



12 South Center Street  
Bensenville, IL 60106

Office: 630.350.3404  
Fax: 630.350.3438  
[www.bensenville.il.us](http://www.bensenville.il.us)

VILLAGE BOARD

October 24, 2019

**President**  
Frank DeSimone

**Board of Trustees**  
Rosa Carmona  
Ann Franz  
Maria T. Frey  
Melanie Lomax  
Nicholas Pancola Jr.  
Armando Perez

**Village Clerk**  
Nancy Quinn

**Village Manager**  
Evan K. Summers

Ms. Bethany Little  
Neopost  
478 Wheelers Farms Road  
Milford, CT 06461

Re: October 22, 2019 FOIA Request

Dear Ms. Little:

I am pleased to help you with your October 22, 2019 Freedom of Information Act ("FOIA"). The Village of Bensenville received your request on October 22, 2019. You requested copies of the items indicated below:

*"I am requesting a copy of the postage equipment lease for the mailing equipment used at your facility."*

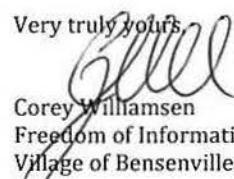
After a search of Village files, the following information was found responsive to your request:

1) Village of Bensenville Resolution No. R-131-2018. (8 pgs.)

These are all the records found responsive to your request.

Do not hesitate to contact me if you have any questions or concerns in connection with this response.

Very truly yours,

  
Corey Williamsen  
Freedom of Information Officer  
Village of Bensenville

**RESOLUTION NO. R-131-2018**

**RESOLUTION AUTHORIZING A POSTAGE MACHINE GOVERNMENT  
PRODUCT LEASE AGREEMENT WITH NEOPOST**

WHEREAS, the VILLAGE OF BENSENVILLE (hereinafter "VILLAGE") is a municipal corporation established and existing under the laws of the State of Illinois pursuant to the Illinois Municipal Code, 65 ILCS 5/1-1-1 et seq.; and

WHEREAS, the Village currently leases two postage machines from the NEOPOST to process various mails at the Village Hall and at the Police Department.

WHEREAS, the Village President and Board of Trustees of the Village of Bensenville, DuPage and Cook Counties, Illinois (the "Corporate Authorities") have determined that it is in the best interest of the Village to renew the Lease Agreement for another term of 5 years for two machines at a lower monthly rate than the current rate.

NOW THEREFORE, BE IT RESOLVED by the President and Board of Trustees of the Village of Bensenville, DuPage, and Cook Counties, Illinois, as follows:

**SECTION ONE:** The recitals set forth above are incorporated herein and made a part hereof.

**SECTION TWO:** The Village Board authorizes and approves this Resolution authorizing the execution of the lease agreement with NEOPOST.

**SECTION THREE:** The Village President is hereby authorized and directed to execute on behalf of the Village of Bensenville, and the Deputy Clerk is hereby authorized to attest thereto the necessary paperwork.

SECTION FOUR: This Resolution shall take effect immediately upon its passage and approval as provided by law.

PASSED AND APPROVED by the President and Board of Trustees of the Village of Bensenville, Illinois this 23rd day of October 2018.

APPROVED



Frank DeSimone, Village President

ATTEST: Nancy Quinn  
Nancy Quinn, Village Clerk

Ayes: Carmona, Franz, Jaworska, Panicola

Nays: None

Absent: Lomax, Perez



10/24/18  
Dec 16/18  
2018

PP 3/5/2019

MM 11/2/18

### Why Wait Program Agreement

The Neopost Why Wait program entitles you to upgrade your Neopost equipment up to 6 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 N13111114 through the end of its Initial Term or, if applicable, the current Renewal Term.
- 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.
- 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 or, if applicable, the current Renewal Term.
- The replaced products must be returned to us within thirty (30) days of the effective date of this agreement.

Company: Village of Bensenville Police Department

Signature: S. L. Summers

Name (printed): Evan L. Summers

Title: Village Manager

Date: 10-25-2018

Company: MailFinance Inc.

Signature: C. Braisted

Name (printed): Catherine Braisted  
Title: Director of Leasing Operations

Date: 11/8/18

N18 103045

N 1810 304 S

# MailFinance

A Neopost USA Company

## Government Product Lease Agreement with Meter Rental Agreement

Office Number 2870	Office Name Neopost Great Lakes District	Phone # (830) 238-7800	Date 10/10/2010
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Section (B) Billing Information			
Company Name DBA	Village of Bensenville		
Billing Address City State Zip +4	12 S Center Street Bensenville	IL	60106
Contact Name	Amit Thakkar	Phone	(830) 350-3497
Contact Title	Purchasing Director	Fax	
Email Address	atthakkar@bensenville.il.us	PO#	
Section (C) Installation Information (if different from billing information)			
Company Name	Village of Bensenville Police Department		
Installation Address	345 E Green Street		
City State Zip +4	Bensenville IL 60106		
Contact Name	Amit Thakkar		
Contact Title	Purchasing Director		
Email Address	atthakkar@bensenville.il.us		
PO 6-Digit Zip Code			

