



Legislation Text

File #: 16-0613, **Version:** 1

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

- 1) Approve the 5 year replacement lease of a Pitney Bowes Postage Meter and Machine for the Central Stores mailroom in the amount of \$39,549 (\$659 per month) plus applicable sales tax; and
- 2) Authorize the Purchasing Agent to execute the lease agreement for same subject to County Counsel and Risk Management approval and minor revisions.

FUNDING: Various.

DEPARTMENT RECOMMENDATION

Approve the lease and authorize the Purchasing Agent to execute it.

DISCUSSION / BACKGROUND

Central Stores mailroom currently leases their postage meter and machine from Pitney Bowes Incorporated. The current lease cost is \$758.62 per month plus applicable sales tax and it expires June 31, 2016. Replacement of the mailing equipment is necessary for the continuation of mail services to all County Departments.

Procurement and Contracts Division requested pricing proposals from two vendors, Pitney Bowes and Neopost. These are the only two vendors who offer postage meter and mailing machines with the desired specifications. Considerable time was spent with each vendor reviewing and evaluating their respective proposals and mailing equipment. It was determined that Pitney Bowes was the best option for El Dorado County mailing equipment needs, based on price, quality and ease of use for the mailroom staff. The new equipment lease will be \$659.15 per month, and includes some additional options that will help staff in daily use. The new lease will save the County \$99.47 per month. An evaluation spreadsheet is attached for your review.

ALTERNATIVES

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

OTHER DEPARTMENT / AGENCY INVOLVEMENT

N/A

CAO RECOMMENDATION

Approve the recommendation.

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 2016-17.

CLERK OF THE BOARD FOLLOW UP ACTIONS

N/A

STRATEGIC PLAN COMPONENT

CONTACT

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