Hospital Vendor Contract Summary Sheet

1. ☒ **Existing Vendor** ☐ **New Vendor**

2. **Name of Contract:** Pitney Bowes Lease Agreement

3. **Contract Parties:** MRMC and Pitney Bowes

4. **Contract Type Services:** Postage Equipment Lease

5. **Impacted Hospital Departments:** Primarily Finance and Business Office.

6. **Contract Summary:** Renewal agreement between Pitney Bowes and MRMC for the currently rented postage machine. No changes to services provided.

7. **Cost:** $119.92/mo. Billed quarterly: $359.76 Total Cost over life of agreement: $7,554.96

8. **Prior Cost:** $115.67/mo. Billed quarterly $347.00

9. **Term:** 63 months, to begin on billing cycle after new agreement returned and new meter installed.

10. **Termination Clause:** N/A

11. **Other:** N/A