

To: President and Members of the Munster Town Council

From: Patricia Abbott, Controller

Date: November 17, 2025

Re: Postage Meter Lease

Staff met with representatives from Postal Source to discuss the lease of the Town's Quadient postage machine and scale. Postal Source bought out the postage machine portion of Pulse Technology. Our current postage equipment is under lease at a cost of \$766.35/quarter. The lease will expire in this month.

A new postage machine and scale are available at a cost of \$1,233.08/quarter or \$19,421.01 over the proposed five-year (sixty-three month) contract. The new equipment is an updated version of the equipment currently in use. Related charges for ink, supplies and maintenance remain unchanged.

Quarterly lease payments will be made to Quadient Leasing with service calls being handled through Postal Source. Lease payments are made from the General Fund with postage costs charged to the associated funds.

Staff is also working with Postal Source to reduce the costs of certified mail while still meeting compliance requirements.

Recommendation:

By motion and roll call vote, authorize the leasing of a Quadient postage meter system for a period of sixty-three months at a lease cost of \$1,233.08/quarter.