

**Lowell City Council
Regular Meeting
Tuesday, September 3, 2024 at 7:00 pm**

**Lowell Rural Fire Protection District Fire Station 1
389 N. Pioneer Street, Lowell, OR 97452**

Members of the public may provide comment or testimony through the following:

- Joining in person or by phone, tablet, or personal computer. For details, click on the event at <www.ci.lowell.or.us>.
 - Mailing written comments to PO Box 490, Lowell, OR 97452 or delivering in person at Lowell City Hall located at 70 N. Pioneer St.
 - By email to admin@ci.lowell.or.us.
 - Comments received by 4:00 pm on the meeting date will be included in the record.
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Regular Meeting Agenda

Call to Order/Roll Call/Pledge of Allegiance

Councilors: Mayor Bennett ___ Harris ___ Stratis ___ Weathers ___ Murray ___

Approval of Agenda

Consent Agenda

Council members may request an item be removed from the Consent Agenda to be discussed as the first business item of the meeting.

Public Comments

Speakers will be limited to three (3) minutes. The Council may ask questions but will not engage in discussion or make decisions based on public comment at this time. The Mayor may direct the City Administrator to follow up on comments received. When called, please state your name and address for the record.

Direct all comments to the Council through the Mayor. All speakers are expected to be polite, courteous, and respectful when making their comments. Personal attacks, insults, profanity, and inflammatory comments will not be permitted.

Council Comments (three minutes per speaker)

Staff Reports

Old Business

1. Second reading of Ordinance 313, "An Ordinance Amending the Lowell Building Department Permit Fees; Adopting Appendix J 'Grading' Of the 2024 International Building Code; and Amending the Section on how Building Permit Fees are Established."

The meeting location is accessible to persons with disabilities. A request for an interpreter for the hearing impaired or other accommodations for persons with disabilities must be made at least 48 hours before the meeting to City Clerk Sam Dragt at 541-937-2157.

City Council Meeting Agenda

New Business

1. Review quotes for lease of mailing and document inserter machines. – Discussion/ Possible action
 - Pacific Office Automation – \$13,388.40 – total 63-month lease
 - Kelley Create – \$17,919.00 -- total 60-month lease

At this time, City Council may vote to accept one of the quotes.

2. Motion to approve a 1-year subscription with OverDrive in the amount of \$5,106.32 for participation in the Orgon Digital Library Consortium. – Discussio/ Possible action

Other Business

Mayor Comments

Community Comments: Limited to two (2) minutes if prior to 9:30 P.M.

Adjourn the Regular Meeting.

Agenda Item Sheet

City of Lowell City Council

Type of item:	Ordinance
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Item title/recommended action:

Second reading of Ordinance 313, "An Ordinance Amending the Lowell Building Department Permit Fees; Adopting Appendix J 'Grading' Of the 2024 International Building Code; and Amending the Section on how Building Permit Fees are Established."

Justification or background:

This is a second reading and final vote of approval for Ordinance 313. City Council held a public hearing and first reading at the August 20, 2024 meeting. At that meeting, the City Council passed a motion to scheduled the second and final reading on September 3, 2024. Per city charter, this ordinance will go into effect 30 days after adoption.

Budget impact:

Increase in fees, total impact as-yet undetermined.

Department or Council sponsor:

Building

Attachments:

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Meeting date:	09/03/2024
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**CITY OF LOWELL, OREGON
NOTICE OF PROPOSED ORDINANCE
AND PUBLIC HEARING FOR
ORDINANCE 313**

Pursuant to Chapter VIII of the City of Lowell Charter of 1984, notice is hereby given of the availability of proposed Ordinance 313, “An Ordinance Amending the Lowell Building Department Permit Fees; Adopting Appendix J 'Grading' of the 2024 International Building Code; and Amending the Section on How Building Permit Fees Are Established.”

Proposed Ordinance 313 is available for public inspection at Lowell City Hall, 70 N. Pioneer St., Lowell, OR 97452 during normal business hours, Monday through Thursday, 8:00 am to 5:30 pm. The Lowell City Council’s public hearing and readings for Ordinance 313 will occur as follows:

- Public hearing and first reading. DATE AND TIME: August 20, 2024 at 7:00 pm. LOCATION: Lowell Fire Department, 389 N Pioneer St, Lowell, OR 97452.
- Second reading and possible vote of approval. DATE AND TIME: September 3, 2024 at 7:00 pm. LOCATION: Lowell Fire Department, 389 N Pioneer St, Lowell, OR 97452.

Interested members of the public may comment on the proposed ordinance at the public hearing or by submitting written testimony by mail at PO Box 490, Lowell OR, 97452, in person at Lowell City Hall, or by email to admin@ci.lowell.or.us. Written comments received by 4:00 pm on August 20, 2024 will be included in the record for the August 20, 2024 public hearing. Questions? Contact City Administrator Jeremy Caudle at the email address just listed or by calling (541) 937-2157. Information on the meetings and public hearing, including instructions on how to join remotely, can also be found on the city website at: <https://www.ci.lowell.or.us/calendar>. Be sure to select the meeting in question.

Additional information can be found on the “Proposed Fee Adoptions and Notices” webpage of the Oregon Building Code Division: <https://www.oregon.gov/bcd/jurisdictions/Documents/2024-lowell-proposed-fees.pdf>

CITY OF LOWELL, OREGON

ORDINANCE 313

AN ORDINANCE AMENDING THE LOWELL BUILDING DEPARTMENT PERMIT FEES; ADOPTING APPENDIX J "GRADING" OF THE 2024 INTERNATIONAL BUILDING CODE; AND AMENDING THE SECTION ON HOW BUILDING PERMIT FEES ARE ESTABLISHED.

The City of Lowell ordains as follows:

Section 1. That the attached fee schedule for the Lowell Building Department permit fees is hereby adopted. The attached fee schedule supersedes Resolution 587, dated November 20, 2012.

Section 2. That Section 8.001 of the Lowell Revised Code is renamed and amended to read as follows:

Sec. 8.001. – Standards for the Grading of Properties.

The City of Lowell hereby adopts Appendix J "Grading" of the 2024 International Building Code.

Section 3. That Section 8.002 "Building permit fees established" of the Lowell Revised Code is amended to read as follows: "Building permit fees will be established in accordance with ORS Chapter 455 and adopted by the City Council. A public hearing is required before adoption of the building permit fees.

Adopted by the City Council of the City of Lowell this ____ day of _____ 2024.

AYES: _____

NOES: _____

APPROVED:

Don Bennett, Mayor

ATTEST:

Jeremy Caudle, City Recorder

First reading: _____

Second reading: _____

Adopted: _____

Signed: _____

Effective date: _____

**City of Lowell
Fee Schedule
Adopted September 3, 2024**

A. Structural and General Permit Fees

Structural Permit Fee table	
Valuation	Fee
\$1 - \$2000 (<i>Minimum Fee</i>)	\$95.00
\$2001 - \$25000	\$95.00 for the first \$2000 plus \$12.00 for each additional \$1000 or fraction thereof, to and including \$25000
\$25001 - \$50000	\$371.00 for the first \$25000 plus \$10.00 for each additional \$1000 or fraction thereof, to and including \$50000
\$50001 - \$100000	\$621.00 for the first \$50000 plus \$6.00 for each additional \$1000 or fraction thereof, to and including \$100000
\$100001 and above	\$921.00 for the first \$100000 plus \$5.00 for each additional \$1000 or fraction thereof
<i>Per OAR 918-050-0100, building valuation for new construction and additions is determined per the ICC Building Valuation Data Table current as of April 1 each year. Valuation for alteration or repair shall be based on the fair market value as determined by the building official.</i>	
Other Fees as applicable	
Structural Plan Review (when applicable)	65% of structural permit fee
Seismic Surcharge – Structural and Mechanical plan review required on essential facilities	1% of structural permit fee
Additional Plan Review (when applicable) - hourly	\$95.00/hour, minimum one hour
Fire Life Safety Plan Review (when applicable)	40% of structural permit fee
Reinspection – per each	\$95.00
Each additional inspection, above allowable – per each	\$95.00
Inspections for which no fee is specifically indicated (as required) and change of occupancy.	\$95.00/hour, minimum one hour
Inspection outside of normal business hours - hourly	\$95.00/hour, minimum two hours
Deferred Submittal Plan Review Fee – in addition to project plan review fees	65% of the building permit fee calculated using the value of the deferred portion with a \$275.00 minimum

