

State Term Contract
Permission Request

Date: 11/14/2023 State Contract No/URL: Contract Type: Over \$50,000 Under \$50,000

Requesting Agency: Contact Name: Email:

TO BE COMPLETED BY AGENCY:

Describe how use of this contract provides the most cost effective method to purchase goods and /or services.

(For new requests, attach three (3) or more quotations received from contract vendors, if the contract was not bid.)

In using this state term contract for Quadient mail equipment and leasing services we ensure no time is wasted in fulfilling the needs of The Clerk's Office. Quadient has provided satisfactory mail equipment and leasing services to The Clerk's Office since 2010. This state contract was awarded through competitive selection. Quadient is familiar with our needs and processes, utilizing the offered state term contract RSI008639 ensures a smooth transition, for a new 60 month lease of e-Certify software and a DS 77IQ 3 station folding & Inserting system.

Note if this purchase is the continuation of an existing project.

(Please attach three (3) or more quotations originally received. If three quotes were not solicited for the original purchase, three are required now.)

Please see attached quotes for 60 month lease of e-Certify software and a DS 77IQ 3 station folding & Inserting system. Leasing these items for 60 months ensures we have a consistent price

year to year for budgetary purposes. Both quoted items are upgrades of our current equipment and software and will be less than our current billing

Current total yearly price: \$30,000.84

New total yearly price: \$27,453.48

If three quotes were not received, attach any documentation supporting using the STS as the most cost effective method. This includes price research, efficiencies realized, or any other evidence of cost effectiveness. Requests over \$50,000 will require a bid waiver from City Council.

TO BE COMPLETED BY PROCUREMENT MANAGER:

Approved _____ SSF 11/15/23