



Lake Havasu City

Lake Havasu City
Council Chambers
92 Acoma Boulevard South
Lake Havasu City, Arizona
86403
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Legislation Text

File #: ID 24-4353, Version: 1

COUNCIL COMMUNICATION

TO: Honorable Mayor and Council

FROM: Jill Olsen, Administrative Services Director

SUBJECT:

Approve the Cooperative Purchase and Lease Agreement with Quadient, Inc., to Provide Mailing Equipment, Supplies and Maintenance (*Jill Olsen*)

FUNDING SOURCE:

Various Departments

PURPOSE:

To approve the execution of a Cooperative Purchase Agreement (Oracle Contract 500533) and Lease Agreement with Quadient, Inc. utilizing Arizona Cooperative Contract No. CTR058809 in accordance with City Code Section 3.10.010.5(A)(1).

BACKGROUND:

Staff is requesting approval of the Lease Agreement and Cooperative Purchase Agreement with Quadient, Inc. for mailing equipment, supplies and maintenance services. This is a replacement of the current lease for mailing equipment that is scheduled to expire August 24, 2024. This Cooperative Purchase Agreement is active through May 14, 2025, with annual renewal options through May 14, 2028.

Mailmax Solutions is an authorized dealer under the Quadient, Inc. Cooperative Purchase Agreement and will be providing mailing supplies to the City. As the authorized dealer, they are also responsible for installation, training and service of the equipment.

COMMUNITY IMPACT:

Providing reliable mailing services to the departments of Lake Havasu City allows for efficient and effective services to be provided to the community.

FISCAL IMPACT:

The sixty-month total lease is \$58,569 plus any applicable taxes. In addition, staff anticipates annual expenditures of approximately \$50,000 for postage and mailing supplies, depending on actual postage costs and usage. Funds are available and allocated in the Fiscal Year 2024-25 budget.

ATTACHMENTS:

Quadient Equipment Lease

Quadient Postage Meter Rental Agreement

SUGGESTED MOTION:

I move to approve and authorize the City Manager to execute the Cooperative Purchase Agreement and multi-term Lease Agreement with Quadient Inc., for mailing equipment, supplies and maintenance services and authorize City staff to exercise the option to renew the Agreement for a maximum of three additional one-year terms.