Permit Reinstatement fee – to renew already expired permit, as eligible and approved by the Building Official; subject to State Surcharge	\$100.00
Permit Extension fee – to extend expiration on active permit; not subject to State Surcharge	\$75.00
Master Plans – Structural – setup fee	\$150 (initial review at standard plan review rate)
Plan Review of Master Plans that have been previously reviewed. <i>(This applies to re-submitted reviewed plans without changes and within the same code cycle and subject to the approval of building official).</i>	50% of calculated plan review fee
Temporary Certificate of Occupancy (30 day) <i>(Issuance of a temporary C of O, and extensions, requires approval of the building official.)</i>	Residential: \$200/month Commercial: \$300/month
Phased Project Plan Review Fee – in addition to project plan review fees	\$275.00 minimum phasing (application) fee plus 10% of the TOTAL project building permit fee not to exceed \$1500.00 per phase
Structural demolition <i>(Includes 2 inspections, additional inspections, if required, are per hourly rate above).</i> Not subject to State Surcharge	\$300
Structural alteration (<u>not</u> demo) – partial, soft, interior Requires State Surcharge	See Structural Permit Fee table, by valuation
Building Appeals Hearing Filing Fee	\$150

Residential Fire Suppression – Standalone System, fee includes plan review. <i>Also, see Plumbing Fee section for Continuous Loop/Multipurpose System</i>	
Square Footage of Area to be Covered	Fee
0 – 2000 sq ft	\$200.00
2001 – 3600 sq ft	\$275.00
3601 - 7200 sq ft	\$350.00
7201 sq ft and greater	\$425.00

Commercial Fire Suppression – Alarms/Sprinklers - <i>separate Electrical Permit is required</i>
See Structural Permit Fee table, by valuation, and plan review fee noted above

Solar Structural Installation Permits – *separate Electrical Permit application may also be required*

Solar Permit (when required) – Prescriptive Path System, fee includes plan review. <i>(Includes 2 inspections, additional inspections, if required, are per hourly rate above).</i>	\$250.00
Solar Permit – Non-Prescriptive Path System	Fee as per Structural Permit Fee table by valuation to include the solar panels, racking, mounting elements, rails and the cost of labor to install. <i>Solar electrical equipment including collector panels and inverters shall be excluded from the Structural Permit valuation.</i>

Investigation Fees -Applicable to all disciplines and established by the Building Official.	
Investigation Fee – A <i>Low effort to determine compliance</i>	\$95.00
Investigation Fee – B <i>Medium effort to gain compliance. Stop Work Order posted. Applicant obtains requirement permits within 10 business days.</i>	\$150.00
Investigation Fee – C <i>High effort to gain compliance. Applicant failed to meet deadline or has had more than one documented violation in the past 12 months for starting work without permits or other violations</i>	\$250.00
Note: All permits and inspections are subject to state 12% state surcharge in accordance with state law. See Building Codes Division website for additional information on state surcharge.	

B. Manufactured Dwelling Placement Permit Fees

Manufactured Dwelling Placement Fee *	\$400.00
State (Cabana) Fee	\$30.00
<p>* Per OAR 918-050-0130(1)-(2), fee includes the concrete slab, runners or foundations that are prescriptive, electrical feeder and plumbing connections and all cross-over connections and up to 30 lineal feet of site utilities. Decks, other accessory structures, and foundations that are not prescriptive, utility connections beyond 30 lineal feet, new electrical services or additional branch circuits, and new plumbing - may require separate permits. Includes three inspections. Additional inspections, if required, shall be per the hourly inspection rate noted above. See Structural schedule by valuation for non-dwelling modular placements.</p>	

C. Manufactured Dwelling/RV Parks – Area Development Permit (ADP)

The Area Development Permit fee to be calculated based on the valuations shown in Table 2 of OAR 918-600-0030 for Manufactured Dwelling/Mobile Home Parks and Table 2 of OAR 918-650-0030 for Recreational Park & Organizational Camp – and applying the valuation amount to Table 1 as referenced for each.

D. Electrical Permit Fees

New Construction	
Residential	
First 1000 sq ft or less	\$250.00
Each additional 500 sq ft or portion thereof	\$50.00
Limited Energy – new residential construction	\$50.00
Each Manufactured Home/Modular Dwelling service	\$100.00
Multifamily	
New Multifamily Construction	Fee for largest unit calculated using above sq ft rates - plus 50% of permit fee for each additional unit
Multifamily, new construction – Limited Energy System – per floor	\$50.00
Multifamily, new construction – Protective Signaling – per floor	\$50.00
Service Feeders – Installation, Alteration, Relocation	
200 amp or less	\$150.00
201 – 400 amps	\$175.00
401 – 600 amps	\$300.00
601 – 1000 amps	\$400.00
Over 1000 amps or volts	\$500.00
Reconnect Only	\$100.00

Temporary Service Feeders – Installation, Alteration, Relocation	
200 amp or less	\$100.00
201 – 400 amps	\$125.00
401 – 600 amps	\$200.00
601 – 1000 amps	\$300.00
Over 1000 amps or volts	\$500.00
Branch Circuits – New, Alteration, Relocation	
With service or feeder – per each	\$12.00
Without service or feeder	\$90.00 for first branch circuit, \$12.00/each additional
Renewable Energy	
Renewable energy for electrical systems- 5kva or less	\$100.00
Renewable energy for electrical systems- 5.01kva through 15kva	\$150.00
Renewable energy for electrical systems- 15.01kva through 25kva	\$250.00
Renewable energy - solar generation over 25 kva	\$250.00 for first 25 kva plus \$6.25 per kva over 25 kva, – <i>maximum fee at 100 kva</i>
Renewable energy for wind systems - 25.01kva through 50kva	\$350.00
Renewable energy for wind systems - 50.01kva through 100kva	\$800.00
Other Electrical Fees	
Pump or Irrigation Circle – per each	\$95.00
Sign or Outline Lighting – per each	\$95.00
Signal Circuit(s) or Limited Energy system, alteration or extension, each system – non-new residential and all commercial (<i>new residential and multifamily construction – see above</i>)	\$95.00
Swimming Pool (<i>incl. panel, 3 circuits and bonding</i>)	\$95
Master Permit – application fee, one time at initial application; renews annually as applicable	\$100
Master Permit – inspection fee – per hour; includes travel time, inspection, and report writing	\$95.00/hour, minimum one hour
Electrical Plan Review	25% of electrical permit fee

(See OAR 918-311-0040 for applicability)	
Additional Plan Review (when applicable) – per hour	\$95.00/hour, minimum one hour
Reinspection – per each	\$95.00
Each additional inspection, above allowable – per each	\$95.00
Inspections for which no fee is specifically indicated (as required) – per hour	\$95.00/hour, minimum one hour
Inspection outside of normal business hours – per hour	\$95.00/hour, minimum 2 hours
Investigation fee - Electrical	See Structural Investigation Fees
Minimum Fee – Electrical	\$95.00

