

SNOHOMISH COUNTY COUNCIL
Snohomish County, Washington

MOTION NO. 23-170

AUTHORIZING THE COUNTY EXECUTIVE TO EXECUTE A CONTRACT WITH QUADIENT LEASING USA, INC. PURSUANT TO RFP-22-037BC-S FOR MAIL MACHINES AND ONLINE MAILING SERVICES AT SNOHOMISH COUNTY AIRPORT

WHEREAS, the Snohomish County Airport desires to contract with Quadient Leasing USA, Inc. ("Quadient") for mailing equipment and online services for continuation of billing and business activities; and

WHEREAS, the Airport needs to renew and upgrade its current leasing contract for mailing machines and online mailing software services including on-call repair service and routine maintenance of their machines; and

WHEREAS, Quadient was selected as the top candidate via the competitive bidding process under RFP 22-037BC-S; and

WHEREAS, Quadient shall supply a new mailing machine, letter opener, and online software services for \$285.93 per month for sixty (60) months totaling \$17,155.80, plus postage and other user fees which could add up to \$10,000.00 per year based on the airport's business mailing needs of that year;

NOW, THEREFORE, ON MOTION, the Snohomish County Council approves and authorizes the Snohomish County Executive to sign a contract with Quadient Leasing USA, Inc. for \$17,155.80, plus postage and other user fees that are based on the amount used that could add up to \$10,000.00 per year in the form attached hereto.


PASSED this 10th day of May, 2023.

SNOHOMISH COUNTY COUNCIL
Snohomish County, Washington



Council Chair

ATTEST:



Deputy Clerk of the Council

Customer

Organization	Snohomish County Airport		
DBA			
Address	10108 32nd Ave W Ste J		
City State Zip	Everett	WA	98204
Phone	(425) 388-5103	Fax	

LEASE - Sourcewell - Purchase Order

Sourcewell Contract #: 011322-QDT

Sourcewell Membership #: 7335

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	Snohomish County Airport		
Attention	Nickolis Landgraff		
Address	10108 32nd Ave W Ste J		
City State Zip	Everett	WA	98204
Phone	(425) 388-5103	Email	Nickolis.Landgraff@co.snohomis

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	\$285.93	\$17,155.80

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

Products

QTY	Product ID	Description
1	IX3-P5	iX-3 Series Base w/5lb Integrated Weigh Platform, Moistener & Catch Tray
1	IM16	Letter Opener
1	IDA-PS-FIXED	Professional Services Fixed Rate Unit (Unit Quantity Based on Estimator Quote)
1	NSRLD-USB-LAN	Brother Networked Therm Lbl Ptr. Works w/SMART Desktop (RTS) / Print Solutions. Supt MULTIPLE US
1	IMPSSUBBAP-P2	Impress Basic Plus T1 Subscription (15,000 clicks/pages per year) Includes Access to Automate, Dispatc

1) Order is governed under the terms and conditions of the Sourcewell (formerly NJPA) Contract #: 011322-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



Because connections matter.

Usage Schedule for Quadiant Impress Cloud Services

This Usage Schedule for Quadiant Impress Cloud Services (the “Schedule”) is by and between Quadiant, Inc. (“Quadiant”) and Snohomish County Airport (“Customer”), and identifies the Quadiant Impress Cloud Services (the “Services”) purchased by Customer subject to the terms of the End User License Agreement for Quadiant Impress Cloud Services US, which are available at www.quadiant.com/eula (the “EULA”) and the Ordering Document indicating the Customer’s Subscription Services and associated Subscription Plan (the “Ordering Document”). This Schedule, the EULA and Ordering Document shall be referred to collectively as the “Agreement” and all terms of the EULA and Ordering Document are incorporated herein by reference. In the event of a conflict between the terms of the EULA, Ordering Document and this Schedule, the terms of this Schedule control.

I. Definitions

Terms defined in the EULA or Ordering Document shall have the same meaning when used in this Schedule.

II. Purpose

This Schedule sets forth the commercial terms and pricing governing Customer’s usage in conjunction with Customer’s Subscription Services as further detailed in the Ordering Document and EULA.

III. Terms

This term of this Schedule shall be coterminous with the term set forth in the Ordering Document.

