



County of El Dorado

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Legislation Details (With Text)

File #: 12-1133 **Version:** 1

Type: Agenda Item **Status:** Approved

File created: 8/31/2012 **In control:** Board of Supervisors

On agenda: 9/18/2012 **Final action:** 9/18/2012

Title: Chief Administrative Office, Procurement and Contracts Division, recommending the Board consider the following:
1) Approve lease of Pitney Bowes postage meter for Health and Human Services, Social Services Division (HHSA/SSD) in the amount of \$24,464.40 (\$407.74 per month) for a term of sixty (60) months; plus applicable sales tax; and
2) Authorize the Purchasing Agent to execute the lease agreement for same.

FUNDING: General Fund.

Sponsors:

Indexes:

Code sections:

Attachments: 1. A - General Insurance Requirements 9-18-12.pdf, 2. B - Lease Agreement 9-18-12.pdf, 3. C - Blue Route and NASPO Agreement 9-18-12.pdf

Date	Ver.	Action By	Action	Result
9/18/2012	1	Board of Supervisors	Approved	Pass

Chief Administrative Office, Procurement and Contracts Division, recommending the Board consider the following:

- 1) Approve lease of Pitney Bowes postage meter for Health and Human Services, Social Services Division (HHSA/SSD) in the amount of \$24,464.40 (\$407.74 per month) for a term of sixty (60) months; plus applicable sales tax; and
- 2) Authorize the Purchasing Agent to execute the lease agreement for same.

FUNDING: General Fund.

BUDGET SUMMARY:	
Total Estimated Cost.....	\$24,464.40
Budgeted.....	\$24,464.40
New Funding.....	
Savings.....	
Other.....	
Total Funding Available.....	\$24,464.40
Change To Net County Cost.....	\$24,464.40

Fiscal Impact/Change to Net County Cost

Funding is available within the Health and Human Services; Social Service Division Budget.

Background

The current Neopost mail processing equipment was purchased in 2006, increasing maintenance problems that, due to the age of the machine, will no longer be covered under Neopost's maintenance agreement which expires September 30, 2012. The HHSA/SSD's priority is the ability to process large amounts of mail in a fast, efficient, and dependable manner. The new machine is more efficient and has the potential to add cost saving modules in the future as they come available through the vendor at little or no increase in cost. The replacement of this equipment is critical to HHSA/SSD's continuing ability to process time sensitive documents for delivery to its clients in a fast and efficient manner.

Reason for Recommendation

This agreement is before the Board of Supervisors for approval because it exceeds the Purchasing Agent's signature authority with regard to term. The lease is for sixty (60) months or five (5) years, which is financially advantageous to the County because the monthly lease rate is lower than the three-year (3) lease rate.

Action(s) to be taken following Board approval

The Procurement & Contracts Division will issue a Blanket Purchase Order in the amount of \$24,464.40 (plus applicable sales tax) for a sixty (60) month term to Pitney Bowes Global Financial Services.

Contact

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