



TO: Mayor Linda Gorton
Honorable Members, Urban County Council

FROM: 
Chris Ford, Commissioner of General Services

DATE: June 2, 2023

SUBJECT: Mail Machine and Software Lease for Government Center Mailroom

Request:

Request Council authorization for the Mayor to execute a lease agreement with Quadiant Leasing USA Inc. (through Central Business Systems) for mail machine equipment and web-based software managed by the government center's mailroom.

Purpose of Request:

The lease for the existing mail machine and software expires effective July 2023. With new equipment and the upgrade to web-based software, the mailroom can provide more efficient and affordable methods for processing LFUCG mail.

Budgetary Implication:

Funds are budgeted for FY24 and the lease term will be for a period of 60 months, with an annual cost of \$10,603.56.

This lease would adopt the State of KY Master Agreement and per it's terms, may be terminated at the end of the current fiscal year or at the end of any subsequent fiscal year if appropriated funds are not available for the lease payments that will be due in the next fiscal year (per written notice & at no cost/penalty); OR may be terminated at any time and for any reason or for no reason with a termination charge due equal to the net present value of the periodic payments remaining in the initial term, or, if applicable, the then-current Renewal Term, discounted to the present value at an interest rate equal to



six percent (6%) per annum. Such amount must be received within 30 days of the effective date of termination.

File Number: 0610-23

Commissioner: Ford