IV. Usage Fees ***

	Usage Type	Invoice Unit*	Pricing
Distribute Usage	IMPFIRSTP1	First Page (US Letter, #10)	Per Envelope \$0.24
	IMPADDP1	Additional Page (US Letter)	Per Page \$0.11
	IMPCOL1	Color Print **	Per Page \$0.09
	IMP6X91	6 x 9 **	Per Envelope \$0.05
	IMPC41	Flat (9 x 12) **	Per Envelope \$0.34
	IMPBOX1	Box SM (upcharge) **	Per Box \$6.90
	IMPLBOX1	Box LG (upcharge) **	Per Box \$8.50
	IMPBRE1	Business Return Envelope	Per Envelope \$0.09
	IMPUSRET1	Retail Rate Handling Fee	Per Envelope \$0.14
	IMPFLPR1	Presort for Flat (9 x 12)	Per Communication Piece \$0.70
	IMPECERT1	e-Certified w/Return Receipt (upcharge) **	Per Envelope \$0.95
	IMPARCH1	Archive	Per Communication Piece/year \$0.06
	IMP SMS1	SMS / Text	Per SMS/Text \$0.15
	IMPEMT1	eMail Transactional	Per eMail \$0.05
IMPEMN1	eMail Notification	Per eMail \$0.02	
Automate Usage	IMPAUT1	Overage Usage Fee for Basic/Basic Plus / Prepaid 1 & 2	Per Page \$0.05
	IMPAUT2	Overage Usage Fee for Office / Prepaid 3 & 4	Per Page \$0.04
	IMPAUT3	Overage Usage Fee for Business / Prepaid 5	Per Page \$0.03
	IMPAUT4	Overage Usage Fee for Professional & Plus / Prepaid 6	Per Page \$0.02
	IMPAUT5	Overage Usage Fee for Enterprise / Prepaid 7 & 8	Per Page \$0.01
Portal Usage	IMMPORT1	Portal	Per Communication Piece \$0.15

*The Invoice Unit does not include the cost of postage which shall be in addition to base fee (First Page) noted in the table above.

**Charges are in addition to the base fee (First Page) set forth in the table above.

Av11.8.2022

*** All envelope sizes carry an additional upcharge (Retail Rate Handling Fee) if retail is selected.

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Usage Schedule for Quadient Impress Cloud Services - page 2 of 2

As set forth herein, the Invoicing Units set forth in the table shall be defined as follows:

- "Page" shall mean a single side 8.5" X 11"
- "Communication Piece" shall mean envelope

Quadient may introduce access to new technologies, functionality, or services (collectively, "Features") that Customer may use for an additional Fee. Customer is responsible for paying any associated Fees for any Features used by Customer during the Term.

Fees payable hereunder, including usage Fees for any such Features, are published on the Quadient website at <https://www.quadient.com/impressusages>.

Customer may monitor its usage on the Quadient Impress Platform. Customer shall use the Services (including Features) at Customer's sole risk, and Customer shall bear any and all responsibilities for its actions and use, including payment of any applicable Fees, carried out under and that results from the Customer's use of the Services. Customer shall be responsible for payment of: (i) Customer's actual Usage, measured and calculated based on the table available on the Quadient website, and (ii) actual postage costs.

The Parties agree that any dispute between the Parties as to the Usage shall be finally determined utilizing the information provided by the Quadient Impress Platform.

V. Invoicing and Payment

Usage Fees and any postage costs shall be invoiced monthly in arrears and shall be based upon actual usage. Invoices will be payable NET 30 days from Customer's receipt of Quadient's invoice.

VI. Restrictions

Additional volume or other restrictions as set forth in Section IV Usage Fees, above. This Usage Schedule is restricted to the United States of America ("Territory").

VII. Entire Agreement

This Schedule, the EULA and the Ordering Document collectively constitute the sole and entire agreement of the Parties regarding the scope contained herein, and supersedes all prior and contemporaneous understandings, agreements, representations and warranties, both written and oral, regarding such scope.

IN WITNESS WHEREOF the Parties have executed this Usage Schedule to be effective as per the Schedule Effective Date.

