RESOLUTION 17-82

A RESOLUTION OF THE CITY OF PANAMA CITY BEACH, FLORIDA APPROVING AN AGREEMENT FOR THE LEASE OF MAIL PROCESSING EQUIPMENT FROM NEOPOST IN THE BASIC AMOUNT OF $1,765 PER MONTH FOR 60 MONTHS; AND PROVIDING AN IMMEDIATELY EFFECTIVE DATE.

WHEREAS, the State of Florida opened sealed bids for the purchase of Mail Processing Equipment; and

WHEREAS, the State of Florida determined that the bid received by Neopost was the best value for Mail Processing Equipment; and

WHEREAS, the State of Florida entered into Contract 44102100-17-11 with Neopost for the purchase of Mail Processing Equipment which also allows for the lease of equipment; and

WHEREAS, the City of Panama City Beach desires to lease Mail Processing Equipment for its use, relying on the bids received by the State of Florida.

BE IT RESOLVED that the appropriate officers of the City are authorized but not required to accept and deliver on behalf of the City that certain Agreement between the City and Neopost, relating to the lease of mail processing equipment, in the basic monthly amount of One Thousand Seven Hundred Sixty Five Dollars ($1,765.00) for 60 months, in substantially the form attached and presented to the Council today, with such changes, insertions or omissions as may be approved by the City Manager and whose execution shall be conclusive evidence of such approval.

THIS RESOLUTION shall be effective immediately upon passage.

PASSED in regular session this 19th day of April, 2017.

CITY OF PANAMA CITY BEACH
By: 

Mike Thomas, Mayor

ATTEST:
Diane Fowler, City Clerk
CITY OF PANAMA CITY BEACH
110 SOUTH ARNOLD RD
Panama City Beach, FL 32413-2140
Phone 850.233.5100

STATE OF FLORIDA - PURCHASE ORDER - LEASE

State of Florida Contract Number – 44102100-17-1

To:
MailFinance Inc.
478 Wheelers Farms Road
Milford, CT 06461
800-881-6245

SHIP TO:
CITY OF PANAMA CITY BEACH
BRIDGETTE COHEN
110 SOUTH ARNOLD RD
Panama City Beach, FL 32413-2140
Phone 850.233.5100

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<tr>
<th>P.O. DATE</th>
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<th>SHIPPED VIA</th>
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<td>OMS-500 PRO SUPPORT</td>
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<td>OMS-500 Pro Services Hourly Development</td>
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60 MONTH LEASE TERM AT $1,765 PER MONTH
BILLED QUARTERLY
INCLUDES ALL MAINTENANCE & USPS RATE UPDATES

PAGE 1 OF 2

1. Order is governed under the terms and conditions of the State of Florida Contract – 44102100-17-1. Enter this order in accordance with the prices, terms, delivery method, and specifications listed above.

2. Payments will be sent to:
MailFinance
Dept. 3682
P.O. Box 123682
Dallas, TX 75312-3682
Federal ID Number: 94-2984524

Seed all correspondence to:
Brigidette Cohen
110 S. Arnold Road
Panama City Beach, FL 32413-2140
Phone 850.233.5100

Authorized by ___________________________ Date ___________________________

Print Name and Title ___________________________
CITY OF PANAMA CITY BEACH

110 SOUTH ARNOLD RD
Panama City Beach, FL 32413-2140
Phone 850.233.5100

State of Florida Contract Number – 44102100-17-1

SHIP TO:
CITY OF PANAMA CITY BEACH
BRIDGETTE COHEN
110 SOUTH ARNOLD RD
Panama City Beach, FL 32413-2140
Phone 850.233.5100

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<td>2 Lease Trade Up</td>
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| SUBTOTAL | $237.07 |
| SALES TAX | $1,765/month Billed Quarterly |
| SHIPPING & HANDLING |             |
| OTHER |             |
| TOTAL |             |

3. Order is governed under the terms and conditions of the State of Florida Contract – 44102100-17-1. Enter this order in accordance with the prices, terms, delivery method, and specifications listed above.

4. Payments will be sent to:
Mail Finance Inc.
Dept 9882
PO BOX 123862
Dallas, TX 75312-3862
Federal ID Number: 94-2984524

Send all correspondence to:
BRIDGETTE COHEN
110 SOUTH ARNOLD RD
Panama City Beach, FL 32413-2140
Phone 850.233.5100

Authorized by ___________________________ Date ___________________________

Print Name and Title
CITY OF PANAMA CITY BEACH
AGENDA ITEM SUMMARY

1. DEPARTMENT MAKING REQUEST/NAME:
Utilities Department - Al Shortt, Utilities Director

2. MEETING DATE:
April 13, 2017

3. REQUESTED MOTION/ACTION:
Approve a 60 month term lease of certain mail processing equipment and software from Neopost USA in the monthly amount of $1,765.

4. AGENDA
PRESENTATION
PUBLIC HEARING
CONSENT
REGULAR

5. IS THIS ITEM BUDGETED (IF APPLICABLE)?
Yes ☑ No ☐
N/A ☐
BUDGET AMENDMENT OR N/A

DETAILED BUDGET AMENDMENT ATTACHED
Yes ☑ No ☐
N/A ☐

6. BACKGROUND: (WHY IS THE ACTION NECESSARY, WHAT GOAL WILL BE ACHIEVED)

The Utility Department has an opportunity to early-renew its existing lease for mail processing equipment and software with Neopost USA at a lower monthly cost. The State of Florida recently opened sealed bids for mail processing equipment. Staff desires to take advantage of the lower pricing available in the new state contract and Neopost USA has provided a proposal that reduces the department's monthly cost from $1,873.08 to $1,765.00. New equipment will be provided with the lease.

Attached is a copy of the proposed Lease Purchase Order based on State of Florida Contract Number 44102100-17-1. Staff has reviewed the proposal and state contract, and recommends the City Council approve the City Manager executing the Lease Purchase Order from Neopost USA in the monthly amount of $1,765.00, with a term of 60 months. Lease payments will be made quarterly.

This recurring cost is currently budgeted in the Utility Department and the proposed expenditure is within budget.

WHY - To allow the City Manager to renew a lease for mail processing equipment and software in the Utility Department.

WHAT - Allow the Utility department to lower its monthly operating costs.