

# | Agenda Item | cover sheet

for consideration by the Apex Town Council

Item Type: CONSENT AGENDA

Meeting Date: November 21, 2024

## Item Details

Presenter(s): Steve Maynard, Contracts and Purchasing Manager

Department(s): Finance

### Requested Motion

Motion to approve a lease agreement between the Town of Apex and Quadient Leasing for two (2) postage machines, IX1 and IX7, effective December 1, 2024 through November 30, 2027 (36 months), and authorize the Town Manager, or their designee, to execute on behalf of the Town.

### Approval Recommended?

Yes

### Item Details

The Town current has two postage machines located in the Apex Police Department and Apex Town Hall. The current machine at the Apex Police Department will become obsolete effective January 1, 2025 and a stand alone machine is still needed. This lease agreement is for a 36- month term and authorizes the replacement of the postage machine at the Apex Police Department and renews the lease terms for the postage machine at Town Hall.

The lease includes monthly payments of \$413.64 for the duration of the term (36 months) with a not to exceed amount of \$14,891.04.

The Legal Services Department has reviewed the lease terms and conditions.

### Attachments

- CN4-A1: Government Product Lease Agreement - Quadient Leasing - Postage Machine Town Hall and Apex Police Department through November 30, 2027
- CN4-A2: Lease Purchase Order - Quadient Leasing - Postage Machine Town Hall and Apex Police Department through November 30, 2027
- CN4-A3: Lease Terms and Conditions - Quadient Leasing - Postage Machine Town Hall and Apex Police Department through November 30, 2027

