



Legislation Details (With Text)

File #: 2023-0423 **Version**: 1

Type: Motion Status: Approved

File created: 4/13/2023 In control: General Legislative Session

On agenda: 5/10/2023 Final action: 5/10/2023

Title: Motion 23-162, approving and authorizing execution of the purchase agreement and terms with

Quadient, Inc. for a mail processing machine

Sponsors:

Indexes:

Code sections:

Attachments: 1. Motion 23-162, 2. Staff Report, 3. Purchase Agreement - SIGNED, 4. Fiscal Worksheet, 5.

Certificate of Insurance, 6. Motion Assignment Slip

Date	Ver.	Action By	Action	Result
5/10/2023	1	General Legislative Session	Approved	Pass
5/2/2023	1	Public Infrastructure and Conservation Committee	Moved to the GLS Consent Agenda	
4/25/2023	1	Administrative Session	Assigned	

Executive/Council Action Form (ECAF)

ITEM TITLE:

Motion 23-162, approving and authorizing execution of the purchase agreement and terms with Quadient, Inc. for a mail processing machine

DEPARTMENT: Information Technology

ORIGINATOR: Dee White

EXECUTIVE RECOMMENDATION: Approved by Ken Klein 4/17/23

PURPOSE: The purpose of this ECAF is to approve and execute the agreement to purchase a new mail processing machine and associated subscriptions, support and maintenance for the Department of Information Technology.

BACKGROUND: The County's IT Department uses a mail processing machine to help the mail room's high-volume mailing system. The mail machine provides postage cost reduction and improves the efficiency of the County's mailing processes. This postage meter equipment delivers simple ergonomic operations, investment protection and cost savings along with reliable production and maximum uptime. The IT Department needs to purchase a new mail processing machine to replace the existing mail machine as it is beyond its useful life and the existing lease ended in 2022. The County published RFP-22-037BC to solicit proposals for a new mail processing machine and Quadient was selected by the Snohomish County evaluation committee as submitting the highest-ranking proposal to provide this new mail processing machine. Purchasing a new mail processing machine and associated subscriptions and maintenance provides a savings of approximately 20% of the cost of leasing a new machine for 5 years. Approval of this ECAF will allow the IT Department to

File #: 2023-0423, Version: 1			
purchase a new mail processing machine a postage meter required for the system.	nd the necessary s	ubscriptions and ma	aintenance and lease the
FISCAL IMPLICATIONS:			
EXPEND : FUND, AGY, ORG, ACTY, OBJ, AU	CURRENT YR	2ND YR	1ST 6 YRS
505 5148706401 IT Mail Equipment	\$31,932	\$6,480	\$59,564
Plus applicable sales tax			
TOTAL	¢24 022	\$6,480	\$50.564
TOTAL	\$31,932	φ0,400	\$59,564
REVENUE: FUND, AGY, ORG, REV, SOURCE	CURRENT YR	2ND YR	1ST 6 YRS
TOTAL			
DEPARTMENT FISCAL IMPACT NOTES: approved 2023 budget.	The funding for this	s expenditure is inc	luded in the IT Department's
CONTRACT INFORMATION: ORIGINAL X CONTRACT#			559,564 plus applicable sales tax
AMENDMENT CONTRACT#		AMOUNT	
Contract Period ORIGINAL START Upon cont	ract execution	END 5 years fr	rom contract
AMENDMENT START		END	
OTHER DEPARTMENTAL REVIEW/COMM	MENTS: PA approv	/al as to form 4/13/	2023

Reviewed/approved by Risk - Shelia Barker 4/14/23 and Finance - Nathan Kennedy 4/14/23