



City of Rochester Hills
AGENDA SUMMARY
FINANCIAL ITEMS

1000 Rochester Hills Dr.
Rochester Hills, MI 48309
248.656.4630
www.rochesterhills.org

Legislative File No: 2013-0030

TO: Mayor and City Council Members
FROM: Jane Leslie, Clerk 841-2461
DATE: 1/4/13
SUBJECT: Annual Blanket Purchase Order for Pitney Bowes – Citywide Postage

REQUEST:

The Clerk’s Office is requesting City Council approval for a blanket purchase order for Pitney Bowes, Inc. – Postage by Phone in the amount not-to-exceed \$40,000.00.

REASON FOR PURCHASE:

The city owns Pitney Bowes postage equipment that includes the postage meter. The meter is rented from the United States Postal Service and requires periodic refills using an on-line/modem transaction through Pitney Bowes (Postage by Phone). The postage is used for daily processing of the city’s outgoing mail that includes all first-class mail as well as certified mail.

PROCESS:

Vendor Name and Address:

Pitney Bowes, Inc.
PO Box 856179
Louisville, KY 40285-6179

Reason for Selection:

Sole Source

Method of Purchase:

Blanket Purchase Order

BUDGET:

Postage expense is a budgeted item for all City Departments. Postage is budgeted at \$50,000.00 citywide and average \$40,000.00 for metered mail. The request for \$40,000.00 reflects the reduction in postage use as the City continues to utilize more electronic communication methods and the postage increase proposed for 2013.

Fund Name	Department Account No	Account No. Description	Budget Amount	Cost	Remaining Budget
General	Various	Operating Supplies .740000	\$50,000	\$40,000	\$10,000

RECOMMENDATION:

That City Council approves the blanket purchase order for Pitney Bowes, Inc.-Postage by Phone in the amount not-to-exceed \$40,000.00 for metered mail postage in 2013.

APPROVALS:	SIGNATURE	DATE
Department Review		
Department Director		
Budget Content: Finance Director		
Purchasing Process: Supervisor of Procurement		
Mayor		
City Council Liaison		