E. Mechanical Permit Fees

Residential	Fee – per each appliance
Air conditioner	\$25.00
Air handling unit of up to 10000 cfm	\$25.00
Air handling unit 10001 cfm and over	\$25.00
Appliance of piece of equipment regulated by code but no classified in other appliance categories	\$25.00
Attic or crawl space fans	\$25.00
Chimney/liner/flue/vent	\$25.00
Clothes dryer exhaust	\$25.00
Decorative gas fireplace	\$50.00
Ductwork only	\$25.00
Evaporative cooler other than portable	\$25.00
Floor furnace, including vent	\$25.00
Flue vent for water heater or gas fireplace	\$25.00
Furnace – greater than 100000 BTU	\$50.00
Furnace – up to 100000 BTU	\$50.00
Furnace/burner including duct work/vent/liner	\$50.00
Gas or wood fireplace/insert	\$50.00
Gas fuel piping outlets one to four outlets	\$25.00
Additional gas piping outlets over four/each	\$10.00
Heat pump	\$25.00
Hood served by mechanical exhaust, including ducts for hood	\$25.00
Hydronic hot water system	\$25.00
Installation or relocation domestic/type incinerator	\$25.00
Mini split system	\$25.00
Oil tank/gas diesel generators	\$50.00
Pool or spa heater, kiln	\$25.00
Range hood/other kitchen equipment	\$50.00
Repair, alteration, or addition to mechanical appliance including installation of controls	\$25.00
Suspended heater, recessed wall heater, or floor mounted heater	\$25.00
Ventilation fan connected to single duct	\$25.00
Ventilation system not a portion of heating or air-conditioning system authorized by permit	\$25.00
Water heater	\$25.00

Wood/pellet stove	\$50.00
Other heating/cooling	\$25.00
Other fuel appliance	\$50.00
Other environment exhaust/ventilation	\$25.00

Commercial Mechanical Fees	
Based on valuation, see structural permit fees	
Other Mechanical Fees	
Mechanical Plan Review (when applicable)	25% of mechanical permit fee
Additional Plan Review (when applicable) – per hour	\$95.00/hour, minimum one hour
Reinspection – per each	\$95.00
Each additional inspection, above allowable – per each	\$95.00
Inspections for which no fee is specifically – per each indicated (as required)	\$95.00/hour, minimum one hour
Inspection outside of normal business hours	\$95.00/hour, minimum 2 hours
Investigation fee - Mechanical	See Structural Investigation Fees
Residential or Commercial Mechanical Minimum Permit Fee-	\$95.00

F. Plumbing Permit Fees

Plumbing Permit Fees	
New 1&2 Family Dwelling – includes one kitchen, first 100 feet each of site utilities, hose bibbs, icemakers, underfloor low-point drains, and rain drain packages that include the piping, gutters, downspouts, and perimeter system. <i>Half bath counted as whole.</i>	
One bathroom, one kitchen	\$450.00
Two bathrooms, one kitchen	\$525.00
Three bathrooms, one kitchen	\$600.00
Each additional bathroom > 3 – or – kitchen > 1	\$100.00/each
Each additional 100 ft or fraction thereof of site utilities – water, sewer, storm (which includes rain, footing, trench, and leach) – <i>first 100 ft included in bathroom/kitchen fee</i>	\$75.00
Commercial and Non-New Residential	
Site Utilities	Fee
Sanitary Sewer - First 100 feet or less	\$95.00
Sanitary Sewer - Each additional 100 feet or fraction thereof	\$75.00
Storm – first 100 feet or less	\$95.00
Storm – Each additional 100 feet or fraction thereof	\$75.00
Water – first 100 feet or less	\$95.00
Water – Each additional 100 feet or fraction thereof	\$75.00
Fixtures	Fee – per each
Absorption valve	\$25.00
Backflow preventer	\$25.00
Backwater valve	\$25.00
Catch basin or area drain	\$25.00
Clothes washer	\$25.00
Dishwasher	\$25.00
Drinking fountain	\$25.00
Ejectors/sump pump	\$25.00
Expansion tank	\$25.00
Fixture cap	\$25.00
Floor drain/floor sink/hub drain	\$25.00
Garbage disposal	\$25.00
Hose bib	\$25.00
Ice maker	\$25.00

Primer	\$25.00
Sink/basin/lavatory	\$25.00
Stormwater retention/detention tank/facility	\$25.00
Swimming pool piping	\$50.00
Trench drain	\$25.00
Tub/shower/shower pan	\$25.00
Urinal	\$25.00
Water closet	\$25.00
Water heater	\$25.00
Other – plumbing	\$25.00
Alternate potable water heating system	\$25.00
Interceptor/grease trap	\$25.00
Manholes	\$25.00
Roof drain (commercial)	\$25.00
Re-piping/retrofit water supply-residential	\$50.00
Residential or Commercial Plumbing Minimum Permit Fee-	\$95.00

Medical Gas – fee based on installation costs and system equipment, including but not limited to inlets, outlets, fixtures and appliances	
Valuation	Fee
\$1 - \$2000	\$150.00
\$2001 - \$25000	\$150.00 for the first \$2000 plus \$15.00 for each additional \$1000 or fraction thereof, to and including \$25000
\$25001 - \$100000	\$495.00 for the first \$25000 plus \$10 for each additional \$1000 or fraction thereof, to and including \$100000
\$100001 and above	\$1245.00 for the first \$100000 plus \$7.00 for each additional \$1000 or fraction thereof

Residential Fire Suppression – Multipurpose/Continuous Loop System, fee includes plan review <i>[See Structural Fee section for Standalone System]</i>	
Square Footage of Area to be Covered	Fee
0 – 2000 sq ft	\$200.00
2001 – 3600 sq ft	\$250.00
3601 - 7200 sq ft	\$350.00
7201 sq ft and greater	\$450.00
Other Plumbing Fees	

Plumbing Plan Review (when applicable) – commercial or residential	40% of commercial plumbing permit fee
Additional Plan Review (when applicable) – per hour	\$95.00/hour, minimum one hour
Reinspection – per each	\$95.00/each
Each additional inspection, above allowable – per each	\$95.00
MH Park Service Connect Sewer, Water & Storm (per space)	\$95.00
Inspections for which no fee is specifically indicated (as required) – per hour	\$95.00/hour, minimum one hour
Inspection outside of normal business hours – per hour	\$95.00/hour, minimum 2 hours
Investigation fee - Plumbing	See Structural – Investigation Fees

G. Grading Permit Fees

See Appendix J of the 2024 International Building Code for grading requirements, definitions, and other information. No state surcharge. <i>[A grading permit does not include the construction of retaining walls or other structures]</i>	
Cubic yards	Permit Fee
25 cubic yards or less	No permit required
26 – 100 cubic yards	\$90.00
101 – 1,000 cubic yards	\$90.00 for the first 100 cubic yards, plus \$20.00 for each additional 100 cubic yards or fraction thereof
1,001 – 10,000 cubic yards	\$270.00 for the first 1,000 cubic yards, plus \$30.00 for each additional 1,000 cubic yards or fraction thereof
10,001 – 100,000 cubic yards	\$540.00 for the first 10,000 cubic yards, plus \$80.00 for each additional 10,000 cubic yards or fraction thereof
100,001 or more cubic yards	\$1,260.00 for the first 100,000 cubic yards, plus \$40.00 for each additional 100,000 cubic yards or fraction thereof
Plan review fee	65% of permit fee

H. Administration Fees

Copy fees	25 cents/page
Returned Check fee (NSF)	\$35.00
Refund processing fee – not subject to State Surcharge	\$50.00
Technology Fee	3% of permit fee

Agenda Item Sheet

City of Lowell City Council



Type of item:	Procurement
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Item title/recommended action:

Review quotes for lease of mailing and document inserter machines. – Discussion/ Possible action

- Pacific Office Automation – \$14,057.82 - 63 months
- Kelley Create – \$17,919.00 - 60 months

At this time, City Council may vote to accept one of the quotes.

Justification or background:

The City's lease agreement with Pacific Office Automation expired in May of this year, and the City has been on a month-to-month basis since then. The agreement is for the lease of the mailing machine and inserter folder machine. The mailing machine applies postage to letters, and the inserter folder machine automatically folds bills and other documents and inserts them into envelopes. According to Pacific Office Automation, new security requirements from the US Postal Service require an update to the mailing machine. The quote below reflects the cost for the updated machine.

The City Clerk sought input from other City Clerks on reputable office machine companies to obtain competitive quotes. On 8/12/24, she received a quote from Pacific Office Automation. On 8/12/24, she received a quote from Kelley Create. On 8/12/24 and 8/19/24, she contacted Solution Yes to receive a quote. However, there was no response to the inquiry.

