



Lindsey M. Stepp  
Commissioner

State of New Hampshire  
Department of Revenue Administration

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Carollynn J. Lear  
Assistant Commissioner

February 11, 2019

His Excellency, Governor Christopher T. Sununu  
and the Honorable Council  
State House  
Concord, New Hampshire 03301

**REQUESTED ACTION**

Pursuant to RSA 4:8, authorize the Department of Revenue Administration (DRA) to accept a donation of a used Relay 5000 folding and inserting machine from FAST Enterprises, LLC (FAST), worth an estimated fair market value of \$32,650 effective upon Governor and Council approval.

**EXPLANATION**

The DRA's current folding machine is at its end of life and the Department was in the process of researching newer machines for purchase. During this process we spoke with our current capital project vendor, FAST, to be sure the new machine would work with the new Revenue Information Management System that is currently being implemented. They indicated they had a machine available for use and they were willing to donate it to the Department. The machine was originally purchased last year for a similar project for the State of California and is no longer being used. The machine is from Pitney Bowes, which is under current contract with the State of NH and we have reached out to Pitney Bowes and they indicated they would provide service to this machine when necessary. The approximate value of the folding and inserting machine is \$32,650.

Respectfully Submitted,

*Lindsey M. Stepp*

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