**Board Memo**

**DATE:** 7/18/2023

**AGENDA ITEM DETAILS:**

**School/Department**

Purchasing/Florence Elementary

**Product Vendor or Grant Issuer**

Quadient Leasing USA

**Product or Grant Name**

Postage Meter Machine

**Date/Term (Beginning and End Dates/Year)**

July 2023 – June 2028

**APPLICABLE BOARD POLICY & STRATEGIC PLAN GOAL:**

04.32 Model Procurement Code Purchasing

4B. Boone County Schools will eliminate redundancy in purchasing of services and / or programs in order to reduce costs and increase financial resources.

1. 3. Create a centralized purchasing process for operational resources used by all buildings and departments

**DESCRIBE USE OF CONTRACT/PURCHASE/AGREEMENT**

Florence Elementary School wishes to rent a postage meter from Quadient Leasing as follows:

Duration: 60 months

Monthly cost: $34.71

\*Please note we are in the process of working with companies to start looking at better pricing options for all schools. We have schools that are at different stages in their leasing agreements, and we are working on a plan to have schools on the same cycle, working with a common vendor. In this case, with the necessity of the equipment to be used at the start of the school year, we recommend the approval of this agreement at this time.

**FUNDING FOR PURCHASES AND OTHER REQUESTS:**

**Total Cost**

$2082.60

**Funding Source**

Site Base Funding

 **\*If more than one funding source, list below along with amount or percent for each source**

N/A

**IF THIS IS A GRANT, ENTER AMOUNT TO BE AWARDED:**

N/A

**RECOMMENDATION:**

I recommend approving this Rental Agreement with Quadient Leasing for the rental of the postage meter, as presented.

**CONTACT PERSON: (submitter)**

Donny Grant, Purchasing Administrator