Qty	Model / Part Number	Description (Include Serial Number, if applicable)
1	IN600AFSH	IN Series 600 Base w/ AutoLoader, Scale & Catch Tray
1	INWP10	IN Series 10 lb Weighing Platform

Section (E) Lease Payment Information & Schedule		
Tax Status: <input type="checkbox"/> Taxable <input checked="" type="checkbox"/> Tax Exempt Certificate attached	Number of Months First 60	Monthly Payment (Plus applicable taxes) \$160.56
Billing Frequency: <input type="checkbox"/> Monthly <input checked="" type="checkbox"/> Quarterly <input type="checkbox"/> Annually		
Billing Method: <input type="checkbox"/> Standard Arrears	Current Lease Number: N13111114	
<input type="checkbox"/> ACH (Customer to submit authorization form)  <input checked="" type="checkbox"/> Supply Auto Ink Order - Requires NeoFunds/TotalFunds		

Motor Model IN600AFSH	Machine Model IN600AFSH
Postage Funding Method:	
<input checked="" type="checkbox"/> Bill Me <input type="checkbox"/> Prepay by Check	<input checked="" type="checkbox"/> POC <input type="checkbox"/> TMS
<input type="checkbox"/> ACH Debit (Submit customer authorization form)	<input type="checkbox"/> Now <input checked="" type="checkbox"/> Existing
<input type="checkbox"/> OMAS <input type="checkbox"/> CPU (Include authorization form)	Existing Account Number: -11241031
Agency Code	Sub Agency Code

Service Products (Check all that apply)	
<input checked="" type="checkbox"/> Online Postal Rates (Meter™ App (SP10)) <input type="checkbox"/> Online Postal Expense Manager (Meter™ App (SP20/NeoStats)) <input type="checkbox"/> Online E-Services (Meter™ App (SP30)) <input type="checkbox"/> NeoShip PLUS - Requires NeoFunds/TotalFunds (EP70) <input type="checkbox"/> NeoShip Install & User Guide (EP70GUIDES) <input type="checkbox"/> RunMyMail <input type="checkbox"/> 3G/4G Cell Service <input checked="" type="checkbox"/> Maintenance - Standard <input checked="" type="checkbox"/> Installation/Training <input type="checkbox"/> Software Support	

### Section (D) Approval

Existing customers who currently fund the Postage account by ACH Debit will not be converted to NeoFunds/TotalFunds unless indicated here \_\_\_\_\_.

This document consists of a Government Product Lease ("Lease") with MailFinance Inc.; and a Postage Meter Rental Agreement ("Rental Agreement"), Maintenance Agreement, and an Online Services and Software Agreement with Neopost USA Inc.; and a NeoFunds/TotalFunds Account Agreement with Mailroom Finance, Inc. Your signature constitutes an offer to enter into the Lease and, if applicable, the other agreements, and acknowledges that you have received, read, and agree to all applicable terms and conditions (version Government Equipment Lease-Terms-USPS-Direct-v4-16), which are also available at <https://www.neopost.com/terms/government-equipment-lease-terms-usps-direct-v4-16.pdf>, and that you are authorized to sign the agreements on behalf of the customer identified above. The applicable agreements will become binding on the companies identified above only after an authorized individual accepts your offer by signing below, or when the equipment is shipped to you.

\*\*\*\*\* SEE PURCHASE ORDER \*\*\*\*\*

Authorized Signature

Accepted by Neopost USA and its Affiliates

MailFinance Inc., 478 Wheelers Farms Rd, Milford CT 06461

Print Name and Title  
C. C. S. / S. S. / Manager 10-24-18

Date Accepted

Date Accepted

Form L511880-04/16 Terms Revision R-04-16 (DF)



17 S. Center St.

Bensenville, IL 60105

Office: 630.786.8200

Fax: 630.594.4405

[www.bensenville.il.us](http://www.bensenville.il.us)

## VILLAGE BOARD

President  
Frank DeSimone

### Customer

Organization	Village of Bensenville		
Address	12 S Center Street		
City State Zip	Bensenville	IL	60106
Phone	(630) 350-3497	Fax	

### Purchase Order - Lease

NASPO/ValuePoint Contract #: ADSPO 16-169901

and / or

State Participating Addendum (PA) #:

18-510CPOGS-CPOGS-P-1813 (IL)

### Vendor

Company Name	MailFinance, Inc.		
Attention	Government Sales		
Address	478 Wheelers Farms Rd		
City State Zip	Milford	CT	06461
Phone	(866) 448-0045	Fax	(203) 301-2600

