\$141.83	\$1,701.96	\$8,509.80

The bid from Pitney Bowes reflects the State government contract rate which is also available for local governments.

### **Recommendation:**

It is recommended that the City enter into a 60-month lease with Pitney Bowes at a rate of \$141.83 per month. Please include this request on the City Council agenda for the February 20, 2014 meeting. If there are any questions, please contact me.

PITNEY BOWES GLOBAL FINANCIAL SERVICES AGREEMENT  
NJPA STATE & LOCAL FMV LEASE, Contract #043012-PIT

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Agreement Number

Your Business Information

CITY OF MUSCATINE FINANCE DEPARTMENT

Full Legal Name of Lessee 215 SYCAMORE ST	DBA Name of Lessee MUSCATINE	Tax ID # (FEIN/TIN) IA 52761-3839
Billing Address: Street 215 SYCAMORE ST	City MUSCATINE	State Zip+4 IA 52761-3839
Installation Address (If different from billing address) : Street 62492760202		City State Zip+4
Installation Contact Name Installation Contact Phone #	Installation CAN #	
Fiscal Period (from - to)	Customer PO #	Delivery CAN #

Your Business Needs

Qty	Business Solution Description	Check items to be included in customer's payment	
		<input checked="" type="checkbox"/> Service Level Agreement	Performance < 4 hour response - Provides maintenance and support for equipment
1	Mail Stream Solution - 2 DM400C Digital Meter System	<input type="checkbox"/> Software Maintenance (additional terms apply) - Provides revision updates & technical assistance	
1	IntelliLink Interface / PSD for DM300C/ DM400C/DM450C w/PP	<input type="checkbox"/> Soft-Guard® Subscription - Provides postal and carrier updates If you do not choose Soft-Guard protection with your lease, you will automatically receive updates at PBI's current rates.	
1	Accounting (50 Dept) Software	<input type="checkbox"/> IntelliLink® Subscription/ Meter Rental - Provides simplified billing and includes postage resets ( ) Value Based Services (x) Purchase Power® credit line	
1	5 lb Integrated Weighing	<input type="checkbox"/> Permit Mail Payment Service - Allows you to consolidate permit postage with metered postage under one account. As a permit mail user, we need USPS forms 6001, 6002, and 6003, along with the Permit Enrollment form, to activate your Permit Mail Payment service.	
1	120 LPM Feature	<input type="checkbox"/> YES PBGFS ValueMAX® Program (x) No Enrollment (I will provide proof of insurance within the next 30 days as noted in paragraph L9)	
1	Integrated Weighing Platform		
1	pbSmartPostage Free		
1	IntelliLink Subscription		

Your Payment Plan

Number Of Months	Monthly Amount	Billed Quarterly At*
First 60	\$141.83	\$425.49

\*Does not include any applicable taxes; payment plans begin after any applicable Interim Usage Period.

( ) Required advance check of \$(  
Tax Exempt#  
( ) Tax Exempt Certificate Attached  
( ) Tax Exempt Certificate Not Required

) received  
State Tax (If applicable)

Your Signature Below

Non-Appropriations. You warrant that you have funds available to pay all payments until the end of your current fiscal period, and shall use your best efforts to obtain funds to pay all payments in each subsequent fiscal period through the end of your Lease Term. If your appropriation request to your legislative body, or funding authority ("Governing Body") for funds to pay the payments is denied, you may terminate this Lease on the last day of the fiscal period for which funds have been appropriated, upon (i) submission of documentation reasonably satisfactory to us evidencing the Governing Body's denial of an appropriation sufficient to continue this Lease for the next succeeding fiscal period, and (ii) satisfaction of all charges and obligations under this Lease incurred through the end of the fiscal period for which funds have been appropriated, including the return of the Equipment at your expense.

By signing below, you agree to be bound by all the terms and conditions of this Agreement, including those located in the NJPA Contract Number 043012-PIT, effective date July 11, 2012 which are available at [www.pb.com/states/njpa](http://www.pb.com/states/njpa) and are incorporated by reference. The lease will be binding on PBGFS only after PBGFS has completed its credit and documentation approval process and an authorized PBGFS employee signs below. The lease requires you either to provide proof of insurance or instead participate in the Pitney Bowes ValueMAX equipment protection program (see paragraph L9 page 2) for an additional fee.

Customer Signature

Date

Print Name

Title

Email Address

Sales Information

Gregory R. Kirk

014

Account Rep Name

District Office

PBGFS Acceptance

(C0187745.3)

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See [www.pb.com/states/njpa](http://www.pb.com/states/njpa) for additional terms and conditions