



# Snohomish County Council

## Legislation Text

File #: 2023-0441, Version: 1

### Executive/Council Action Form (ECAF)

**ITEM TITLE:**

Motion 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

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**DEPARTMENT:** Airport

**ORIGINATOR:** Nickolis A. Landgraff

**EXECUTIVE RECOMMENDATION:** Neepaporn Bounjaktha (4/19/23)

**PURPOSE:** To authorize the Executive to approve the Quadient Leasing USA, Inc.’s contract under RFP 22-037BC for mailing machines and online software at Snohomish County Airport.

**BACKGROUND:** .

- Quadient Leasing USA, Inc.’s is the top candidate under RFP 22-037BC and has been the current provider of mailing equipment for the past 10+ years at Snohomish County Airport.
- The Airport is downsizing its current mailing equipment because it has transitioned to paperless services via Quadient’s online mailing software impress.
- This new equipment and online services are for an iX-3 mailing machine, IM16 letter opener, and online Impress software solution for online mailing services. This is an upgrade from their current NeoTouch software solution and will continue to serve the Airport for its business mailing activities.
- The cost is \$285.93 for 60 months or \$17,155.80 in total. This includes maintenance and regular servicing costs; however, postage and specific mailing services carry additional costs and are paid based on usage. For example, an envelope is \$0.24, and \$0.11 for each additional page. Please see the full contract for all rates. Postage and additional fees can vary from \$6,000-\$10,000 per year based on usage that year.

**FISCAL IMPLICATIONS:**

EXPEND: FUND, AGY, ORG, ACTY, OBJ, AU	CURRENT YR	2ND YR	1ST 5 YRS
410.521680.4201 - Communications	\$2,287.44	\$3,431.16	\$17,155.80
Additional User Fees	\$8,000.00	\$10,000.00	\$50,000.00
<b>TOTAL</b>	<b>\$10,287.44</b>	<b>\$13,431.16</b>	<b>\$67,155.80</b>

REVENUE: FUND, AGY, ORG, REV, SOURCE	CURRENT YR	2ND YR	1ST 5 YRS

410.321680.0800 - Fund Balance	\$10,287.44	\$13,431.16	\$67,155.80
<b>TOTAL</b>	\$10,287.44	\$13,431.16	\$67,155.80

**DEPARTMENT FISCAL IMPACT NOTES:** The Airport has sufficient funds available in the 2023 budget.

**CONTRACT INFORMATION:**

ORIGINAL	X	CONTRACT#	RFP 22-037BC	AMOUNT	\$67,155.80
AMENDMENT		CONTRACT#		AMOUNT	

**Contract Period**

ORIGINAL	START	Effective	END	60 Months
AMENDMENT	START		END	

**OTHER DEPARTMENTAL REVIEW/COMMENTS:** Reviewed/approved by Risk Management (Diane Baer 4/19/23) and Finance (Nathan Kennedy 4/19/23)