

MEMORANDUM

To: Okanogan City Council and Mayor Turner

From: Jessica Blake, City Clerk Treasurer

Date: November 1, 2023

Subject: Quadient Postage Meter Rental Agreement

Attached for Council consideration is a Postage Meter Rental Agreement with Quadient. This is a necessary meter replacement due to the United States Postal Service requiring all postage meters to meet the new Intelligent Mail Indicia (IMI) standards beginning in 2024.

Our current rental agreement with Pitney Bowes is paid at a quarterly rate of \$108.00 (36.00 per month) plus taxes. The agreement with Quadient is \$31.99 per month. This postage machine has features to assist with efficient use of staff time in addition to IMI compliance.

Suggested Motion: I move to approve the Postage Meter Rental Agreement and authorize Mayor Turner to sign the agreement.