A comparison of the quotes and the product specifications follows. Staff recommend the Pacific Office Automation quote on the basis of price and the fact that the equipment listed on the quote will fulfill the City's needs. Following approval by the City Council, staff will request a lease agreement from the selected vendor. Staff will then place approval of the lease agreement on the agenda for a future City Council meeting.

Agenda Item Sheet
City of Lowell City Council



Type of item:	Procurement
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Budget impact:

See project budget following this agenda sheet.

Department or Council sponsor:

Administration

Attachments:

Comparison of quotes; comparison of key equipment specifications; quotes and equipment specification sheets from both companies.
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Meeting date:	09/03/2024
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Comparison of mailing and inserting machine quotes

Company	Mailer	Monthly charge
Pacific Office Automation	PostBase Vision A5	101.00
Kelley Create	CPO C Auto Mailing Machine	107.78

Company	Inserter	Monthly charge
Pacific Office Automation	Fpi 700	55.14
Kelley Create	Formax FD6104	191.37

Company	Service cost per month	Meter rental per month
Pacific Office Automation	35	32
Kelley Create	0	0

Company	Total cost per month	Contract term in months	Total contract value
Pacific Office Automation	223.14	63	14,057.82
Kelley Create	299.15	60	17,949.00

Comparison of mailing and inserting machine specifications

Inserting machine	Pacific Office Automation	Kelley Create
Key specifications	FPI 700	Formax SD 6104
Feeders	3 + envelope	2 + envelope
Speed	1,350	1350
Folding capacity	3	5
Hopper capacity	100	100

Mailing machine	Pacific Office Automation	Kelley Create
Key specifications	Postbase Vision A5	CPO C Auto Mailing Machine
Letters per minute	70	95



70 N. Pioneer Street

Lowell, OR 97452

Samantha Dragt

Dean Hildreth

August 2024

Agenda

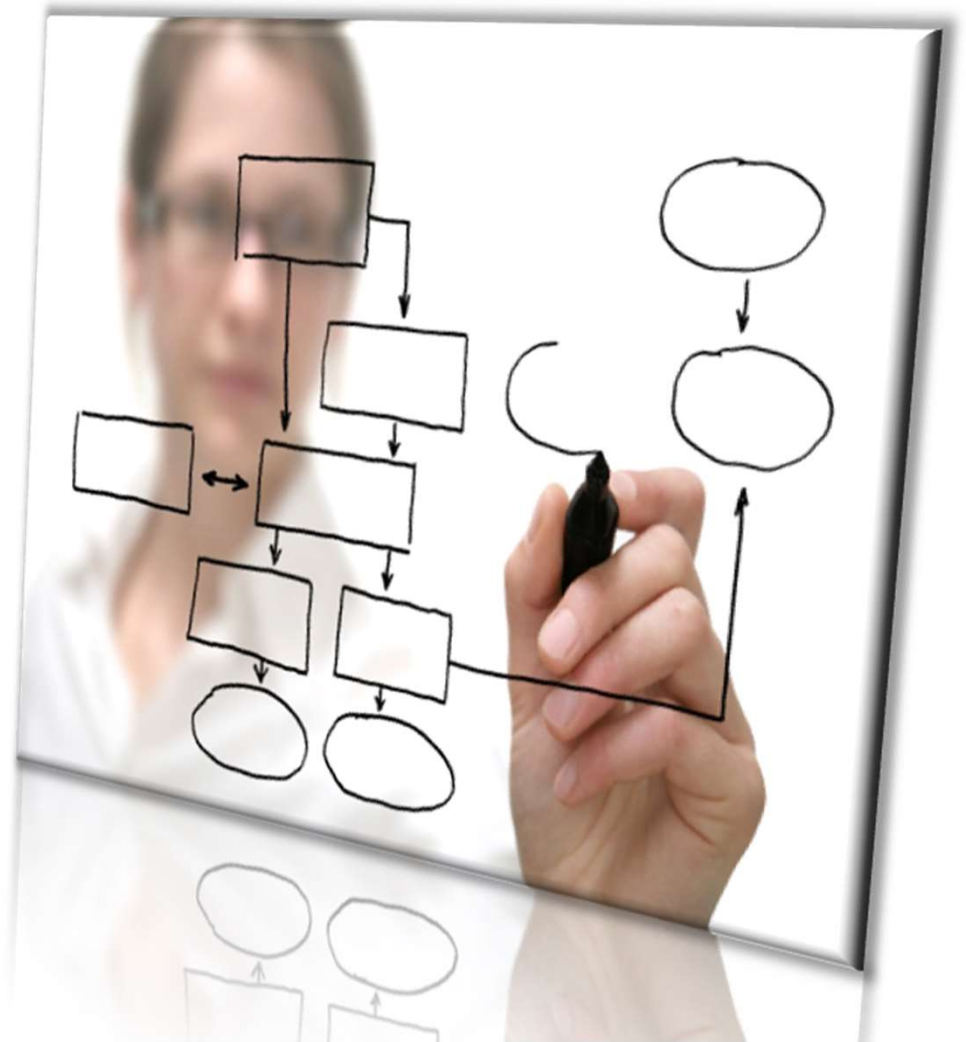
About Us

Proposed Solutions

- Pitney Bowes CPO C Auto Mailing Machine
- Formax FD6104 Series

Investment Options

References

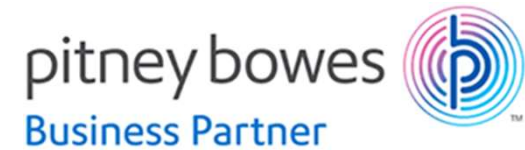


Pitney Bowes & Kelley Create today.

Pitney Bowes is a global technology company that partners with local representation, such as **Kelley Create** in **Oregon, Washington, Montana, Idaho and Alaska** that offer innovative solutions and products that enable commerce in the areas of Customer Information Management, Location Intelligence, Customer Engagement, Shipping & Mailing Products and Global e-Commerce.

90% of the Fortune 500 and more than 1.5 million small and medium-sized businesses in approximately 100 countries around the world rely on products, solutions and services from Pitney Bowes.

Kelley Create is here to serve you locally.



SendPro C Auto
Automatic Mailing Machine



SendPro C Auto Mailing Machine



- Automatic Feed @ **95 Letters Per Minute.**
- **5lb Interfaced scale**
- All USPS domestic and international mail rates available.
- **7" Color Touch Screen** display.
- 100 Departmental Accounting with MS Excel Reporting.
- 5/16" Thickness Processing.
- Automatic Envelope Sealer.
- **USPS Priority Mail Package Shipping!**
- **Built in strip tape** dispenser.
- Network LAN & Wi-Fi connection for Postage Downloads & Automatic Updates.

Formax FD6104 Folder Inserter System

Formax FD6104 Folder Inserter System



- Speed: Up to 1,360/Hour
- Paper Size: Up to 8.5" x 14"
- Up to 15 Programmable jobs
- #10 & 6" x 9.5" envelopes
- Envelope Sealer

The **FD6104** inserter offers the latest technology in entry-level tabletop inserters, making it possible for any business to automate its mailings. With the FD6104, any size company can enjoy the benefits of automated folding and inserting.

Quiet operation and a compact, desktop design fits any office environment. A large, 5" color touchscreen control panel with wizard job feature easily guides operators through setup and operation. Up to 15 jobs can be programmed so that recurring and frequent jobs can be processed with the push of a button.

Investment Options

City of Lowell

C Auto Mailing Machine Lease Investment

State & Local FMV Leasing Option	60 Month Lease
CPO C Auto Mailing Machine	\$107.78/Month



Complete Automatic Mailing Solution

- Pitney Bowes **CPO C Auto** with Integrated 5lb Scale & 7" Touch Screen Monitor.
- 100 Departmental Accounting
- USPS Online Package Processing = USPS Savings!!

