



**Subject:** Lease of folder inserter machine

**Report No:** DF 11-2024

## Recommendations

1. That Council approves the 60 month lease of a Relay 3500 folder inserter machine from Pitney Bowes at a cost of \$236.64 per month plus \$118.36 per month for service support.
2. That the appropriate by-law be prepared.

## Key Facts

The current folder inserter machine lease and maintenance agreement is set to expire on October 29, 2024. A Request for Quotation was issued to three suppliers. After reviewing all of the lease options, equipment, and features it was determined that the current Pitney Bowes model still delivers the best value for the cost, familiarity of the machine and no change to configurations of system.

Company	Model	Total Cost of Lease	Lease Term	Capacity monthly
Pitney Bowes	Relay 3500	21,300.00	60 Months	42,500 pieces
JBM	DS-64i	21,195.00	60 Months	10,000 pieces
Beatties	FPI 4830	27,780.00	60 Months	Up to 40,000 pieces

In accordance with City Policy 300-21 Financial Leases, the lease proposal was reviewed by the Director of Finance. A copy of the Director's memorandum is attached for Council reference. Staff recommends entering into a lease agreement with Pitney Bowes.

Although it would be economical to purchase the folder inserter machine outright, the cost to administer the internal loan and the reality that the machine will be past its useful life by the end of the lease term makes the lease option more practical for the City.

Staff recommends entering into a lease agreement with Pitney Bowes.

### **Budgetary Status**

Budget for the lease and maintenance is included with this Office Equipment Rental & Maintenance under the Treasurer.

### **Analysis**

After reviewing all of the lease options, equipment, and features it was determined that the current Pitney Bowes model still delivers the best value for the cost, familiarity of the machine and no change to configurations of system.

### **Impact on the Environment, Climate Change**

No Impact

### **Alternatives Reviewed**

Not Applicable

### **Relationship to Strategic Plan**

Not Applicable

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**Recommended by:**  
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## **Appendices**

Appendix 1          Director's Memorandum – 2024 Lease