### Ship To

Organization	Village of Bensenville Police Department		
Attention	Amit Thakkar		
Address	345 E Green Street		
City State Zip	Bensenville	IL	60106
Phone	(630) 350-3497	Email	<a href="mailto:athakkar@bensenville.il.us">athakkar@bensenville.il.us</a>

P.O. Number	P.O. Date	Requisitioner	Shipped Via	F.O.B. Point	Terms
QTY	Unit	Description	Ground	Destination	Quarterly Invoicing
60	Months	Lease Payment		\$158.56	\$9,513.60

Lease payment specified above for products listed below includes, as applicable, reduced price equipment maintenance to reflect first year free, meter rental, meter resets, postal rate changes, software license/support/subscription fees, delivery, installation, and operator training.

### Products

QTY	Product ID	Description
1	IN600AFSH	IN Series 600 Base w/ Autofeeder, Sealer & Catch Tray
1	INWP10	IN Series 10 lb Weighing Platform

1) Order is governed under the terms and conditions of the NASPO/ValuePoint Master Price Agreement Contract Number ADSPO16-169901. Enter this order in accordance with the prices, terms, delivery method, and specifications listed above.

2) Payments will be sent to:  
MailFinance Inc.  
Dept 3682  
PO Box 123682  
Dallas TX 75312-3682

3) Send all correspondence to:  
MailFinance Inc.  
478 Wheelers Farms Rd  
Milford CT 06461



10-24-18

Authorized by  
Evan X. Summers  
Print Name

Date  
Village Manager  
Title

This is NOT an actual purchase order. This document is intended to serve as an example for requisitioners to reference when preparing purchase orders to lease Neopost solutions available on the current NASPO/ValuePoint contract.



march 15, 2019



### Why Wait Program Agreement

The Neopost Why Wait program entitles you to upgrade your Neopost equipment up to 6 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 N13101024 through the end of its Initial Term or, if applicable, the current Renewal Term.
- 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.
- 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 or, if applicable, the current Renewal Term.
- The replaced products must be returned to us within thirty (30) days of the effective date of this agreement.

Company: Village of Bensenville

Signature:

Name (printed): Evan Summers

Title: Village Manager

Date: October 23, 2018

Company: MailFinance Inc.

Signature:

Name (printed): Catherine Bransted

Title: Director, Leasing Operations

Date: 11/8/18

N18102961

MailFinance  
A Neopost USA Company

Government Product Lease Agreement  
with Meter Rental Agreement

N181029461

Section (A) Office Information

Office Number	Office Name	Phone #	Date
2870	Neopost Great Lakes District	(630) 239-7660	10/09/2016

Section (B) Billing Information

Company Name	Village of Bensenville		
DBA			
Billing Address	12 S Center St		
City State Zip+4	Bensenville, IL	60106	
Contact Name	Amrit Thakker	Phone	(630) 360-3497
Contact Title	Purchasing Director	Fax	
Email Address	amrit.thakker@bensenville.il.us	PO #	

Section (C) Installation Information (if different from billing information)

Company Name	Village of Bensenville		
Installation Address	12 S Center St		
City State Zip+4	Bensenville, IL	60106	
Contact Name	Amrit Thakker	Phone	(630) 360-3497
Contact Title	Purchasing Director	Fax	
Email Address	amrit.thakker@bensenville.il.us	PO 5-Digit Zip Code	

Section (D) Products

Qty	Model / Part Number	Description (Include Serial Number, if applicable)
1	IN700SH	IN Series 700 Base w/ Mixed Size Feeder, scale and drop tray
1	INDS7	Dynamic Weighing Platform for IN Series 700/750 Bases
1	INWP10	IN Series 10 lb Weighing Platform

Section (E) Lease Payment Information & Schedule

Tax Status:	Number of Months	Monthly Payment (Plus applicable taxes)
<input type="checkbox"/> Taxable		
<input checked="" type="checkbox"/> Tax Exempt	First 60	\$322.02
<i>Certificate attached</i>		
Billing Frequency:		
<input type="checkbox"/> Monthly		
<input checked="" type="checkbox"/> Quarterly		
<input type="checkbox"/> Annually		
Billing Method:		
<input type="checkbox"/> Standard		
<input checked="" type="checkbox"/> Arrears		
	Current Lease Number	N13101024
	<input type="checkbox"/> ACH (Customer to submit authorization form)	
	<input checked="" type="checkbox"/> Supply Auto Ink Order - Requires NeoFunds/TotalFunds	

