

CRESTLINE SANITATION DISTRICT

MEMORANDUM

DATE: June 9, 2022

TO: BOARD OF DIRECTORS
Crestline Sanitation District

FROM: Rick Dever
General Manager

SUBJECT: Purchase of a Folder/Inserter Billing Machine

A. RECOMMENDATION

I recommend approving the purchase of a new folder/inserter from Quadient to replace the existing 7-year-old machine in July 2022 to not exceed \$15,000.00 to cover taxes and unexpected fees.

B. REASON FOR RECOMMENDATION

The current machine is constantly in need of repairs. At times it may take 2 days for billing, which should take about 4 hours or less.

C. OTHER INFORMATION

The new machine will be about half the size of the current machine, avoiding jamming issues. Three companies provided bids:

Quadient - \$13,792.00 (offering Government pricing)

CBE Office Solutions - \$23,350.00

Pitney Bowes - \$22,248.80

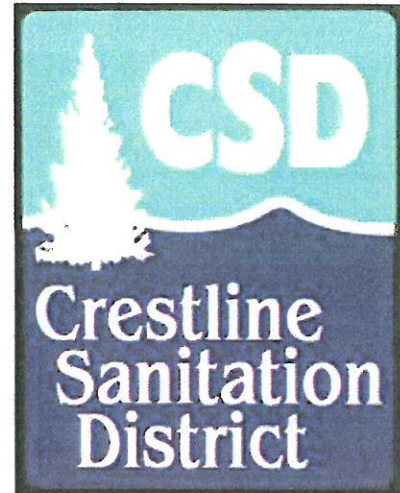
D. FISCAL INFORMATION

Quadient is offering government pricing that will change on June 13, 2022. If the request is approved, they will lock in current pricing for July 2022.

FY CIP Budget 2022-23 has a place holder for \$22,000.00

E. ATTACHMENTS

Quotes from the suppliers (3)



BUSINESS CASE

Folder Inserter

Prepared for: **Crestline Sanitation District**

Proposal date: **May 10, 2022**

Valid until: **June 10, 2022**

Submitted by: **Alan Ramirez**
Account Executive
a.ramirez@quadiant.com
(562) 964-4529

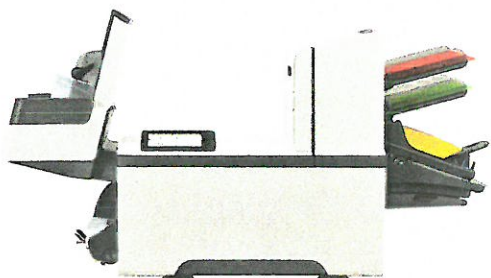
Brian Ingraham
Solutions and Workflow Analyst
b.Ingraham@Quadiant.com
(909) 395 -6669

Submitted to: **Dawn Grantham**



Financial Considerations

DS-75i Folder-Inserter



- 7" color touchscreen control panel with graphical user guidance and wizard-based programming
- Up to 3 multi-format FlexFeeders that can transport full-size sheets as well as short inserts
- Automatically senses and sets paper length, envelope size and compatible fold type
- Collate and fold up to 8 pages for insertion into a #10 envelope or 10 pages into a 6" x 9.5" envelope
- Finish jobs quickly with operational efficiency up to 3,800 filled envelopes per hour

Product Summary – DS75i

- One DS75i folder inserter

Cost Summary - Lease		
01	60-month lease – monthly cost	\$476.39
	48-month lease – monthly cost	\$521.44
03	36-month lease – monthly cost	\$597.44
	Freight, delivery & installation	Included
04	Equipment maintenance	Included
	Software license & support	Included

(3) \$21,507.84
 (4) \$25,029.12
 (5) \$28,583.40

Cost Summary - Purchase		
01	Equipment Purchase– Purchase cost	\$13,792.00
	Freight, delivery & installation	Included
04	Equipment maintenance - First Year FREE	\$2760.00 billed annually
	Software license & support	Included

@ 3yrs- 19,312.00
 @ 5yrs- 24,832.00
 @ future - ...



Dawn Grantham <dgrantham@crestlinesanitation.com>

Crestline Sanitation District

Howard Chiu <Howard.Chiu@pb.com>
To: Dawn Grantham <dgrantham@crestlinesanitation.com>
Cc: Kelly Lazar <kelly.lazar@pb.com>

Thu, May 5, 2022 at 9:38 AM

Dawn-

Good morning. It was a pleasure speaking with you regarding your inserter. Here are the numbers for the new Relay 5000 to replace your current Di900 inserter.

60 month Lease - \$780.00 per month SLA included

Cash Purchase Price - \$22,248.80 + \$2733.00 annual SLA

Due to COVID logistical challenges we are at approximately 60 days for delivery. Please let us know if Crestline Sanitation would like to go with the Lease or Cash Purchase as soon as you can. If there are any questions or additional clarifications needed, please don't hesitate to contact me directly.

Thanks again and have a great day!

-Howard

m 425.219.3017

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From: Dawn Grantham <dgrantham@crestlinesanitation.com>
Sent: Wednesday, May 4, 2022 8:26 AM
To: Howard Chiu <Howard.Chiu@pb.com>
Cc: Kelly Lazar <kelly.lazar@pb.com>
Subject: Re: Crestline Sanitation District

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 **Relay 5000-Brochure-US-External-6.8.2017.pdf**
1475K



Proposal
Prepared for



Presented by Chris Hoffie

05/09/22

Celebrating over 25 years of service to our customers...

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pitneybowes Business Partner



Date **May 9, 2022**

Valid Until **June 9, 2022**

Customer:

Crestline Sanitation District
24516 Lake Dr
Crestline, CA 92325

Quote Description

Formax FD-6306 Standard 3 Folder Inserter
Fold and insert up to 3,800 per hour, and up to 40,000 per Month. **2-Standard Flex Feeders and 1-Production Feeder**

DESCRIPTION HIGHLIGHTS:

Lease Option

Formax FD-6306 Standard 3 Folder Inserter
*Fold and insert up to 3,800 per hour, and up to 40,000 per Month. **2-Standard Flex Feeders and 1-Production Feeder***

60-Month FMV Lease, Maintenance Included

\$542 / mo

Purchase Option

\$23,350

Monthly Maintenance for Purchase Option

\$115 / mo

Includes Delivery, Installation, and Training

Service Maintenance Agreement Includes:

- Parts & Labor