



County of El Dorado

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Legislation Text

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

- 1) Approve lease of a Pitney Bowes postage meter for the Central Stores Mail Room in the amount of \$45,523.20 (\$758.72 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		\$45,523.20
Funding		
Budgeted	\$45,523.20	
New Funding	\$	
Savings	\$	
Other	\$	
Total Funding Available	\$45,523.20	
Change To Net County Cost		\$45,523.20

Fiscal Impact/Change to Net County Cost: Funding is available within the Central Stores Budget. This budget is supported by cost applied charges to departments for mail service. General Fund

Reason for Recommendation: The current Pitney Bowes lease for mailing equipment located in the Central Stores Mail Room expires June 30, 2011. The current equipment lease cost is \$1,147.36 per month plus applicable sales tax. The lease cost for a new meter is \$758.72 per month, a savings of \$388.64 per month. In addition, the new machine is more efficient and has the potential to add on cost savings modules in the future as they come available through the vendor at little or no increase in cost. The replacement of this equipment is necessary for the continuation of mail service to County Departments. This Agreement is before the Board for approval because it exceeds the Purchasing Agent's authority with regard to term. The lease is for five years, which is advantageous to the County because the monthly lease fee is lower than the three-year lease rate.

Action to be taken following Board approval: Following Board approval, the Procurement and Contracts Division will issue a Blanket Purchase order in the amount of \$45,523.20 (plus applicable sales tax) for a sixty (60) month term, to Pitney Bowes Global Financial Services.

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