



COLUMBIA COUNTY BOARD OF COUNTY COMMISSIONERS AGENDA ITEM REQUEST FORM

The Board of County Commissioners meets the 1st and 3rd Thursday of each month at 5:30 p.m. in the Columbia County School Board Administrative Complex Auditorium, 372 West Duval Street, Lake City, Florida 32055. All agenda items are due in the Board's office one week prior to the meeting date.

Today's Date: 5/30/2019 Meeting Date: 6/6/2019

Name: Penny Stanley Department: BCC Administration

Division Manager's Signature:

A handwritten signature in blue ink, appearing to be "Penny Stanley", written over a light blue horizontal line.

1. Nature and purpose of agenda item:

Mail Machine Lease Agreement - Neopost - \$142 per month

2. Recommended Motion/Action:

Approve lease agreement with Neopost in the amount of \$142 per month

3. Fiscal impact on current budget.

This item has no effect on the current budget.

Section (A) Office Information

Office Number: 2320	Office Name: Neopost Florida	Office Phone #: 386 758 1005	Date Submitted: 5/29/2019
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Section (B) Billing Information

Company Name (Full legal name): COLUMBIA CTY OF BOARD OF COMMISSIONERS		
DBA:		
Billing Address: 135 NE Hernando Ave		
Billing City: Lake City	State: FL	ZIP Code + 4: 32055
Billing Contact Name: Esther Chung	Contact Phone Number: 386 758 1005	
Billing Contact Title: Office Manager	Contact Fax Number:	
Billing Contact email Address: echung@columbiacountyfla.com	Purchase Order Number:	

Section (C) Installation Information (if different than Billing Information)

Company Name (Full legal name): COLUMBIA CTY OF BOARD OF COMMISSIONERS		
Installation Address (No PO Boxes or General Delivery): 135 NE Hernando Ave		
Installation City: Lake City	State: FL	ZIP Code + 4: 32055
Installation Contact Name: Esther Chung	Phone Number: 386 758 1005	
Installation Contact Title: Office Manager	Fax Number:	
Installation Contact email Address: echung@columbiacountyfla.com		
Main Post Office Name / Mail Drop off:	Post Office 5-Digit ZIP Code:	

Section (D) Products

	Quantity	Model / Part Number	Description (Include Serial Number, if applicable) <input checked="" type="checkbox"/> See additional listed products on attached continuation schedule.
1	1	IH600	IH Series 600 Base & Meter w/ Autofeeder, Sealer, Catch Tray, In
2	1	IHWP5	5# Differential Weighing Platform
3			
4			

Section (E) Lease Payment Information & Lease Payment Schedule

Tax Status: <input type="checkbox"/> Taxable <input checked="" type="checkbox"/> Tax-Exempt (Certificate attached) Billing Frequency: <input type="checkbox"/> Monthly <input checked="" type="checkbox"/> Quarterly <input type="checkbox"/> Annually <input type="checkbox"/> Annually Billing Method: <input type="checkbox"/> Standard <input checked="" type="checkbox"/> Arrears	Period	# of Months	Monthly Payment (plus applicable taxes)
	First	60	\$142.09
	Next		
	Next		
	Next		
Current Lease Number: N14091565 <input type="checkbox"/> ACH (Customer to submit authorization form)			

Section (F) Postage Meter & Postage Funding Information

Meter Model: IH600AI AF	Machine Model: IH600
Postage Funding Method: <input type="checkbox"/> Bill Me <input type="checkbox"/> Prepay By Check <input type="checkbox"/> ACH Debit (Submit Customer authorization form) <input type="checkbox"/> OMAS <input type="checkbox"/> CPU (include authorization form) Agency Code Sub Agency Code	Postage Funding Account: <input type="checkbox"/> New <input checked="" type="checkbox"/> Existing Account TMS Account # 8005695 POC Account #
Service Products (Check all that apply) <input checked="" type="checkbox"/> Online Postal Rates iMeter™ App (SP10) <input type="checkbox"/> Online Postal Expense Manager iMeter™ App (SP20/NeoStats) <input type="checkbox"/> Online E-Services iMeter™ App (SP30) <input type="checkbox"/> Online E-Services with Electronic Return Receipt iMeter™ App (SP35) <input type="checkbox"/> NeoShip BASIC – Requires NeoFunds/TotalFunds (EP70) <input type="checkbox"/> NeoShip PLUS – Requires NeoFunds/TotalFunds (EP70PLUS) <input type="checkbox"/> NeoShip ADVANCED - Requires NeoFunds/TotalFunds (NEOSHIPADV) <input type="checkbox"/> NeoShip Install & User Guide (EP70GUIDES) <input type="checkbox"/> RunMyMail <input checked="" type="checkbox"/> Maintenance <input checked="" type="checkbox"/> Installation & Training <input type="checkbox"/> Software Support (Maintenance) Covered Product:	

Section (G) Approval

Existing customers who currently fund the Postage account by ACH Debit will not be converted to NeoFunds/TotalFunds unless initiated here _____.

This document consists of a Government Product Lease ("Lease") with MailFinance Inc.; and a Postage Meter Rental Agreement ("Rental Agreement"), Maintenance Agreement, and an Online Services and Software Agreement with Neopost USA Inc.; and a NeoFunds/TotalFunds Account Agreement with Mailroom Finance, Inc. Your signature constitutes an offer to enter into the Lease and, if applicable, the other agreements, and acknowledges that you have received, read, and agree to all applicable terms and conditions (version DirectGovLease-V04-16), which are also available at <http://portal.neopostinc.com/terms/DirectGovLease-V04-16.pdf>, and that you are authorized to sign the agreements on behalf of the customer identified above. The applicable agreements will become binding on the companies identified above only after an authorized individual accepts your offer by signing below, or when the equipment is shipped to you.

Authorized Signature _____	Print Name and Title _____	Date Accepted _____
Accepted by Neopost USA and its Affiliates _____		Date Accepted _____