

MEMORANDUM

TO: Winnefox Library System Board
FROM: Julie Schmude
DATE: September 3, 2008
SUBJECT: Purchase of Postage Meter

Several years ago, the USPS began a multi-phased meter migration plan to remove and replace older, fraud prone model postage meters with more secure and innovative digital metering technology. The final phase of this plan will conclude on December 31, 2008 with the decertification of Phase IV postage meters. This will affect the postage meter we currently own.

Effective January 1, 2009, we will not be able to download funds into our meter. No replacements or repair of our meter will be authorized and we will have 180 days to apply and receive a refund for any remaining postage.

Two proposals were received for a new postage machine:

Badger Mailing Systems	Hasler IM440	\$3,282
Oshkosh Office Systems	Ultimail 95	\$4,650

Lease option comparison – 60-month (which includes maintenance)

Badger Mailing Systems	Hasler IM440	\$9,457
Oshkosh Office Systems	Ultimail 95	\$11,340

Postage meter rental will be \$58.00 per month (includes rate changes) with the first year being free. The machine also comes with one year of free maintenance.

Winnefox and Oshkosh Public Library have had a demonstration on a Hasler Model IM440 and are confident that it will meet the needs of our organizations. We request purchase approval for this machine.