



Snohomish County Council

Committee: Public Infrastructure and Conservation

Analyst: Deb Evison Bell

ECAF: 2023-0423

Proposal: Motion 23-162

Date: May 2, 2023

Consideration:

The proposed motion would approve and authorize the County Executive to execute a Purchase Agreement and Terms with Quadient, Inc. for a mail processing machine, under SCC 3.04.140(8).

Background:

Snohomish County Information Technology Department utilizes a mail processing machine to improve efficiency on the mail room's high-volume mailing processes and to provide postage cost reductions. The existing mail machine is beyond its useful life and the lease for the existing machine expired in 2022.

Snohomish County selected Quadient, Inc., through RFP-22-037SB, following established Federal, State and County policies. A Purchase Agreement and Terms between Snohomish County and Quadient Inc. has been negotiated.

Current Proposal:

Scope: The proposed Agreement will allow for the purchase of a new processing machine and associated subscriptions and maintenance providing a savings of approximately 20% of the cost of leasing a new machine for five years.

Duration: The Agreement is proposed to be effective upon execution and shall terminate five (5) years from contract execution.

Fiscal Implications: The total budget is \$59,564 (this includes an annual 5% increase but does not include applicable sales tax).

2023 Budget: This agreement was anticipated in the 2023 budget.

Future Budget Impacts: This agreement will be included in future department budgets.

Handling: NORMAL

Approved-as-to-form: YES

Risk Management: APPROVE

Executive Recommendation: APPROVE

Requests: For Council to move the motion to GLS on May 10, 2023, for consideration.