- Professional Installation, Unlimited Training & **Local Springfield, OR Support!**
- 100% Satisfaction Guaranteed!!

***State & Local Leasing will include the following: Delivery, Installation, Hardware & Software Maintenance, All Equipment, Meter Rental, Parts and Labor, Carrier Rate Change Updates, and Unlimited Training. The monthly cost will be locked in for the entire term of the lease.**

City of Lowell

Formax FD 6104 Folder Inserter Investment

State & Local FMV Leasing Option	60 Month Lease
Formax FD 6104	\$191.37/Month



Complete Folder Inserter Solution

- **Formax FD 6104 Folder Inserter System**
 - Two Sheet Trays
 - BRE/Insert Feeder
 - Envelope Sealer
- Professional Installation, Unlimited Training & **Local Springfield, OR Support!**
- 100% Satisfaction Guaranteed!!

***State & Local Leasing will include the following: Delivery, Installation, Hardware & Software Maintenance, All Equipment, Meter Rental, Parts and Labor, Carrier Rate Change Updates, and Unlimited Training. The monthly cost will be locked in for the entire term of the lease.**



What Makes Us Different

Locally Family Owned and Operated

#1 Pitney Bowes Business Partner, 10+ years in a row!

Best in Class Mailing Systems – Local Service and Support

4 Hour Guaranteed Response Times

2 PM's per Year

Lifetime Operator Training

Quarterly Account Reviews

Total Quality Commitment – 100% Guarantee



Kelley Create

A Few Client References:



Pacific Bells: HQ = Vancouver. Franchise owner of 300+ Taco Bells, Buffalo Wild Wings, European Wax, Pizza by Design & More.

Therese Candella tcandella@pacificbells.com



A-dec is a dental office furniture and equipment manufacturer based in Newberg, Oregon. It is considered one of the largest dental equipment makers in the world.

Vicki McLean vicki.mclean@a-dec.com



Les Schwab is one of the largest national tire distributors with over 475+ Stores.

Lynda Bush

Lynda.a.bush@lesschwab.com



Georgie's Ceramics & Clay is one of the largest suppliers of clay, glazes and pottery supplies.

Linda Mazer linda@georgies.com



Since 1955, Moda Health has been helping their members with evidence-based health plans, diverse provider networks, innovative member programs.

Stan Powell stan.powell@modahealth.com



Intuitive Color Touchscreen

The User-Friendly Low-Volume Mailing Solution

The FD 6104 inserter offers the latest technology in entry-level tabletop inserters, making it possible for any size company to enjoy the benefits of automated folding and inserting. The affordability of this inserter eliminates the need to send out tens of thousands of mail pieces in order to justify the cost of automation.

The 5" full-color touchscreen control panel features wizard-based software which guides operators through setup and operation. It provides quick access to saved jobs, right on the home screen, while bold icons indicate the status of each feeder. Users can program up to 15 jobs for instant, one-touch operation.

With two fully-automatic sheet feeders and one automatic insert/BRE feeder, it offers a range of folding and inserting capabilities. It processes documents up to 14" in length, producing up to 1,350 envelopes per hour. Electromagnetic double document detection ensures each envelope contains the correct number of documents. The energy-saving mode automatically puts the inserter into standby after one hour of being idle.

An optional Fold-only C-Fold Kit is available for those who need to produce C-folded documents without inserting into an envelope, ideal for brochures and marketing pieces. The kit is easily installed without tools, simply by swapping out the moistener kit.

Don't waste any more valuable time and money manually folding and inserting. Automate your mailings with the FD 6104 and maximize your company's efficiency.

Operating Features

5" Color Touchscreen: Graphical interface provides quick, easy setup, with job list on home screen

Versatile: 2 1/2 stations insert 1-2 sheets plus BREs/small inserts

Speed: Produces up to 1,350 filled envelopes per hour

15 Programmable Jobs: Handy for recurring or frequently processed applications

Dedicated BRE/Insert Feeder: Fold and/or insert sheets and BREs

Clamshell Design: Easy access to the paper path

Easy Load Feeders: Top-loading, with adjustable side guides

Accumulate Before Folding: Documents are folded and inserted together

Double Document Detection: Electromechanical sensors are unaffected by dust, smudges or paper color, providing essential document integrity

Fold Types: C, V, Double Parallel, no fold

Fold Only without Inserting

Folding Capacity: Up to 5 sheets

Resettable Counter: Provides accurate count of envelopes processed

ECO Mode: Energy-saving feature places the inserter into sleep mode after 1 hour of inactivity

Catch Tray: Adjusts to hold up to 100 envelopes, #10 and 6" x 9.5"

Abilities

Daily Mail Mode: For inserting stapled sets

Seal and Non-Seal Capabilities

Cascade Mode: Maximizes output by connecting feeders with the same document. When the first feeder empties, the second automatically starts feeding, for a total hopper capacity of up to 200 sheets.

Option

Fold-only C-Fold Kit: Creates C-folded sheets which don't require inserting, ideal for brochures, marketing pieces, fund raising and more. Easily installed by temporarily replacing the moistener kit.

Specifications

Hopper Capacity:	Up to 100 sheets in each sheet feeder (20#) Up to 100 inserts/BREs in the insert feeder Up to 100 outgoing envelopes
Fixed Speed:	Up to 1,350 pieces per hour
Duty Cycle:	Up to 5,000 pieces per month
Folding Capacity:	Up to 5 sheets at once
Programmable Jobs:	Up to 15
Paper Size:	5.6" - 8.9" W x 7" - 14" H
Paper Weight:	18 - 30 lbs (68 - 113gsm)
Insert/BRE Size:	5.6" - 8.9" W x 3.5" - 5.9" H
Insert Weight:	20 - 62 lbs (75 - 233gsm)
BRE Weight:	19 - 30 lbs (71 - 113gsm)
Outgoing Envelope Size:	8.8" - 9.5" W x 4.1" - 6" H
Dimensions w/o catch tray:	26" L x 17" W x 22" H
Weight:	82 lbs
Voltage:	120 Volts AC 50/60Hz
Safety Certifications:	UL approved

* Paper & envelope specifications may vary. All media must be tested.



User-friendly color touchscreen control panel



Easy to load feeders: sheets, envelopes and BRE/inserts



Adjustable catch tray handles envelopes up to 6" x 9.5"



Optional Fold-only C-Fold Kit: creates C-folded pieces which don't require inserting into an envelope

Formax - New Hampshire, USA
www.formax.com

Local Dealer:

Commerce solutions,
from the Craftsmen of Commerce.

pitney bowes 



Mailing

Postage Meters

SendPro® C Auto

Simplify your mailing process.





Handle batch mailing quickly and easily.

Introducing the SendPro[®] C Auto.

Processing a variety of mail, including letters, postcards and large envelopes, has never been easier with our auto-feed mailing solution.



Feed, seal, print and save automatically.

Mail with speed and ease.

Process mail batches up to 120 letters per minute and up to 5/16" thick, with the automatic mail feeder.

Calculate postage costs for different size envelopes.

Confidently pay the right amount on virtually every piece, every time.

Optimize efficiency by minimizing jams.

Smoothly feed your mail with our reverse separation technology to keep your operations on track.

Save automatically.

Automatically receive rate updates and save 5¢ on every First Class® letter* — plus get optional access to discounted presort rates.

Meet the latest USPS® IMI compliance rules.

Rest assured your SendPro C Auto will meet USPS guidelines.



*As of January 27, 2019.



Send large envelopes, Priority Mail[®] and packages with confidence.

Compare, save and print.

View USPS shipping rates, save up to 40% on Priority Mail and print labels with the optional printer.*

Take the guesswork out of shipping.

Accurately weigh packages up to 15 pounds with the integrated digital scale.

Minimize undeliverable fees.

Use the built-in address verification feature to reduce costly address correction fees and improve your delivery success rate.

Get more shipping choices for greater savings.

Easily compare rates across multiple carriers—USPS[®], UPS[®] and FedEx[®] and get pre-negotiated discounted carrier rates with the optional multicarrier subscription.

