



MEMORANDUM

TO: Mayor Merkes, Chairman Klein and the members of the City of Menasha Administration Committee

FROM: City Comptroller/Treasurer Stoffel *trs*

DATE: 10/29/2012

SUBJECT: Pitney Bowes Mailing System Rental Agreement

Included on the agenda for the Administration Committee is a new agreement to rent a new mailing machine for the City. Our old agreement is expiring and with the new agreement, the City receives a new postage machine. The new equipment, a DM 200L Digital mailing system, will cost \$92.55 per month (\$1,111 annually) including all other maintenance charges. This is less than what the City now pays (\$105.49 per month) and the equipment has the latest technology updates. The new equipment weighs pieces electronically, tracks postage for up to 50 departments and processes forty pieces of mail a minute. I would request your approval of the agreement.



# WSCA/NASPO Term Rental Installment Option A Agreement

Account # 60

|  |  |  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|--|--|
|  |  |  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|--|--|

Agreement Number

## Your Business Information

CITY OF MENASHA FINANCE DEPT

39-6005525

Full Legal Name of Customer

DBA Name of Customer

Tax ID # (FEIN/TIN)

140 MAIN ST

MENASHA

WI

54952-3190

Billing Address: Street

City

State

Zip+4

( ) ext

58301640205

Billing Contact Name

Billing Contact Phone #

Billing CAN #

140 MAIN ST

MENASHA

WI

54952-3190

Installation Address (if different from billing address): Street

City

State

Zip+4

( ) ext

58301640205

Installation Contact Name

Installation Contact Phone #

Installation CAN #

Fiscal Period (from - to)

Customer PO #

Delivery CAN #

## Your Business Needs

### Qty Business Solution Description

|   |  |
|---|--|
| 1 | Mail Stream Solution - 1               |
| 1 | DM200L                                 |
| 1 | IntelliLink Interface / PSD for DM200L |
| 1 | Accounting (50 Dept) Software          |
| 1 | 5 lb Integrated Weighing               |
| 1 | Professional Installation              |
| 1 | Integrated Weighing Platform           |
| 1 | IntelliLink Subscription               |

### Check items to be included in customer's payment

**Equipment Maintenance (1st year included)**  
Provides service coverage including certain parts and labor

**Software Maintenance (1st year included)**  
Provides revision updates and technical assistance

**Soft-Guard® Subscription (Included with your meter rental)**  
Provides postal and carrier updates

**IntelliLink® Subscription/Meter Rental**  
Provides simplified billing and includes ( ) resets per year

( ) Confirmation Services

Electronic access to postal confirmation services  
Receive an invoice for postage, consolidated billing  
and enhanced management reporting information.

( ) Purchase Power®

## Your Payment Plan

| Number Of Months | Monthly Amount * |
|------------------|------------------|
| First 36         | \$ 92.55         |

(\*Does not include any applicable taxes)

( ) Required advance check of \$  
Tax Exempt#

received

State Tax (if applicable)

( ) Tax Exempt Certificate Attached

( ) Tax Exempt Certificate Not Required

## Your Signature

By your signature below, you agree to be bound by this Term Rental Installment Option A Agreement (this "Rental"). This Rental is made and entered into pursuant to your State's/Entity's Participating Addendum, which is made in connection with the WSCA/NASPO Contract # ADSPO11-0000411-7 ("Agreements"), all of which are available at [www.pb.com/states](http://www.pb.com/states). The terms and conditions of the Agreements govern this transaction, and in the event of any inconsistency with this Rental, the Agreements will supersede this Rental. This Rental will be binding on PBGFS only after PBGFS has completed its credit and documentation approval process and an authorized PBGFS employee signs below.

CN11-98554-112-6

Customer Signature

Date

State's/Entity's Participating Addendum #

Print Name

Title

Email Address

## Sales Information

Laurie Kiffel

117

Account Rep Name

District Office

PBGFS Acceptance

Equipment Vendor: Pitney Bowes Inc. for Sales and Service call 1-800-322-8000