



NEW HAVEN PUBLIC SCHOOLS

COVER SHEET

Cover Sheet is an Internal Document for Business Office Use

Please Type

Contractor full name: Quadient, Inc.

Doing Business As, if applicable:

Business Address: 478 Wheelers Farms Road, Milford, CT 06461

Business Phone: 800-881-6245

Business email: j.bracho@quadient.com

Principal or Supervisor: Mr. Thomas Lamb/Ms. Clarissa Norris

Agreement Effective Dates: From 07/01/2022 To 06/30/2023.

Total amount: \$9,532.32 per year (\$47,661.60 for 5 years)

FY22-23	FY23-24	FY24-25	FY25-26	FY26-27	TOTAL
\$9,532.32	\$9,532.32	\$9,532.32	\$9,532.32	\$9,532.32	\$47,661.60

Funding Source & Acct # including location code: 2022-2023 Operating budget
19043000-56650

Description of Service: Please provide a one or two sentence description of the service. *Do not write, "See attached."*

Our goal is to provide Central Office Mailroom lease of Mailing Equipment to process the Districts incoming and outgoing mailings. The current machine frequently jams and/or breaks down. More time is spent troubleshooting the machine than metering mail once it is sorted. The internal scale has very limited function and the external scale isn't capable of weighing anything over 25lbs. Neither of which are suitable to meet the needs of staff members. Replacing the mail machine would increase efficiency and ensure mail leaves the office in a timely manner.

Submitted by: Mr. Thomas Lamb/Ms. Clarissa Norris



NEW HAVEN PUBLIC SCHOOLS

Operations Memorandum

To: New Haven Board of Education Finance and Operations Committee
From: Mailroom Clarissa Norris
Date: July 22, 2022
Re: Agreement with Quadient for Mail Equipment Lease

Please **answer all questions** and have someone **ready to discuss** the details of each question during the Finance & Operations meeting or this proposal might not be advanced for consideration by the full Board of Education.

Contractor Name: Quadient, Inc.

Contractor Address: 478 Wheelers Farms Road, Milford, CT 06461

Is the contractor a Minority or Women Owned Small Business? No

Renewal or Award of Contract/Agreement? Renewal

Total Amount of Contract/Agreement and the Hourly or Service Rate: \$9,532.32 per year (\$47,661.60 for 5 years)

Contract or Agreement #: State Contract ADSPO16-169901

Funding Source & Account #: 2022-2023 Operating budget 19043000-56650

Key Questions:

1. **What specific service will the contractor provide:**
Quadient will provide Central Office Mailroom lease of Mailing Equipment to process the Districts incoming and outgoing mailings.
2. **How was the contractor selected? Quotes? RFP? Sealed Bid or Sole Source? Please describe the selection process including other sources considered and the rationale for selecting this method of selection:**
State Contract
3. **If the vendor is not the lowest bidder or a State contract please answer the following:**
 - a. **Please explain why the vendor was chosen?**
State contract
 - b. **Who were the members of the selection committee?** N/A



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Operations Memorandum

4. **If this is a renewal with a current vendor, has the vendor's performance been satisfactory under the existing contract or agreement?**
Renewal, the vendor provides the equipment and assists with the scheduled quarterly maintenance of the equipment it provides. The performance of the vendor is professional and responsive.
5. **If this Contract/Agreement is a Renewal has cost increased? If yes, by how much?**
Increased by \$860.40 per five-year (60 mos.) term. Broken down, upgrading original equipment will cost an average of \$172.08 per year.
6. **If this Contractor is New has cost for service increased from previous years? If yes, by how much?** N/A
7. **Is this a service existing staff could provide? Why or why not?** No, state contract for equipment, which is handled by district staff, that abide by the mailing and postage standards and guidelines.