



Executive Summary Finance Committee Meeting

DATE: January 21, 2021

TOPIC: Pitney Bowes Postage Meter Lease Renewal

PREPARED BY: Courtney Whited

Recommended for:

- Action
- Discussion
- Information

Purpose/Background:

District Legal Counsel has reviewed this agreement. It was noted the beginning and end dates are not on the contract so the Business Office was advised to watch incoming invoices and save a copy of the first one with the new amount billed and staple it to the contract. As for the rest of the terms, which are just incorporated from the multi-state master agreement and the Illinois-specific renewal, the key points are:

- PB will not be liable for any damages (p. 8 of Illinois)
- The agreement is subject to the laws of the state of Delaware (p. 20 of master)
- There is a mandatory arbitration clause (p. 20 of master)
- PB is entitled to attorney's fees in the event they have to file an action against a client and are successful. (p. 20 of master)

Legal counsel did not expect Pitney Bowes to be willing to negotiate or modify these. Pitney Bowes did not make any requested modifications. Given the nature of the contract (small monthly fee, rental of postage equipment and supplies), it is fairly low risk and these terms should not be a problem. There is an extensive multi-state master agreement as well as a renewal that was negotiated by the State of Illinois, which are located here:

Master agreement (multi-state, with AZ as lead) including 6 amendments:

https://www.pitneybowes.com/content/dam/pitneybowes/us/en/states/arizona/unofficial_compilation_of_naspovp_master_agreement_adspo16-169897_terms_with_amendments1_thru_6_-_final.pdf

Illinois contract renewal:

https://www.pitneybowes.com/content/dam/pitneybowes/us/en/states/illinois/JPMC-NVP_Mailroom_Equipment_Contractehd.pdf

Fiscal Impact:

\$9,821.40 total billed quarterly at \$491.07 over a 60-month term.

There would be a \$1,518.60 savings over the course of this 60-month lease period versus the prior 60-month period.

	Monthly	Billed Quarterly	5-Year Total
2021-2025 Term	\$163.69	\$491.07	\$9,821.40
2016-2020 Term	\$189.00	\$567.00	\$11,340.00

Recommendation:

It is the Administrative recommendation that the Finance Committee concurs to recommend to the Board of Education to approve the 60-month agreement with Pitney Bowes in the amount of \$9,821.40 for postage meter leasing.