



CITY OF LIMA

Sharetta Smith, Mayor

50 Town Square
Lima, Ohio 45801-4900
Phone: 419-228-5462
www.cityhall.lima.oh.us

03/28/2025

Lima City Council
50 Town Square
Lima, OH 45801

Re: Folder/Inserter Machine for Customer Service Division

Dear Council:

The Mayor has authorized legislation to enter into a lease agreement with Quadient Leasing USA, Inc and IMS of Dayton for the lease of a folder/insert machine for the Utilities Customer Service Division. The length of the agreement shall be for 63 months and the total cost should not exceed \$169,533. Pricing is in compliance with State Contract# RSI008639. Please call with any questions.

Sincerely,

Reviewed:

Mike Caprella
Utilities Director

Meri Foster
Director of Finance

Approved:

Sharetta T. Smith, JD, MBA
Mayor