



MEETING NOTICE CITY HALL COMMITTEE

A meeting of the City Hall Committee will be held on Monday, September 19, 2022, at 6:45 p.m. in the Engineering Department Conference Room #235.

Agenda

1. Call Meeting to Order
2. Public Comment (3 Minutes)
3. New Business
 - a. Review Server Room AC Units Proposals
 - b. Review Postage Meter Proposals
 - c. Late Additions
4. Adjournment



CITY OF QUINCY
Department of Utilities & Engineering

Staff recommendation is to purchase the Mitsubishi units. The Mitsubishi units are more energy efficient, have larger condenser coils, and have two fans for more efficient heat transfer. Mitsubishi also offers a longer warranty on compressor units and parts. Both brands require wind baffles to operate in our winter conditions. Proposal B offers the recommended unit at the cost of \$20,600.

Samsung		Mitsubishi
Proposal A1	\$ 16,230.00	Proposal B \$ 20,600.00
		Proposal A2 \$ 20,813.00
Specs		
Warranty	7 yr Compressor, 5 yr Parts, 1 yr Labor	10 yr Compressor & Parts, 1 yr Labor
SEER	18	18
EER	8.1	10.8
Compressor Amps	16.5A	8A
Operating Range	-40°F - 115°F	-40°F - 115°F
Condenser Fans	1	2
Outdoor Unit Dimensions W x H x D	37" x 39.6875" x 13"	41.9375" x 52.6875" x 13"



CITY OF QUINCY

MARY-ANN ERVIN
Purchasing Agent

CITY HALL – 730 MAINE
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MEMORANDUM

TO: Members of the City Hall Committee

FROM: Mary-Ann Ervin

DATE: Monday, September 19, 2022

RE: Postage Meter

The City of Quincy's postage meter lease with Postal Source will expire on December 18, 2022. We are required to notify the current vendor sixty (60) days prior to our lease expiration of our intention to renew or to cancel our postage meter lease.

The Purchasing Department advertised for sealed competitive proposals for the lease/rental of a postage meter for use by various city departments. There were 248 vendors who viewed the proposal, 10 vendors downloaded the proposal and we received one (1) proposal. The lease for the postage meter equipment will be a 60-month lease, and shall include the postage meter equipment, along with maintenance and the removal of the old unit.

The proposal received included pricing for (2) types of postage machines, as per the RFP:

Vendor A -

Quadient iX5 Series \$11,624.40, 1st year \$152.94/mo -2nd/3rd/4th/5th years \$203.94/mo
Quadient iX7 Series \$20,529.00, 1st year \$247.43/mo -2nd/3rd/4th/5th years \$365.83/mo

When we leased our current postage machine back in 2017, we were processing a lot more mail than we currently do today. We averaged 48,000 pieces of mail annually, and 4000 pieces per month. We currently average around 20,000 pieces of mail per year. We saw a drop in post cards which back in 2019 we had 1,264 and in 2020 we only had 121.

Both machines proposed by Vendor A have a sealer and catch tray.

The difference in the machines proposed are as follows:

Quadient iX7 series base machine will accept mixed sized mail, it has a Weigh On the Way (W.O.W.) dynamic scale which will weigh each piece of mail and it has a 10 lb weigh platform. Total cost for 60-month lease would be \$20,529.00.

The Quadient iX5 series base machine, has an automatic feeder, a 5 lb weigh platform. This machine would require an additional step for mail that is over 1 ounce. The person handling the postage machine would need to identify mail which is over 1 ounce and weigh to confirm the weight prior to adding postage, next add postage. Total cost for 60-month lease would be \$11,624.40.

During 2021 we only had 585 pieces of first-class mail, which were over 1 ounce. This averages out to be 49 pieces per month. These 49 pieces of mail each month would need to be placed on the scale and manually weighed & postage added using the Quadient iX5 series base machine.

After reviewing the proposal received and comparing both postage machines, I would like to recommend that the proposal for the Quadient iX5 series base machine from Vendor A be accepted for a 5-year (60 month) lease. With the City Hall Committees approval I would like to present a resolution to the City Council for their approval on Monday, September 26, 2022.

Thank you and if you have any questions, please contact me.