

Postage Meter – City Hall

The postage machine at City Hall has been discontinued, and is outdated. It has not worked properly for some time, only printing half of a stamp. Customer Service has been called, cleaning instructions have been completed multiple times on the printer heads, and the final instruction was to replace the ink cartridge, even though it is not empty. Therefore, we are hand-stamping all outgoing mail at this time.

Our contract with Quadient seems to have expired in 2019. We are currently paying \$18.71 per month rental fee, plus postage. The next payment will be due in October, and is paid quarterly.

I have reached out to Allied Business Solutions, who is the company that we have our copier lease through. They have a deal that expires September 30th, which would give us the first 6 months free. This would include a new postage machine rental, a lease for 48 months, and a \$40.95 per month rental fee that includes maintenance. See document on the suggested postage machine.

I also have asked for a new quote from Quadient, our current postage company, along with a new machine. Their new quote is much higher than our 2019 amount. See additional documents of quote amounts with information.

Pitney Bowes was also contacted, but has not responded.