



BUSINESS CASE

Technology Refresh Solution

Prepared for: **City of Mesquite**

Proposal date: **November 18, 2019**

Valid until: **December 29, 2019**

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Submitted to: **Mrs. Sheree Haynes**
Mr. Ryan Williams
Mrs. Monica Thompson



Executive Summary



INTRODUCTION

Neopost has partnered with the City of Mesquite for over 15 years to provide the most productive and cost effective solutions for processing the Cities hard copy (U.S.P.S. mail) requirements.

To help maintain the City of Mesquite's technology requirements to be Windows 10 compliant as well as provide current improvements for the Print Shop / Mailroom's ability to effectively and in the most productive manner continue to meet the deadlines and capabilities for processing the communications, Neopost is recommending the City of Mesquite take advantage of the Neopost Technology Refreshment option.

CHALLENGE

Current WTS tracking system is Win 7 and does not meet the requirements to be Win 10 compatible

Current Mach 5 address printer is older technology and does not meet current requirements effectively

Budget is firm until October 2020 and cannot increase with any recommended improvements for the remaining term of the current lease

SOLUTION

Utilize the Neopost Technology Refresh program to allow installation of recommended improvements of new system, yet not realize an increases in payment until January 29, 2021

Proposed recommendation will be installed and operational by January 28, 2020

Install Win 10 version of WTS-P tracking solution, MACH 6 Address printer, DS95i Inserter, and renewal of Bulk Mailer postal coding software

IMPACT

New solution will bring City of Mesquite compliant with Windows 10 deployment

Increased productivity with the increased speed and feeding (landscape) of the new MACH 6 address printer resulting in project completion in a timely manner with less operator intervention

All supplies for current MACH 5 printer will transfer to new MACH 6 printer resulting in full supply utilization

Will meet budget requirements through 2020 with out increased payment till current lease matures

Present Situation

- Current lease agreement was procured under TxSmartBuy contract 985-L1 with original purchase order number 16064183 at monthly payment of \$ 2,569.41
- Current agreement will mature January 28, 2021
- Current system installed February 14, 2016
- Current System Configuration includes the following
 1. WTS-P Windows 7 version tracking system with 2 hand held scanners, PC based computer, bar code scanner, and Report printer
 2. AS950C - MACH 5 Address printer with conveyor- 2015 version
 3. DS90E4 Four (4) station inserter with Maxi-feeder, and Versa Feeder
 4. USBWN- BUS - Bulk Mailer Business postal coding software
- Present WTS-P system while functions with-in specification, will not be compliant with City of Mesquite's Window 10 requirements
- Current Mach 5 printer is slower and requires more operator interaction for completing print functions resulting in delays and frustration to process envelopes
- Current DS90 inserter is proper size for applications, but has been in service for 3 years and does not have the most current technology for improved operations and future ability to remote service and job set-up
- Bulk Mailer Postal coding software is due for annual renewals and will be required to update by end of year to maintain U.S.P.S complainant requirements

Financial Considerations



Product Summary

- WTS-P Tracking System Win 10 version includes (2) TC51 Android type hand held receiving scanners with camera, IDSWS bar code scanner, and IDSXETKAI010 All-in-One 64 bit- Win 10 touch screen computer
- MACH 6 w/ 3 foot conveyor color address printer
- DS95i Four (4) station inserter includes DS95iMFELD Maxi-Feeder, DS95iVF VersaFeeder
- Bulk Mailer Business software renewal, with Bulk Mailer Business annual move updates renewal

Full hardware and software maintenance included for term of agreement

Cost Summary

Valid Until: 12/30/2019

01	60-Month Term Monthly Amount	\$2,775.69
02	48-Month Term Monthly Amount	\$ 2,987.66

Notes

Quotes based on TxSmartBuy contract 985-L1 for Co-op Member # M0571

New Payment will commence January 29, 2021

Current payment of \$2,596.41 will remain in effect until January 28, 2021

New solution will be installed by January 21, 2020

Quote includes all cost (except consumable supplies) such as equipment, maintenance for hardware and software price protected for term of agreement.

Delivery, installation, full operator training, and return of old system at no cost per contract terms



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Technology Refresh Program Agreement Letter

The Neopost Technology Refresh program entitles you to upgrade your Neopost equipment up to 12 months prior to the end of the term of your Current Lease. Your new lease term will automatically commence and billing will begin after your Current Lease has reached the end of its current Term. The transition from your Current Lease to the New Lease will be seamless.

By electing to participate in this program, you agree to the following:

- You agree to continue making payments on lease number N16011981 through the end of its Initial Term or, if applicable, the current Renewal Term of January 28, 2021.
- The term of the new lease, being signed concurrently with this agreement, ("New Lease") will commence when the Current Lease reaches the end of its Initial Term or, if applicable, the current Renewal Term as of January 29, 2021.
- The Products that are subject to the Current Lease will be replaced with the Products identified in the New Lease for the remainder of the Current Lease's Initial Term at no increased cost. The replacement date would be before January 21, 2020.
- The replaced products must be returned to Neopost within thirty (30) days of the effective date of this agreement.

Company: City of Mesquite

Signature: _____

Name (printed): _____

Title: _____

Date: _____

Company: MailFinance Inc.

Signature : _____

Name (printed): _____

Title: _____

Date: _____

Technology Refresh Summary

Over the past 12 months Neopost has met many times with Monica and reviewed the recommendations for her approval. During these meeting the City of Mesquite IT representative was included to review the complacency of the Windows 10 version of the WTS tracking solution. Additionally during these meeting Neopost provided hands on demonstration and ran live City of Mesquite envelops for verification of operations.

