

TO: Michael Benard, Executive Director  
Donna Siciliano, Asst. to Executive Director  
Vicki Beyer, Director of Recreation

FROM: Lyn Havelka, Evening/Weekend Community Center Manager

DATE: October 21, 2021

RE: Postage Machine Lease

The Wheaton Park District postage meter lease for the Community Center and Prairie locations expires January 2, 2022. Listed below is a breakdown of our current three-year lease, future lease option proposals from Quadient (formerly known as Neopost) and a three-year postage trend summary for both locations.

CURRENT - Quadient	Monthly	Quarter	Year	Lease Total (36 months)
Prairie	\$178.92	\$536.76	\$2,147.04	\$6,441.12
Community Center	\$387.59	\$1,162.77	\$4,651.08	\$13,953.24
TOTAL	\$566.51	\$1,699.53	\$6,798.12	\$20,394.36

POSTAGE TREND	2019	2020	2021 thru 09/30/21
Community Center	\$5,300	\$1,200	\$840
Prairie	\$7,000	\$5,000	\$5,000

Quadient- Proposal #1	Monthly	Quarter	Year	Lease Total (36 months)
One Machine	\$328.12	\$984.36	\$3,937.44	\$11,812.32

One machine located at Prairie office, with lease expense shared. Community Center staff will meter mail at Prairie.

Quadient – Proposal #2	Monthly	Quarter	Year	Lease Total (36 months)
Two Machines	\$522.65	\$1,567.95	\$6,271.80	\$18,815.40
Prairie	\$261.33	\$783.99	\$3,135.96	\$9,407.88
Community Center	\$261.32	\$783.96	\$3,135.84	\$9,407.52

Recreation and Finance staff recommend Proposal #1. Due to the substantial decrease in use of postage, reducing to one postage machine in the park district would be the cost-effective approach. If you agree with this recommendation, please sign the attached lease agreement and return same to my attention.





Government Software Solutions Finance Agreement  
with Meter Rental Agreement

Section (A) Office Information

Office Number	Office Name	Office Phone #	Date Submitted
2670	Chicago Loop	(312) 282-7911	09/22/2021

Section (B) Billing Information

Company Name	Wheaton Park District		
DBA			
Billing Address	1777 S. Blanchard Street		
City State Zip+4	Wheaton	IL	60189-8236
Contact Name	Lynette K. Havelka	Phone	(630) 510-5121
Contact Title	Community Center Evening Man	Fax	
Email Address	lhavelka@wheatonparks.org	PO #	

Section (C) Installation Information (if different from billing information)

Company Name	Wheaton Park District		
Installation Address	1777 S. Blanchard Street		
City State Zip+4	Wheaton	IL	60189-8236
Contact Name	Lynette K. Havelka	Phone	(630) 510-5121
Contact Title	Community Center Evening M	Fax	
Email Address	lhavelka@wheatonparks.org		

Section (D) Products

Qty	Model / Part Number	Description (include Serial Number, if applicable)
2	OMS-PS	Automate Professional Services
1	IXSAF	IX-5 Series Base w/ Autofeeder, Sealer, Catch Tray & Ink Cartridge
1	IXWPS	IX Series 5 lb Weighing Platform
1	EMPOWER-T2	Impress Empower Tier 2 - Rec'd for mid volume (Access to Distribute & Portal - usage charges apply)

Section (E) Lease Payment Information & Schedule

Tax Status: <input type="checkbox"/> Taxable <input checked="" type="checkbox"/> Tax Exempt <i>Certificate attached</i>	Number of Months		Monthly Payment (Plus applicable taxes)
	First	36	\$328.12
Billing Frequency <input type="checkbox"/> Monthly <input checked="" type="checkbox"/> Quarterly <input type="checkbox"/> Annually			
<input checked="" type="checkbox"/> Standard <input type="checkbox"/> Arrears			
Current Lease Number: N19012278,N19012279			

Section (F) Postage Meter & Postage Funding Information

Meter Model	IX5AF	Machine Model	IX5AF
Postage Funding Method: <input type="checkbox"/> OMAS		Postage Funding Account:	
<input checked="" type="checkbox"/> Bill Me <input type="checkbox"/> Prepay by Check		<input checked="" type="checkbox"/> POC <input type="checkbox"/> TMS	
<input type="checkbox"/> ACH Debit (Submit customer authorization form)		<input type="checkbox"/> New <input checked="" type="checkbox"/> Existing	
<input type="checkbox"/> CPU (Include authorization form)		Existing Account Number:	
Agency Code		Sub Agency Code	366597

Section (G) Service Products (Check all that apply)


<input checked="" type="checkbox"/> (SP10) Online Postal Rates iMeter™ App	<input checked="" type="checkbox"/> Maintenance - Standard
<input checked="" type="checkbox"/> (SP20/NeoStats) Online Postal Expense Manager iMeter™ App	<input checked="" type="checkbox"/> Installation/Training
<input type="checkbox"/> (SP30) Online E-Services iMeter™ App	<input type="checkbox"/> 3G/4G Cell Service <input type="checkbox"/> RunMyMail
<input checked="" type="checkbox"/> NeoShip PLUS (EP70PLUS)	<input type="checkbox"/> Software Support for premise (non-cloud) solutions
<input checked="" type="checkbox"/> (EP70GUIDES) NeoShip Install & User Guide	

Section (H) Approval

Existing customers who currently fund the Postage account by ACH Debit will not be converted to a Postage Funding Account unless initialed here \_\_\_\_\_

This document consists of a Government Software Solutions Agreement with Quadient Leasing USA, Inc.; a Postage Meter Rental Agreement, and Maintenance Agreement with Quadient, Inc.; and a Postage Funding Account Agreement with Quadient Finance USA, Inc. Your signature constitutes an offer to enter into such agreements, and acknowledges that you have received, read, and agree to all applicable terms and conditions (version Government-Software-Solutions-Terms-USPS-Direct-V9-2020), which are also available at [www.quadient.com/Government-Software-Solutions-Terms-USPS-Direct-V9-2020](http://www.quadient.com/Government-Software-Solutions-Terms-USPS-Direct-V9-2020), and that you are authorized to sign the agreements on behalf of the customer identified above. YOU ACKNOWLEDGE AND AGREE THAT THE INITIAL TERM OF THE SOLUTIONS AGREEMENTS MAY BEGIN, AND YOUR FIRST PAYMENT MAY BE DUE, BEFORE THE SOFTWARE AND HARDWARE ARE INSTALLED AND BEFORE THE SERVICES HAVE BEEN COMPLETED.

Guided by Quadient, Inc.'s Sustainable Design and Responsible Manufacturing Policy, our Products may contain reused components. For more information visit <https://www.quadient.com/about-us/sustainable-design-and-manufacturing>.

Authorized Signature:  Print Name and Title: Michael J. Bann Date Accepted: 10/26/2021

Accepted by Quadient Inc and its Affiliates Date Accepted: \_\_\_\_\_