*As of January 27, 2019. Savings will vary based on geography, mail type, and other variables.

Designed for simplicity, visibility and ease of use.

Gain online access to ship the way you want.

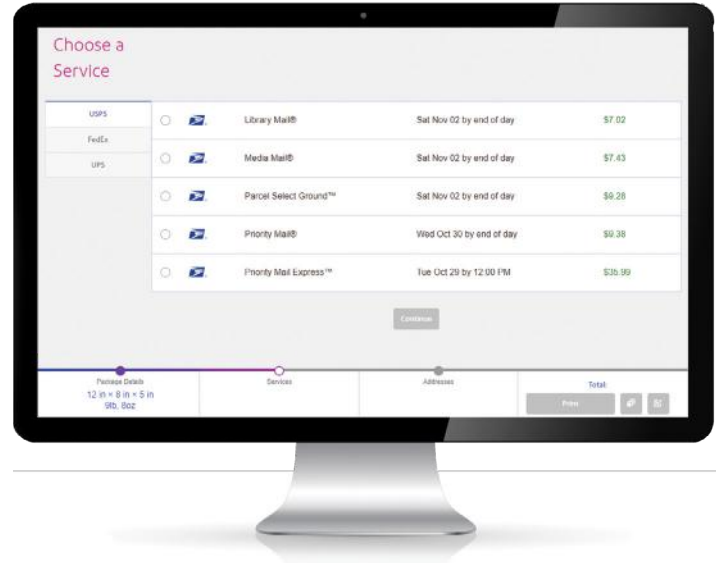
Use SendPro® Online to print trackable shipping labels from any computer and easily compare rates with the Shipping Rate Selector.

Control at your fingertips.

Easily navigate the intuitive menu with the large, full-color 7" touchscreen.

Track postage costs with precision.

View and email spending, shipping, accounting history and reports by department online for up to 500 different accounts.



The auto-feed technology is designed to minimize jams and misprinted postage by ensuring only one envelope is processed at a time.



SendPro® C Auto Specifications:

Mail feed	Automatic
Speed (letters per minute)	Standard: 95 LPM; Optional: 120 LPM
Display	7" color touchscreen
Scale	Optional 5, 10 or 15 lb. integrated; Optional 30 or 70 lb. external
Label printer	Optional
Shipping	Standard: USPS; Optional: Multicarrier
Accounts	Standard: 100; Optional: 500
USPS® IMpB compliant	Included
Presort rate access	Included
SendPro Online subscription	Standard: USPS; Optional: Multicarrier
eRR	Optional
Barcode Scanner	Optional
AutoInk™	Included*

*Get automatic ink replenishments at savings of 20% off the retail price when you enroll in the AutoInk™ program. For more information on AutoInk, visit us online at pbi.bz/autoink.

Streamline your mailing process with the highly efficient, easy-to-use SendPro C Auto.



United States

3001 Summer Street
Stamford, CT 06926-0700

For more information, visit us online at
pitneybowes.com

Customer Care

Invoice Summary

Hours of Operation Telephone
M-F, 7am - 6pm CT 877-222-5617

Contract Number 450-9691574-001
Customer Number 3691066700
Invoice Number 5030797872
Due Date 09/16/2024
Invoice Date 08/02/2024
Total Due \$220.93

City Of Lowell
PO Box 490
Lowell, OR 97452

Email
customerservice@financialservicing.net
Online Services
<https://onlinemyaccounts.com>

Last Payment \$220.93
posted on 07/22/2024

Important Messages

One or more of your agreement(s) is due to expire or is in renewal status. Please refer to your agreement(s) for any notice requirements and/or end of term options.

Notwithstanding anything to the contrary in your agreement(s), you may send us notice regarding your end of term intentions with respect to the equipment to Intent.Letter@leasingmail.com

Interested in receiving your invoices by email? To go paperless, please register on the website listed under the online services section of the invoice.

Summary of Charges

Contract Number	Item Description	Original Invoice	Amount	Tax	Item Total	Due Date	Subtotal	
450-9691574-001	Payment Amount		220.93		220.93	09/16/2024	\$220.93	
							Total Current Charges:	\$220.93
							Previously Billed Charges:	\$0.00
							450-9691574-001 Total Charges:	\$220.93
							Invoice Total:	\$220.93

Detach and return the bottom remittance portion with your payment. Include invoice number on check.

Customer Care
PO Box 3072
Cedar Rapids, IA 52406-3072

Contract Number	450-9691574-001	Due Date	09/16/2024
Invoice Number	5030797872	Invoice Date	08/02/2024
		Current Due	\$220.93
		Total Due	\$220.93

Amount Enclosed \$

Please make check payable to:

City Of Lowell
PO Box 490
Lowell, OR 97452

Pacific Office Automation Inc
PO Box 030310
Los Angeles, CA 90030-0310

00000050307978724507000000022093202409160000000220930



PACIFIC OFFICE AUTOMATION

— PROBLEM SOLVED —

IMAGING EQUIPMENT SERVICE ORDER

This Order is incorporated into and made apart of the Total Services Agreement ("TSA") between Customer and POA which governs the imaging equipment and/or services specified below.

BUSINESS NAME City Of Lowell
 TSA # _____
 ORDER # _____

BILL TO:			PO #	SOLD BY		
70 N Pioneer 107 E 3rd St. Lowell, OR 97452				A. Coleman		
SHIP TO:			CONTACT PHONE #			
107 E. 3rd St. Lowell, OR 97452			541-937-2157			
QTY	ITEM	TYPE	DESCRIPTION	UNIT PRICE	TOTAL	
1	Mailing	New	PostBase Vision A5 - Auto		To be leased	
1	Mailing	New	Attribute Package for A5			
1	Mailing	New	PostBase Vision Autofeeder w/Sealer			
1	Mailing	New	FPI -700 Series Inserter			
MINIMUM MONTHLY PAYMENT (plus applicable taxes) \$ 223.14				TERM 63	MONTHS	
SERVICE/SUPPLY AGREEMENT	MODELS	MONTHLY MINIMUM NUMBER OF IMAGES	EXCESS PER IMAGE CHARGE	EXCESS BILLING CYCLE		
				<input type="checkbox"/> Monthly	Automated Meter Reading	
				<input type="checkbox"/> Quarterly	Auto Toner Replenishment	
				<input type="checkbox"/> Semi-Annual	Advanced Scanning	
				<input type="checkbox"/> Annual	Security	
					MFP Network Support	
					Power Filter	
CONDITIONS OF SALE, CONTINGENCIES OR COMMENTS					Delivery	Included
Cost includes service. Parts, labor and meter rental					SUBTOTAL	
					SALES TAX	
					TOTAL	To be leased

By signing this Order, Customer acknowledges and agrees: (a) this Order is NON-Cancelable; (b) this Order will be governed by the TSA General Terms and Conditions, the applicable TSA Additional Terms and Conditions for the Solution and this Order all of which are an integral part of this Order and incorporated herein; and (c) this Order relating to the equipment and services described herein, can only be changed by written agreement signed by both Parties.

PACIFIC OFFICE AUTOMATION

NAME _____

TITLE _____

DATE _____

SIGNATURE _____

CUSTOMER

BUSINESS LEGAL NAME _____

SIGNER NAME & TITLE _____

DATE _____

SIGNATURE _____

Jeremy Caudle

From: Alex Coleman <Alex.Coleman@pacificoffice.com>
Sent: Thursday, August 29, 2024 5:54 PM
To: Jeremy Caudle
Subject: Re: Brochure Info specs

Hi Jeremy,

Here is the breakdown of the pricing -

Mailing machine A5	-\$101.00
Insert machine	-\$55.14
Service cost	-\$35.00
Meter Rental	-\$32.00

Total -	\$223.14

Please note the service cost is service provided directly by Pacific Office Automation and covers the parts and labor during the service agreement. Ink/toner cost is also included in the cost of service.

The Postage Meter Rental cost is a rental fee passed through to FP mailing for the use of their service and digital USPS postage access. This is not a fee designated by POA and is not optional for any postage mailing machines.

