



Snohomish County Council

Committee: Planning & Community Development **Analyst:** Ryan Countryman
ECAF: 2023-0441
Proposal: Motion 23-170 **Date:** May 2, 2023

Consideration

Proposed Motion 23-170 would authorize the County Executive to execute a contract with Quadiant Leasing USA, LLC (Quadiant), for mail machines and online mailing services at Snohomish County Airport.

Background and Analysis

Quadiant has been providing mailing equipment at the Airport for over 10 years. The Airport is downsizing its current mailing equipment because it has transitioned to paperless services with Quadiant. A request for proposals was issued to provide online mailing services consistent with current practices and the Airport selected Quadiant as the top candidate (RFP 22-037BC-S).

The proposed contract is for a term of 60 months. It includes a base monthly fee rate of \$285.93 (\$3,431.16 per year) plus additional user fees based on volume and types of mailing that Quadiant would be processing. The estimated additional user fee is \$10,000 per year. Estimated total annual cost is \$13,431.16 per year. For the remainder of 2023, the total cost estimate is \$10,287.44. The airport has sufficient funds and expenditure authority available in the 2023 budget. The estimated total cost over the life of the contract is \$67,155.80.

Current Proposal

Summary: The motion would authorize the Executive branch to sign and execute a contract with Quadiant pursuant to RFP 22-037BC-S.

Fiscal Implications: \$10,287.44 estimated expense in 2023. \$67,155.80 estimated expense over 5 years.

Handling: Normal

Risk Management: Approve

Finance: Approve

Executive Recommendation: Approve

Request: Move to General Legislative Session May 10 for consideration.