- WTS-P Windows 10 version deployment met with all requirements of the IT team
- Current agreement payment will remain unchanged until January 29, 2021 when the new payment stream will start billing
- The payment stream of \$\$2,596.41 will remain unchanged until January 28, 2021 at which time the new payment of \$2,775.69 (60 month term) will commence
- There is not back billing of the difference of the new payment and current payment after the commencement of the new payment stream
- Proposed recommendations are based on State of Texas TxSmartBuy contract 985-L1
This is the same contract that the current solution was acquired under and has been the same contact that City of Mesquite and Neopost have utilized since 2012
- By utilizing the Technology Refresh recommendations, City of Mesquite will be able to meet the requirements and still maintain the current 2019-2020 budget, yet receive the improvements twelve (12) months earlier
- New solution recommendation will be installed with-in 20 days of issuance of the TxSmartBuy purchase order
- All supplies currently in place will transfer to the recommended solutions

Solution Overview



WTS Premise Web Tracking System

- Tracks your inbound packages and accountable mail from carrier drop off to internal delivery
- Simply scan a shipping label barcode to capture the carrier, tracking #, and received date/time
- Monitors the complete chain-of-custody for every inbound item
- Expedites internal delivery times and virtually eliminates lost or misplaced items
- Simplifies inbound handling to an easy and efficient three-step electronic process
- Create package alerts with handling instructions for expected high-importance deliveries
- Import your employee directory and auto-notify staff of delivery status via email or text message
- Capture employee signatures with a mobile device or signature pad for proof of delivery
- Real-time status shows where any package is currently located and who has possession of it
- Robust package searching and reporting using historical data stored in standard or custom fields

A receiving and tracking solution that securely automates internal package flow

Solution Overview



MACH 6 Digital Color Printer

- High-resolution 7" color touchscreen with integrated control center stores 60+ GB of print jobs
- Memjet® technology with twice the speed and 1/3 the operating cost of toner-based systems
- Full-process printing with a 16.8-million color matrix and resolutions up to 1600 x 1600 dpi
- Full-bleed printing capability that covers 100% of your media with no white borders
- High-capacity 250 ml (cyan, yellow, magenta) and 500 ml (black) ink tanks with easy front access
- Prints 8.5" x 11" sheets at 3,600/hr. and #10 envelopes at 8,000/hr.
- No-contact, no-heat printing that won't emboss windowed envelopes or curl paper
- Also prints on stuffed envelopes, chipboard, corrugated cardboard, folding cartons and more
- Automated print head cleaning/capping & electrostatic paper dust mitigation maintain print quality
- Handles media applications up to 17" L x 10.5" W and as thick as 3/8"

Exceptional, low-cost printing for direct mail, transpromotional marketing & packaging

Solution Overview

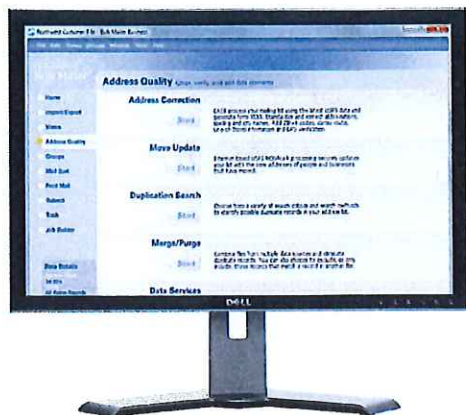


DS-95i Folder-Inserter

- 10.4" color touchscreen interface with graphical user guidance and wizard-based programming
- Up to 6 multi-format FlexFeeders that can transport full-size sheets as well as short inserts
- FlexFeed trays hold a 325-sheet stack and can be linked for non-stop cascade feeding
- Automatically senses and sets paper length, envelope size and compatible fold type
- Tri-folds or single-folds letter-size documents and double-folds legal-size sheets
- Collate and fold up to 8 pages for insertion into a #10 envelope or 10 pages into a 6" x 9.5" envelope
- Mechanical double document detection at each feeder and the point of insertion
- Finish jobs quickly with operational efficiency up to 4,300 filled envelopes per hour
- Store up to 50 user-programmed jobs and instantly recall any of them at the push of a button
- Tip-to-tip envelope sealing that can be turned on and off for any job
- Vertical output stacker holds 500 filled envelopes and preserves printing order
- Input options that increase sheet capacity to 725 or 1,200 and insert capacity to 325 reply envelopes
- Connects to your network via LAN or WIFI to enable remote diagnostics and remote assistance
- CIS scanner can read OMR, OCR, 1D and 2D codes printed horizontally or vertically on the document

A versatile and efficient mail assembly solution that adapts to most any application

Solution Overview



Quadient® Bulk Mailer®

- Prepare mass mailings without the aggravation of deciphering complex postal regulations
- Innovative interface with graphical wizard-based processes and reusable templates
- CASS Certified™ address processing, PAVE™ Gold certified presorting, & NCOALink® move updating
- Easily verify, correct and standardize addresses to eliminate costly undeliverable mail
- Identifies recipients who have moved and downloads their updated address information
- Multiple search options that identify duplicate addresses to avoid overspending
- Graphical mail piece designer outputs addresses in postal presort order to high-speed printers
- Generates all required USPS documentation, reports and postage statements

Simplify your mailings, increase deliverability and achieve the lowest postage rates