I hope this information is helpful in clarifying the total monthly cost that gets invoiced. Please let me know if you have any additional questions.

Best regards,

Alex Coleman

Account Manager

P: 541.246.1924 Ext: 40155

E: Alex.Coleman@pacificoffice.com

Ask Me about

-IT Services (See Link) <https://www.youtube.com/watch?v=7apJaCR7io&feature=youtu.be>



From: Jeremy Caudle <JCaudle@ci.lowell.or.us>

Sent: Thursday, August 29, 2024 2:29 PM



Real. Simple. Mailing.

FPI 700

FOLDER INSERTER



Complex mailroom processes made **simple.**



FPI 700

FOLDER INSERTER

LOAD. PRESS START. DONE

While other tasks keep you busy, the pile of letters and invoices waiting to be mailed is getting larger. Feed, fold, insert and seal them in no time with the FPI 700 folding and inserting system. Ideal for small to mid-size offices, this small but mighty inserter takes the stress out of your daily processes.

Learn more at www.fp-usa.com/FPI700

Accurate Folds

Several fold types to choose from.

Intuitive Display

For ease of use and one touch job setup.



High Capacity Processing

All feeders hold 100 pieces for balanced input and output.

Stored Jobs

Save up to 15 jobs for easy touch and go processing.

Exit Tray

Holds up to 100 finished envelopes.

Specifications

Feeder stations	3 media + envelope hopper
Processing speed (Maximum)	1,650 not sealing, 1,350 sealing
Folding capacity	5 sheets half fold, 3 sheets letter-fold
Job memory capacity	15
Dimensions (approx.) (L xW x H)	26" x 17" x 22"
Weight	81 lbs.
Noise emission in dB (REF: ISO 11202)	< 65 dBA
Media	
Media and Document Feeder Capacity	100 ea.
Length/Width	3.5" to 14" x 5.6" to 8.9"
Weight	16-32 lbs.
Envelopes	
Capacity	100
Height/Width	4.1" to 6.4" x 9.0" to 9.5"
Functions	
Feeder linking	Yes
Process stapled sets	Yes
Collate sheets before folding	Yes
Bottom addresses	Yes (with special envelope)
Folds: C, V, Double-V, No-fold	Yes
Piece counter	Yes



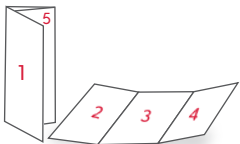
User-Friendly

Navigate quickly through various stored jobs with the modern, easy-to-use touchscreen.



Versatile

Processes over 39 different jobs. Use a variety of media types including custom sizes, perforated and pre-folded paper, large envelopes and more.



Tri-Fold Brochure

The FPI 700 can create a three panel brochure without the need to insert it into an envelope.

BR0700

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Learn more at www.fp-usa.com/FPI700



Approved IMI Postage Solution



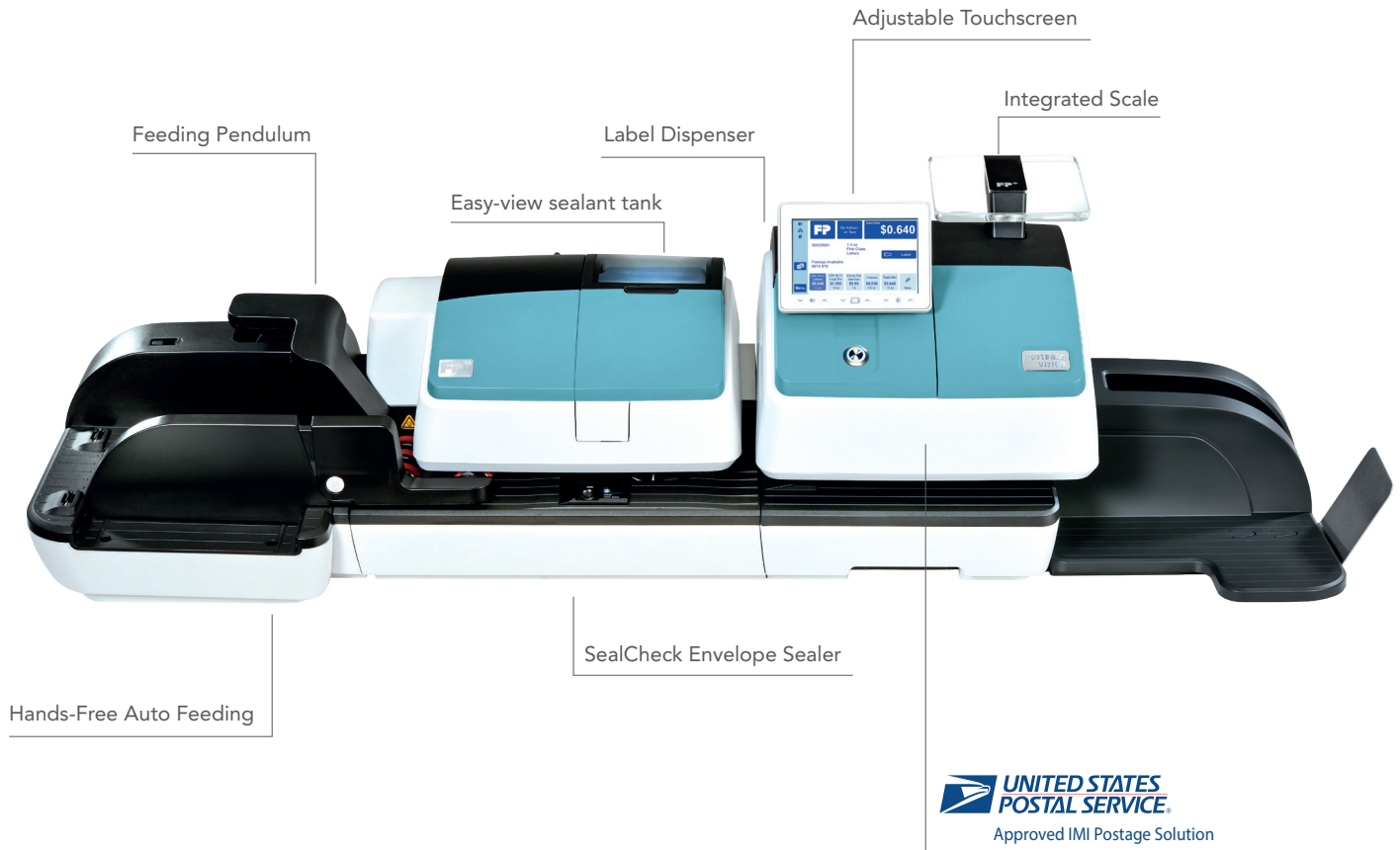
PostBase[®] Vision Auto



PostBase® Vision Auto

Stylish. Secure. Connected

The PostBase® Vision Auto is equipped with hands-free auto feeding, SealCheck envelope security, and top-of-the-line technology such as cloud-based analytics, advanced online account management, and scalable digital solutions. Meticulously engineered with users in mind, the PostBase® Vision Auto is intuitive to use with an icon-driven interface so that any operator can process mail with ease. In addition to a professional business image, the PostBase® Vision Auto offers new marketing opportunities with an integrated text message and QR code generator to print alongside your postage. This mail machine embodies an award-winning design that integrates perfectly into any office environment, available in five designer colors to best suit your style.



MyFP Customer Portal

Advanced portal options offer full online control of your mailing system. Including meter operator and cost account management, orders and invoices, support and FP digital products and services.



USPS® IMI Approved

Equipped with the most up-to-date USPS® Intelligent Mail Indicia (IMI) technology. The PostBase® Vision is designed to fully meet all USPS® standards and requirements.



SealCheck Sensor

Exclusive to FP's PostBase® line, SealCheck envelope sealers ensure security by validating that each envelope flap passes through the sealer.

FP Parcel Shipping

Ship. Track. Save.

