

City Council Agenda Summary Sheet (Purchases)

Agenda No: Postage by Phone – Pitney Bowes
Date: 2/3/04
Prepared By: Jane Leslie, Clerks Dept., 2461
City File No: n/a

Meeting Date: February 17, 2004 (next available)

PURPOSE:

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 \$50,000.00.

DISCUSSION:

The city leases Pitney Bowes postage equipment including the postage meter. The postage meter must be refilled periodically using a telephone/wire transaction (Postage by Phone). The postage is used for daily processing of the city’s outgoing mail.

FISCAL INFORMATION:

Postage expense is an annually budgeted item. We average between \$40,000 and \$50,000 per year for first class metered postage. \$50,000 is the budgeted amount for the metered postage account (Postage by Phone).

Fund Name	Fund Account #	Description	Budget Amount	Cost	Remaining Budget
General	101.100501	Metered Mail	\$50,000.00	\$50,000.00	

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

RECOMMENDATION:

That City Council approves the blanket purchase order for Pitney Bowes, Inc.-Postage by Phone in the amount not-to-exceed \$50,000.00 for metered mail postage in 2004.

ATTACHMENTS:

Purchase Overview

Department Authorization: Beverly A. Jasinski, Clerk, CMC/AAE

Reviewed by:

Fiscal: *Jean Farris*

Clerks: *Susan Koliba-Galeczka*

Approved by: *Pat Somerville*

RESOLUTION

NEXT AGENDA ITEM

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