



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: 2020-0565

TO: Mayor and City Council Members
FROM: Tina Barton, City Clerk
DATE: January 11, 2021
SUBJECT: Citywide Postage

REQUEST:

City Council is requested to authorize a blanket purchase order for Postage from Pitney Bowes, Inc. in the amount not-to-exceed \$158,700 through December 31, 2023.

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:

Single Source

Method of Purchase:

Blanket Purchase Order

BUDGET:

Funding is included in the FY 2021 Adopted Budget and the FY 2022-23 Projected Budgets. Postage expenses are budgeted citywide in most departmental cost centers.

Fund Name	Department Account No	Account No. Description	Budget Amount	Cost	Remaining Budget
Various Funds Citywide	Operating Supplies	Citywide.740000	\$158,700	\$158,700	\$0

RECOMMENDATION:

It is recommended that City Council authorize a blanket purchase order for Postage from Pitney Bowes, Inc. in the amount not-to-exceed \$158,700 through December 31, 2023.

APPROVALS:	SIGNATURE	DATE
Department Review		
Department Director		
Budget Content: Chief Financial Officer		
Purchasing Process: Supervisor of Procurement		
Mayor		
Deputy Clerk		

Contract Reviewed by City Attorney Yes N/A