



135 Berkshire Street, Cambridge, Massachusetts 02141

June 18, 2024

TO THE HONORABLE MEMBERS OF THE SCHOOL COMMITTEE:

CONTRACT: Postage Machine Leases

RECOMMENDATION:

That the School Committee approve the contract with the following vendor, funds to be provided from the General Fund. Procurement procedures for this purchase have complied with Chapter 30B of the laws of the Commonwealth of Massachusetts.


<u>Contractor</u>	<u>Period of Contract</u>	<u>Amount</u>
Quadient Inc. 478 Wheelers Farms Road Milford, CT 06461	7/1/24 – 6/30/27	\$80,000.00

DESCRIPTION: This contract is for leases and supplies of postage machines for all schools and administration offices. The leasing of postage machines will allow individual schools to process general, everyday standard mail to families in a more timely, cost efficient manner.

SUPPORTING DATA, RULES OF THE SCHOOL COMMITTEE: Chapter III, Section 12..." motions calling for the appropriation or expenditure of money I require the affirmative vote of four members."

BUDGET REFERENCES:

Fund		Account		Dept.	
15000	General Fund	52701	Equipment Leases	899150	System-wide Accounts/School Management & Supervision

Respectfully Submitted,

 Victoria L. Greer, PhD
 Superintendent of Schools