



City Hall, 215 Sycamore St.
Muscatine, IA 52761-3899
(563) 264-1550
Fax (563) 264-0750

FINANCE & RECORDS

MEMO

To: Gregg Mandsager, City Administrator

From: Nancy A. Lueck, Finance Director

Date: October 12, 2018

Re: Agenda Item - Postage Equipment Lease

Introduction and Background:

The current 5-year lease with Pitney Bowes for the City's postage equipment expires in the next few months. The current lease is \$425.49 per quarter (\$1,701.96 annually).

Effective in April of this year, the Library made the decision to quit leasing a separate postage meter and is bringing their mail to City Hall. Their mail is now processed through the City Hall meter with the actual postage charges still paid from the Library budget. The lease rate on their former meter was \$230.64 per quarter (\$922.56 annually). The Library's mail includes more packages (library materials) than had been previously been processed through the City Hall meter.

Proposed Lease Information:

Finance staff has reviewed the City's postage machine needs with the Pitney Bowes representative and based on this discussion it is recommended the City enter into a new 5-year lease with Pitney Bowes for the newest version of the DM400 meter. With the new meter the City would also receive the online software for IMpb (Intelligent Mail package barcodes). This is essentially software that would generate barcode labels for packages mailed by the City. These labels are now required by the United States Postal Service. The new lease rate would be \$491.76 per quarter (\$1,967.04 annually). This is the State government contract rate which is available for local governments.

Recommendation:

It is recommended that the City enter into a 60-month lease with Pitney Bowes (copy attached) at a rate of \$491.76 per quarter. Please include this request on the City Council agenda for the October 18, 2018 meeting. Please contact me if you have any questions.

NASPO ValuePoint Term Rental Installment Agreement (Option A)

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Agreement

Your Business Information

Full Legal Name of Lessee / DBA Name of Lessee

Tax ID # (FEIN/TIN)

CITY OF MUSCATINE DEPARTMENT OF FINANCE

42-6005008

Sold-To: Address

215 SYCAMORE ST, MUSCATINE, IA, 52761-3839, US

Sold-To: Contact Name

Sold-To: Contact Phone #

Sold-To: Account #

Lorrie Moss

5632641550

0012647074

Bill-To: Address

215 SYCAMORE ST, MUSCATINE, IA, 52761-3839, US

Bill-To: Contact Name

Bill-To: Contact Phone #

Bill-To: Account #

Bill-To: Email

Lorrie Moss

5632641550

0016607896

lmoss@muscatineio

Ship-To: Address

215 SYCAMORE ST, MUSCATINE, IA, 52761-3839, US

Ship-To: Contact Name

Ship-To: Contact Phone #

Ship-To: Account #

Lorrie Moss

5632641550

0012647074

PO #

Your Business Needs

Qty	Item	Business Solution Description
1	DM400C	DM400C Digital Mailing System
1	1FAE	Basic Accounting -50 Accounts
1	1FY8	DM400 95 LPM
1	1GW5	5lb Integrated Weighing Feature
1	4CES	US LIVE DM400C BASE - ES2
1	G900	Meter for DM300/DM400/475 Series
1	G9SS	USPS Tracking Services Activation
1	MP9G	Integrated Weighing Platform
1	PTJA	SendPro Basic 1 User
1	SBTA	DM400C Digital Meter System
1	SJ40	SoftGuard for DM400
1	STDSLA	Standard SLA-Equipment Service Agreement (for DM400C Digital Mailing System)

Your Payment Plan

Initial Term: 60 months	Initial Payment Amount:	
Number of Months	Monthly Amount	Billed Quarterly at*
60	\$ 163.92	\$ 491.76

*Does not include any applicable sales, use, or property taxes which will be billed separately.

- (X) Tax Exempt Certificate Attached
() Tax Exempt Certificate Not Attached
() Purchase Power® transaction
(X) Purchase Power® transaction

Your Signature Below

By signing below, you agree to be bound by your State's/Entity's/Cooperative's contract, which is available at www.pb.com/states and is incorporated into the conditions of this contract will govern this transaction and be binding on us after we have completed our credit and documentation approval process.

NASPO VALUEPOINT ADSP016-169897

State/Entity's Contract #

Lessee Signature

Nancy A. Lueck

Print Name

Finance Director

Title

October 18, 2018

Date

nlueck@muscatineiowa.gov

Email Address

Pitney Bowes Signature

Print Name

Title

Date

Sales Information

Lynn Harrington

lynn.harrington@pb.com

Account Rep Name

Email Address

This document is to be completed by a purchaser when claiming exemption from sales/use tax. Certificates are valid for up to three years.

Purchaser Name City of Muscatine
Address 215 Sycamore Street
City Muscatine State IA ZIP 52761
General Nature of Business Municipal Gov't
Telephone Number 563-264-1550

Seller Name _____
Address _____
City _____ State _____ ZIP _____

Purchaser is doing business as:

Retailer ☐
Sales Tax Permit Number (if required) _____
Retailer Car Dealer ☐
Enter your DOT number _____
Governmental Agency (including public schools) ☒
Wholesaler ☐ Farmer ☐ Lessor ☐
Manufacturer ☐ Nonprofit Hospital ☐
Private Nonprofit Educational Institution ☐
Qualifying Residential Care Facility ☐
Nonprofit Museum ☐
Other ☐ _____

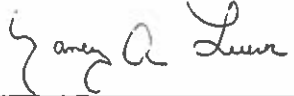
Purchaser is claiming exemption for the following reason:

Resale ☐ Leasing ☐ Processing ☐
Qualifying Farm Machinery/Equipment ☐
Qualifying Farm Replacement Parts ☐
Qualifying Manufacturing Machinery/Equipment ☐
Research and Development Equipment ☐
Pollution Control Equipment ☐
Recycling Equipment ☐
Qualifying Computer ☐
Qualifying Replacement Parts/Supplies
(Manufacturing, R&D, Pollution Control, Recycling,
Computer) ☐
Direct Pay ☐ (permit number required) _____
Other ☐ _____

Description of Purchase (Attach additional information if necessary) _____

FEDERAL TAX EXEMPTION ID #42-6005008

Under penalty of perjury, I swear or affirm that the information on this form is true and correct.

Signature of Purchaser  Title FINANCE DIRECTOR Date 10 / 18 / 18

Seller: Keep this certificate in your files.
Purchaser: Keep a copy of this certificate for your records.
Do not send to the Iowa Department of Revenue.