2.9 APPROVAL OF POSTAGE SERVICE CONTRACT

A. SUBJECT

This item is included on the agenda so the Board can approve and renew a five-year contract with Quadient Leasing for the district mailing system.

B. INFORMATION

School District 200 has leased postage equipment from Quadient Leasing for the last five years. The current lease expires on December 31, 2026. As part of due diligence to control costs, district administration reviewed our expiring 60-month mail-room lease. Due to efficiencies in the Business Office financial system, the District postage usage has decreased to 59% of what it used to be. Based on a usage audit showing an average of approximately 38,000 letters and only seventeen parcels per year, we rejected the original offer of $500.84/month for an oversized industrial machine. Working through the Sourcewell cooperative purchasing contract, we were able to right size the equipment to a QuadientiX-5 Auto Feed system on a standard 60-month lease term. This reduced the proposal to $242.51/month securing an annual savings of $929.04 compared to the expiring contract and $3,100/year less than the vendor's initial quote, resulting in $14,550.60 in total savings for the District over the life of the lease.

C. RECOMMENDATION

The Superintendent recommends approval of a five-year mailing system lease with Quadient Leasing.

D. SUGGESTED MOTION

This item will be included on the Consent agenda for approval.

LEASE - Sourcewell - Purchase Order

Sourcewell Contract #: 070125-QDT

Sourcewell Membership #: 10929

Customer

Organization	Community Unit School District 200 Woodstock			
DBA	same			
Address	2990 Raffel RD.			
City State Zip	Woodstock		IL	60098
Phone	(815) 338-8239	**Fax**		

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	Community Unit School District 200 Woodstock			
Attention	Julie Dillon			
Address	2990 Raffel RD.			
City State Zip	Woodstock		IL	60098
Phone	(815) 338-8239	**Email**	jdillon@wcusd200.org	

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	$242.51	$14,550.60

Lease payment specified above for products listed below includes, as applicable, meter rental, meter resets, postal rate changes, software license/support/subscription fees, delivery, installation, operator training, and lease document fees.

Equipment maintenance: included in payment

Products

QTY	Product ID	Description
1	IX5AF	iX-5 Series Base w/ Autofeeder, Sealer, Catch Tray & Ink Cartridge
1	IXWP5	IX Series 5 lb Weighing Platform

1) **Order is governed under the terms and conditions of the Sourcewell (formerly NJPA) Contract #: 070125-QDT. Enter this order in accordance with the prices, terms, delivery, and specifications listed above.**

2) **Payments will be sent to:**
Quadient Leasing USA Inc.
Dept 3682
PO Box 123682
Dallas TX 75312-3682
Federal ID Number 94-2984524

3) **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