Section (F) Postage Meter & Postage Funding Information

Meter Model	IN700AI	Machine Model	IN700SH
Postage Funding Method:			
<input checked="" type="checkbox"/> Bill Me	<input type="checkbox"/> Prepay by Check	<input checked="" type="checkbox"/> Postage Funding Account	
<input type="checkbox"/> ACH Debit (Submit customer authorization form)		<input type="checkbox"/> POC	<input type="checkbox"/> TMS
<input type="checkbox"/> OMAS	<input checked="" type="checkbox"/> CPU (include authorization form)	<input type="checkbox"/> Now	<input checked="" type="checkbox"/> Existing
Agency Code	Sub Agency Code	Existing Account Number	47162226

Service Products (Check all that apply)

- Online Postal Rates Meter<sup>TM</sup> App (SP10)
- Online Postal Expense Manager Meter<sup>TM</sup> App (SP20/NeoStats)
- Online E-Services Meter<sup>TM</sup> App (SP30)
- NeoShip PLUS - Requires NeoFunds/TotalFunds (EP70)
- NeoShip Install & User Guide (EP70GUIDES)
- RunMyMail
- 3G/4G Cell Service
- Maintenance - Standard
- Installation/Training
- Software Support

Section (G) Approval

Existing customers who currently fund the Postage account by ACH Debit will not be converted to NeoFunds/TotalFunds unless initialed here.

This document consists of a Government Product Lease ("Lease") with MailFinance Inc.; and a Postage Meter Rental Agreement ("Rental Agreement"). Maintenance, and an Online Services and Software Agreement with Neopost USA Inc.; and a NeoFunds/TotalFunds Account Agreement with Mailcom Finance, Inc. Your signature constitutes an offer to enter into the Lease and, if applicable, the other agreements, and acknowledges that you have received, read, and agree to all applicable terms and conditions (Version Government-Equipment-Lease-Terms-USPS-Direct-v1-10), which are also available at <http://www.neopost.com/terms/government-equipment-lease-terms-usps-direct-v1-10.pdf>, and that you are authorized to sign the agreement on behalf of the customer identified above. The applicable agreements will become binding on the companies identified above, only after an authorized individual accepts your offer by signing below, or when the equipment is shipped to you.

\*\*\*\*\* SEE PURCHASE ORDER \*\*\*\*\*

Authorized Signature

*Amrit Thakker*

Byan Summers, Village Manager

Print Name and Title

10/23/18

Date Accepted

*11/01/2018*

Date Accepted

Accepted by Neopost USA and its Affiliates



123 Center St.  
Bensenville, IL 60105

Office: 630.760.8700  
Fax: 630.594.1105

[www.bensenville.il.us](http://www.bensenville.il.us)

## VILLAGE BOARD

President  
Frank DeSisto

### Customer

Organization	Village of Bensenville		
Address	12 S Center St		
City State Zip	Bensenville,	IL	
Phone	(630) 350-3497	Fax	

### Purchase Order - Lease

NASPO/ValuePoint Contract #: ADSPO 16-109801

and / or

State Participating Addendum (PA) #:  
18-510CPOGS-CPOGS-P-1813 (IL)

### Vendor

Company Name	MailFinance, Inc.		
Attention	Government Sales		
Address	478 Wheelers Farms Rd		
City State Zip	Milford	CT	06461
Phone	(866) 446-0045	Fax	(203) 301-2600

### Ship To

Organization	Village of Bensenville		
Attention	Amit Thakker		
Address	12 S Center St		
City State Zip	Bensenville,	IL	
Phone	(630) 350-3497	Email	<a href="mailto:amit.thakker@bensenville.il.us">amit.thakker@bensenville.il.us</a>

P.O. Number	P.O. Date	Requisitioner	Shipped Via	F.O.B. Point	Terms
			Ground	Destination	Quarterly Invoicing
QTY	Unit	Description		Unit Price	Total
60	Months	Lease Payment		\$322.62	\$18,357.20

Lease payment specified above for products listed below includes, as applicable, reduced price equipment maintenance to reflect first year free, meter rental, meter resells, postal rate changes, software license/support/subscription fees, delivery, installation, and operator training.

### Products

QTY	Product ID	Description
1	IN700SH	IN Series 700 Base w/ Mixed Size Feeder, sealer and drop tray
1	INDS7	Dynamic Weighing Platform for IN Series 700/760 Bases
1	INWP10	IN Series 10 lb Weighing Platform

1) Order is governed under the terms and conditions of the NASPO/ValuePoint Master Price Agreement Contract Number ADSPO16-109801. Enter this order in accordance with the price, terms, delivery method, and specifications listed above.

2) Payments will be sent to:  
MailFinance Inc.  
Dept 3682  
PO Box 123582  
Dallas TX 75312-3682

3) Send all correspondence to:  
MailFinance Inc.  
478 Wheelers Farms Rd  
Milford CT 06461

  
10-24-18  
Authorized by  
Evan K. Summer  
Print Name  
Date  
Title