Customer: Snohomish County Airport	QUADIENT: Quadient, Inc.
Name:	Name:
Title:	Title:
Signature:	Signature:
Date:	Date:



2022 Impress Automate Bundles AppPack

NOTE: Presales engagement is required for each qualified opportunity with sample data

Sales Representative Information	
*Name:	Hyomin Chong
*Title:	GAE
*Office/District/Dealer:	West
*Telephone:	800-910-7678
*Cell Number:	800-910-7678
*Email:	h.chong@quadiant.com

Account/Customer Information	
*Customer Name:	Snohomish County Airport
*Address:	10108 32nd Ave W Ste J
Address 2:	
*City, State Zip	Everett, WA 98204
*Phone:	(425) 388-5105
*Website:	www.snoco.org
*Contact Name:	Nickolis Landgraff
*Title:	Business Manager
*Contact Email:	nickolis.landgraff@snoco.org
*Phone:	(425) 388-5103
Cell:	
*Average Monthly Page Count:	500
*Average Monthly Envelope Count:	500
*IMPORTANT: Are any documents being processed for print to the Distribute Platform Collections notices	No
What's the frequency of mail being sent?	Daily
Is this a current Neotouch user?	Yes, local presales resource engaged.
Data testing to confirm it is in readable PDF or can be printed to the Distribute virtual printer?	<p>TESTED BY: _____ Jon Kamrath _____</p> <p>TESTED DATE: _____ 08/15/2022 _____</p> <p>File Names: 2022-08-01_ALL_ToMail.docx, Statement_Watermark_Working1.png, 2022-08-01_ALL_ToMail.pdf</p> <p>NOTE: Orders where data has not been tested will be rejected.</p>
Customer Background and Goals (any requirements identified here MUST fit within the scope of the BASE Bundle + ADDONS defined below)	<p>Current Neotouch customer transitioning to Impress Automate/Distribute</p> <ul style="list-style-type: none"> Customer uploads their statement data Impress Automate adds a static underlay and address carrier configured for Distribute Physical Mail Output to Distribute for physical mail fulfillment

Impress BASE Bundle REQUIRED includes the following base implementation:
Requires Impress Basic Plus or higher Add Part# : 100 qty IDA-PS-FIXED

1. Create up to two (2) document configuration workflows
 - a. For example: Statements and Invoices
 - b. PDF ONLY (Pre-composed compatible / readable PDF data), Hot Folder or Quadient Print driver
 - i. Input directly to the Impress platform by dragging and dropping to the Impress Platform dashboard input folder, printing to virtual printer or submitting to local Hot Folder
 - ii. Page 1 identifier must be on page 1 and in a static non shifting/moving location
2. Configure merging and grouping to combine documents going to the same recipient;
 - a. Based on up to two (2) criteria found in the .pdf source data
 - i. Criteria 1 is fixed and based on delivery address block and criteria 2 can be for example Account Number or Invoice Number match
 - ii. Data must be consistently contained on 1st page of document set - i.e. zero dollar, high dollar
3. Configure up to two (2) business rules;
 - a. For example: Suppress over/under dollar amount
 - i. Must be consistently contained on 1st page of document
 - b. For example: Mask existing information – i.e. existing barcode
 - i. On first, last or all pages
 - c. For example: Suppress documents that do not need to be mailed
4. Create one (1) inserter barcode profile
5. Send output to one of the following;
 - a. Distribute App (fill out IMPRESS DISTRIBUTE OUTPUT section on next page)
 - i. If IMPRESS DISTRIBUTE OUTPUT section is not filled out completely the default output will be to .pdf
 - b. Create print PDF batch outputs to be downloaded directly from Impress Platform
 - i. For example: 1-5 pages, 6-10 pages, over 11 pages
 - ii. 1-5 sheets can be tri folded into a #10 envelope (or 6x9 envelope without the performance package).
6. One (1) Operator training session (up to one (1) hour included for DISTRIBUTE, two (2) hours included for IMPRESS)
 - a. Does not include programming training
 - b. Training session for User/Operator based on defined requirements to operate configuration

Address / Logo Repositioning

Any logo or address that is being relocated to a new position on the same page is included with this app pack as long as it does not impede or impact any other data or require additional layout or document enhancements. If an address is needed to be moved to a specific location and will impede existing data, a cover page will be generated accordingly.