Paired with the PostBase® Vision, FP Parcel Shipping is the perfect companion to send packages. FP Parcel Shipping comes equipped with the USPS® shipping rates with the option to add multi-carrier shipping, giving you the power to select the best rate for the day you want your package to arrive.

Saving time and money while sending packages has never been simpler. This online shipping application allows you to easily compare rates and print shipping labels with the tracking barcodes for the carrier and service selected.

FP Parcel Shipping also offers:

- Discounted Commercial Plus® Pricing
- Free insurance on Priority Mail® and Priority Mail Express® (up to \$100 value)
- CASS address correction and validation
- Package tracking dashboard with email notifications
- Add-on multi-carrier rate shopping option



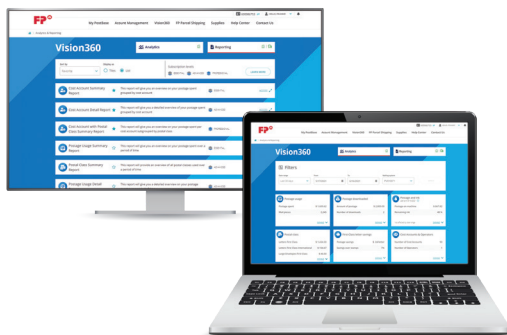
Label Printer
(optional)



External Scale
(optional)



Prints IMpb compliant tracking labels on letter size paper or 4" x 6" thermal shipping labels



Vision360

Postal Analytics and Reporting

Created with exclusive technology, the PostBase® Vision offers advanced postal analytics and reporting through Vision360. Accessible through the MyFP Customer Portal, Vision360 provides companies a 360-degree view of postal usage to better monitor, manage, and control postal expenditures.

With the Vision360 analytics dashboard, you can get an operational overview of postal expenses, ink and postage on the machine, and postage downloads for better budgeting and planning. Getting the right report you need in the format required is easy. Report types are displayed on-screen as tiles or in a list view that can be sorted by favorites, alphabetical, report type or subscription level.

Reporting Metrics Available:

- Postage Download
- Postal Usage
- Cost Accounts
- Postal Class (Advanced & Professional)
- Meter Operators (Advanced & Professional)



The Essential subscription is included with your PostBase® Vision mailing system and offers basic reports. Optionally, the Advanced subscription tier unlocks additional reports while the Professional subscription allows you to combine multiple metrics into a single report, in addition to unlocking additional reports.



PostBase® Vision Auto

Standard Features

- Automatic envelope feeding
- Feeding pendulum for thin letter stacks
- SealCheck envelope security with sealing status light
- Adjustable 5" touchscreen with motorized tilting
- Rates up to 15 lbs. with integrated scale
- Prints up to 70 letters per minute
- Up to 250 Cost Accounts
- Cost Account Printing (via Vision360)
- Up to 20 quick select rate shortcuts
- Rate Wizard for selecting USPS® Postal Products
- Full set of USPS® rates and Extra Services
- Automatic postal rate downloads
- Integrated Label dispenser
- PIN code access protection
- Advertisement Logos - 6 pre-loaded, up to 30 custom
- Integrated text & QR code advert generator - 12 slots
- "Feed-Only" count mail pieces stamp
- Easy ink replacement
- Vision360 - Essential Subscription (3 Cost Accounts)
- FP Parcel Shipping online application - USPS®



FP is a proud partner of NBCF®

For every pink PostBase® Vision sold, FP Mailing Solutions will donate 5% of proceeds to the National Breast Cancer Foundation to support Breast Cancer Awareness.

Specifications

Dimensions	37"L x 16"D x 11.3-12.9"H
Expandable catch tray length	12.6"-17.5"
System weight	55.8 lbs.
Catch tray weight	2.2 lbs.
Maximum letter thickness	0.40"
Envelope sizes	4" x 6" to 10" x 14"
Ink cartridge capacity (up to)	12,000 imprints
Noise	<70 dB(A)

Certifications

- USPS® IMI Approved Postage Solution
- Energy Star 3.0

Connectivity

Built in Wi-Fi connectivity and LAN

Options

- External meter scale – 70 lb
- Differential Weighing Scale
- Vision360 - Advanced Subscription (20 Cost Accounts)
- Vision360 - Professional Subscription (250 Cost Accounts)
- FP Parcel Shipping - multi carrier option
- FP Parcel Shipping 10 or 70 lb. capacity USB scale
- 4" x 6" shipping label printer
- Choose from 5 designer colors - Satin Steel std. (examples below)



Approved IMI Postage Solution



Learn more at: www.fp-usa.com/postbase-vision-auto

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Agenda Item Sheet

City of Lowell City Council

Type of item:	Procurement
----------------------	-------------

Item title/recommended action:

Motion to approve a 1-year subscription with OverDrive in the amount of \$5,106.32 for participation in the Oregon Digital Library Consortium. – Discussio/ Possible action

Justification or background:

The Maggie Osgood Library is a member of the Oregon Digital Library Consortium. OverDrive is the consortium's online platform, and it requires an annual subscription fee. OverDrive provides access to e-books. Following this agenda item sheet, the Library Director has provided statistics and summary information on OverDrive. Since the cost is over \$5,000, City Council approval is required.

Budget impact:

See attached quote.

Department or Council sponsor:

Library

Attachments:

Usage statistics; OverDrive subscription renewal

Meeting date:	09/03/2024
----------------------	------------

Overdrive statistics

Overdrive is the platform for Oregon Digital Consortium Library2Go.

It is often called Libby. Libby is the app that along with Kindle that allows readers to access the content.

FY 2023/2024 usage

Patrons	Circulated
44	1,197

FY 2024/2025 (July-Aug)

Patrons	Circulated
26	207

There is little overlap between titles available from Overdrive and physical titles in the library. While we have approximately 7000 physical titles Overdrive has 67,494 titles with multiple copies of each title.

Customer ID

Invoice number

Date

1093-0040

H-0105259

July 01, 2024



OverDrive, Inc.
 One OverDrive Way
 Cleveland, OH 44125
 United States
 Phone: +1 216 573 6886 Fax: +1 216 672 0087
 Email: invoicing@overdrive.com
 US Tax ID number: 34-1522786

Bill to:
 Maggie Osgood Library
 70 N Pioneer St.
 Lowell, 97452

Sold to:
 Maggie Osgood Library
 70 N Pioneer St.
 Lowell, 97452

Payment terms:
 Within 30 days

Pay directly in Marketplace

- Select one or more invoices and click **Pay invoice(s)**.
- Select your payment method, then click **Pay by bank account** (US accounts only) or **Pay by credit card**.
- Enter the required information. Bank account information will be saved automatically for future use, and credit card information can be optionally saved.
- **Note:** Your saved bank account or credit card information can only be used by you.
- Click **Confirm payment**.

Other payment options

When you make a payment using one of these methods, you must either include a list of invoice numbers and amounts due, or email the information separately to invoicing@overdrive.com.

Pay by check

Please make checks payable in USD to OverDrive, Inc.

Remittance address:

PO Box 72117
 Cleveland, OH 44192-0002
 United States

Pay by ACH or wire

Please include remittance details with your payment or send remittance details to invoicing@overdrive.com, including your customer ID number and invoice numbers.

Bank Name & Branch: The Huntington National Bank
 7 Easton Oval
 17 South High Street
 Columbus, Ohio
 USA
 Account Name: OverDrive, Inc.
 Account Number: 01661616573
 ACH ABA Routing Number: 041000153
 Wire Routing Number: 044000024
 Swift Code: HUNTUS33

#	Description	Cost	Tax rate	Tax amount	Total
1	Library Participation-Maintenance Fee	\$96.92 USD	0.00%	\$0.00 USD	\$96.92 USD
2	Library Participation-Future Content Purchases Participation in the Oregon Digital Library Consortium For the Twelve Month Period July 2024 - June 2025	\$5,009.40 USD	0.00%	\$0.00 USD	\$5,009.40 USD

Subtotal: \$5,106.32 USD
Tax amount: \$0.00 USD
Total: **\$5,106.32 USD**

Amount due: \$5,106.32 USD



BY: 