



REPORT TO VILLAGE BOARD

ITEM NAME:	Quadient Lease for Village Mail Machine
MEETING DATE:	October 13, 2025
PRESENTING COMMITTEE:	
COMMITTEE CONTACT:	David Baker
STAFF CONTACT:	Jennifer Poyer
PREPARED BY:	Jennifer Poyer

ISSUE: The current lease with Office Enterprises – Quadient Leasing for the postage machine and folder/insertor expires December 2025. Staff has been satisfied with the service from Office Enterprises. Wait times for a service technician have been 30-minutes to a few hours. The folder/insertor usually needs maintenance and/or repair once a quarter. The postage machine has needed maintenance a couple of times per year. The Village will be receiving a new postage machine to replace the current machine per the Why Wait Program Agreement. Staff is recommending the 60-month lease renewal with Office Enterprises.

The average market price range has an increase of 6-8% each year. The quote represents a 35% discount based on the current rate.

OBJECTIVES:

ISSUE BACKGROUND/PREVIOUS ACTIONS: APC recommended the lease for Village Board approval during their September 16, 2025 meeting.

PROPOSAL:

ADVANTAGES:

DISADVANTAGES:

ITEMIZE ALL ANTICIPATED COSTS (Direct or Indirect, Start-Up/One-Time, Capital, Ongoing & Annual, Debt Service, etc.)

RECOMMENDED ACTION: Approve the Why Wait Program Agreement and the Quadient Leasing USA Inc. 60-month Purchase Order-Lease for a total of \$17,933.40.

OTHER OPTIONS CONSIDERED:

TIMING REQUIREMENTS/CONSTRAINTS:

FUNDING SOURCE(s) – Must include Account Number/Description/Budgeted Amt CFY/% Used CFY/\$

Remaining CFY

Account Number:

Description:

Budgeted Amount:

Spent to Date:

Percentage Used:

Remaining:

ATTACHMENTS (describe briefly): Purchase Order-Lease, Why Wait Program Agreement

Customer

Organization	Village of Kronenwetter		
DBA			
Address	1582 KRONENWETTER DR		
City State Zip	KRONENWETTER	WI	54455-7268
Phone	(715) 693-4200	Fax	

Purchase Order - Lease

NASPO/ValuePoint Contract #: CTR058809

and / or

State Participating Addendum (PA) #:

505ENT-O22-NASPOMAILEQ-04 (WI)

Vendor

Company Name	Quadient Leasing USA Inc. FEDERAL ID# 94-2984524		
Attention	Government Sales	DUNS# 150836872	
Address	478 Wheelers Farms Rd		
City State Zip	Milford	CT	06461
Phone	(866) 448-0045	Fax	(203) 301-2600

Ship To

Organization	Village of Kronenwetter		
Attention	Jennifer Poyer		
Address	1582 KRONENWETTER DR		
City State Zip	KRONENWETTER	WI	54455-7268
Phone	(715) 693-4200	Email	jpyer@kronenwetter.org

P.O. Number	P.O. Date	Requisitioner	Shipped Via	F.O.B. Point	Terms
			Ground	Destination	Quarterly Invoicing

QTY	Unit	Description	Unit Price	Total
60	Months	Lease Payment	\$299.89	\$17,993.40

Lease payment specified above for products listed below includes, as applicable, reduced price equipment maintenance to reflect first year free, meter rental, meter resets, postal rate changes, software license/support/subscription fees, delivery, installation, and operator training.

Products

QTY	Product ID	Description
1	DS40I	DS40i Folder Inserter
1	IXWP5	IX Series 5 lb Weighing Platform
1	DS40ITRIFOLD	DS40i TriFold Kit
1	IX5AF	iX-5 Series Base w/ Autofeeder, Sealer, Catch Tray & Ink Cartridge

1) Order is governed under the terms and conditions of the NASPO/ValuePoint Master Price Agreement Contract Number CTR058809. Enter this order in accordance with the prices, terms, delivery method, and specifications listed above.

2) Payments will be sent to:
Quadient Leasing USA, Inc.
Dept 3682
PO Box 123682
Dallas TX 75312-3682

3) Send all correspondence to:
Quadient Leasing USA, Inc.
478 Wheelers Farms Rd
Milford CT 06461
Phone: 203-301-3400
Fax: 203-301-2600

Authorized by

Date

Print Name

Title



Why Wait Program Agreement

The Quadient Leasing Why Wait program entitles you to upgrade your Quadient equipment up to 12 months prior to the end of the term of your Current Lease. Your new lease term will automatically commence and billing will begin after your Current Lease has reached the end of its current term. The transition from your Current Lease to the New Lease will be seamless.

By electing to participate in this program, you agree to the following:

- You agree to continue making payments on lease number N21012229 through the end of its Initial Term or, if applicable, the current Renewal Term.
- The term of the new lease, being signed concurrently with this agreement, ("New Lease") will commence when the Current Lease reaches the end of its Initial Term or, if applicable, the current Renewal Term.
- The Products that are subject to the Current Lease will be replaced with the Products identified in the New Lease for the remainder of the Current Lease's Initial Term or, if applicable, the current Renewal Term.
- If a subscription to the Impress Platform is included on the New Lease, then any associated Usage Fees will be in addition to the payments on the Current Lease and the New Lease.
- The replaced products from the Current Lease must be returned to us within thirty (30) days of the effective date of this agreement.

Company: Village of Kronenwetter

Signature: _____

Name (printed): _____

Title: _____

Date: _____

Company: Quadient Leasing USA Inc.

Signature : _____

Name (printed): _____

Title: _____

Date: _____