Customer Requirements:

1. Must be able to meet for implementation within 15 days of order submission
2. Activated Cloud Account prior to scheduling
 - a. You will receive an email from impresscloudservices@quadient.com make sure this address is whitelisted on your email server. Activate your account prior to implementation.
3. Have production data readily available during installation
4. Assign a dedicated resource to project
5. Have your document business rules ready to go prior to installation
 - a. See #2 and 3 on page 2
6. Choose which output method prior to implementation
 - a. See #5 on page 2

IMPRESS DISTRIBUTE OUTPUT

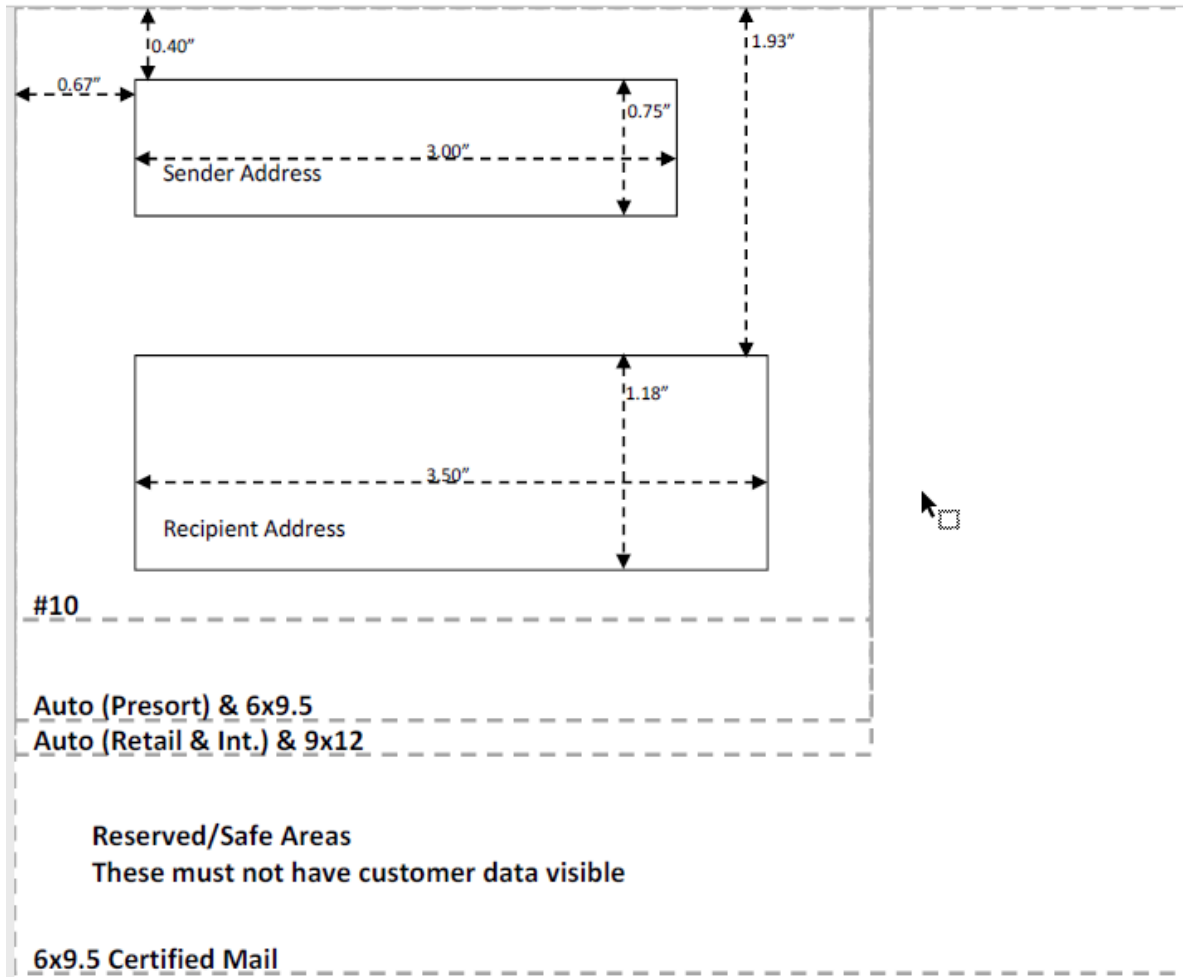
Will your customer use Distribute? If yes, complete this section and please reference Address Window Position Specifications below:

Are the address block and return address in consistent locations on the first page of a document? If not, is the customer aware that a cover page will be generated if output is to Distribute?	Y
Are attachments required? (must be PDF; same attachment for all recipients with Evolve Package)	No
Will you do a mail merge of mailing addresses?	No
Do you track by cost center for a job?	No
Simplex or Duplex Print?	Simplex
What envelope size(s) do you use?	#10
Archive required? Duration?	No
Include BRE?	N

Distribute Envelope Specifications

Window positions for recipient and sender address, barcode location and reserved/safe areas are defined in image 1.1. Additional reserved/safe area positions can be found in image 1.2.

Image 1.1



If addresses do not fall within these areas; or cannot be shifted without compromising document appearance or content, a banner page may be added.

Image 1.2**Recipient Address Position**

Horizontal 0.67"
 Vertical 1.93"
 Height 1.18"
 Width 3.50"

Sender Address Position

Horizontal 0.67"
 Vertical 0.40"
 Height 0.75"
 Width 3.00"

Insert Barcode Position

Horizontal 8.13"
 Vertical 1.52"
 Height 1.85"
 Width 0.35"

Reserved/Safe Area Positions

#10	Height	3.41"	Width	4.75"
6x9.5	Height	3.97"	Width	4.75"
9x12	Height	4.12"	Width	4.75"
Auto (Presort)	Height	0.75"	Width	4.75"
Auto (Retail & Int.)	Height	4.12"	Width	4.75"
6x9.5 Certified Mail	Height	5.32"	Width	6.50"

Reserved/Safe areas should not have any customer data visible. Any data that falls into that location may show through the window during mail processing and handling.

For customers include a BRE for documents sent out via Distribute: Number 9 Envelopes are used for a BRE.

Image 1.3

Measurement	3 7/8 x 8 7/8
Window	1 1/8" x 3 5/8" 5/8" L 1/2" B

If your processing requirements exceed configuration needs defined in this app pack an SOW will be required to be scoped and quantified.

ADDITIONAL AVAILABLE CONFIGURATION OPTIONS

Check the boxes that apply

BASE PACKAGE BUNDLE REQUIRED (100 qty of IDA-PS-FIXED)

1. Two (2) doc configurations
2. Details on Page 2



DATA QUALITY ADDON (add 50 qty of IDA-PS-FIXED)

1. Add appropriate BCC Plugin for WEB/CLOUD CASS & NCOA
 - a. WCASS-NCOA-XK
2. Configure BCC Plugin
3. Add up to 2 Address Correction business rules
 - a. CASS Failures
 - b. Address Update Changes

ECERTIFY AUTOMATE ADDON (add 70 qty of IDA-PS-FIXED)

1. Configure eCert Plugin
2. Configure up to three (3) Address Carrier pages based on envelope
3. Configure up to five (5) custom fields to be passed to ConnectSuite eCertify
4. Configure an exclusion workflow for documents with 'bad' addresses that cannot be sent via Certified Mail
5. Configure ConnectSuite Automate Downloader if existing or purchased

DISPATCH ADDON (add 60 qty of IDA-PS-FIXED) *if CASS is required please speak to PreSales for an SOW*

1. Create up to 3 templates
 - a. Support up to 3 mailing types
 - b. Output to .pdf or Distribute
 - c. Manual Banner Page or Address on Page 1 availability
2. Setup up to 5 users
3. Up to 2 hours training session

AIMS CONFIGURATION ADDON (add 100 qty of IDA-PS-FIXED)

1. ONLY Available for AIMS 500 (DSAIMS500FC) *NO DEP
2. Create AIMS Barcode
3. Create JAF, JRF, JCF

IMPRESS CLOUD TO CLOUD UPGRADES ONLY

Does not require BASE PACKAGE

Impress Cloud to Cloud subscription Upgrade ONLY:

1. Upgrades **without** Plugins do not require professional services
2. Upgrades **with** Plugins for BCC and e-Certify require PSO **Add Part# : 44 qty IDA-PS-FIXED**

Customer Approval

Customer Name:		Date of Approval:	
Signature:			