



Executive Summary Board of Education Meeting

DATE: November 6, 2025

TOPIC: Pitney Bowes Postage Meter Lease Renewal

PREPARED BY: Courtney Whited

Recommended for:

- ☒ Action
- ☒ Discussion
- ☒ Information

Purpose/Background:

The District's Pitney Bowes postage meter agreement will expire in April 2026.

A Pitney Bowes representative reached out in early October 2025 to offer better pricing on a new 60-month contract that would begin January 7, 2026.

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 attach it to the contract.

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:

<https://www.pitneybowes.com/us/state-and-local-government-solutions/states.html>

Click on Illinois to see a master pricing contract and several amendments. Essentially, SD74 would be tying into those pre-bid contract prices from the State of Illinois.

Fiscal Impact:

\$9,625.80 total billed quarterly at \$481.29 over a 60-month term.

There would be a \$195.60 savings over the course of this 60-month lease period versus the prior 60-month period.

	Monthly	Billed Quarterly	5-Year Total
2026-2030 Term	\$ 160.43	\$ 481.29	\$ 9,625.80
2021-2025 Term	\$ 163.69	\$ 491.07	\$ 9,821.40

Recommendation:

The Finance Committee concurs with the Administration's recommendation to the Board of Education to approve this Agreement from Pitney Bowes for postage meter leasing in the amount of \$9,625.80 for 60 months beginning January 7, 2026.