# County of El Dorado

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## Legislation Details (With Text)

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| **File #:** | 21-0625 **Version:** 1 | | |
| **Type:** | Agenda Item | **Status:** | Approved |
| **File created:** | 4/8/2021 | **In control:** | Board of Supervisors |
| **On agenda:** | 5/11/2021 | **Final action:** | 5/11/2021 |
| **Title:** | Chief Administrative Office, Procurement and Contracts, recommending the Board approve the following:<br>1) Waive formal bid requirements in accordance with County Purchasing Ordinance 3.12.160, exemptions from competitive process, Section D;<br>2) Authorize the Purchasing Agent to utilize the State of California's Participating Addendum 7-17-70-41-03, Amendment 6 for the acquisition of Mailroom Equipment, Supplies and Maintenance;<br>3) Authorize the Purchasing Agent to issue purchase order contract 5647 with Pitney Bowes in the amount of $48,000 ($755.18 per month plus applicable sales tax and supplies) for a sixty-month term following Board approval; and<br>3) Authorize the Purchasing Agent to increase the purchase order contract on an "as needed" basis during the awarded period as long as funding is available within the requesting department's budget.<br><br>FUNDING: Various - Costs applied to all County departments based on usage. | | |
| **Sponsors:** | | | |
| **Indexes:** | | | |
| **Code sections:** | | | |
| **Attachments:** | 1. A - Approved State Contract #7-17-70-41-03 A6, 2. B -FENIX Contract 5647 | | |

| Date | Ver. | Action By | Action | Result |
|---|---|---|---|---|
| 5/11/2021 | 1 | Board of Supervisors | Approved | Pass |

Chief Administrative Office, Procurement and Contracts, recommending the Board approve the following:
1) Waive formal bid requirements in accordance with County Purchasing Ordinance 3.12.160, exemptions from competitive process, Section D;
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3) Authorize the Purchasing Agent to increase the purchase order contract on an "as needed" basis during the awarded period as long as funding is available within the requesting department's budget.

**FUNDING:** Various - Costs applied to all County departments based on usage.

**DISCUSSION / BACKGROUND**

Central Stores Mailroom currently leases their postage meter and machine from Pitney Bowes Incorporated. The current lease cost is $659.15 per month plus applicable sales tax and it expires June 30, 2021. Replacement of the mailing equipment is necessary for the continuation of mail services to all County departments.

There are only two vendors who offer commercial postage meters, Quadient and Pitney Bowes.



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Quadient currently does not have an equivalent postage meter and equipment that equals the Pitney Bowes postage meter and equipment. It has been determined that Pitney Bowes is the best option for El Dorado County mailing equipment needs, based on quality and ease of operation for the mailroom staff. The new equipment lease will be $755.18 per month plus applicable sales tax and supplies for the period of July 1, 2021 to June 30, 2026.

**ALTERNATIVES**
Without this mailing equipment the Central Stores Mailroom would not be able to process outgoing daily mail for all County Departments.

**PRIOR BOARD ACTION**
06/14/2016; Legistar ID #16-0613, Agenda Item #4.

**OTHER DEPARTMENT / AGENCY INVOLVEMENT**
N/A

**CAO RECOMMENDATION / COMMENTS**
Approve as recommended.

**FINANCIAL IMPACT**
The cost of the mailroom services are billed out to County departments and a variety of funds through a fixed charge that has been included in the Recommended Budget for FY 2021/22.

**CLERK OF THE BOARD FOLLOW UP ACTIONS**
N/A.

**STRATEGIC PLAN COMPONENT**
Good Governance.

**CONTACT**
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