

City Council Agenda Summary Sheet (Purchases)

Agenda No: Blanket Purchase Order - Postmaster
Date: February 4, 2004
Prepared By: Jane Leslie, Clerk's Office, 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 Postmaster-Rochester in the amount not-to-exceed \$50,000.00.

DISCUSSION:

The city uses approximately \$50,000.00 postage annually for presorted mail. Presorted mail is permit-imprinted and is sent in large volume receiving a discount in postage rates. Permit 1041 is the First Class presort permit; Permit 136 is the Bulk Mail presort permit. The United States Postal Service – Postmaster, Rochester issues these permits.

FISCAL INFORMATION:

Postage expense is an annually budgeted item. We average between \$40,000.00 and \$50,000.00 per year for the presort permit mail. \$50,000.00 is the budgeted amount.

Fund Name	Fund Account #	Description	Budget Amount	Cost	Remaining Budget
General	101.100502	Permit 1041	\$50,000.00	\$50,000.00	
General	101.100503	Permit 136			

Vendor Name and Address:

Postmaster – Rochester
 Rochester Post Office
 511 Olde Towne Rd.
 Rochester, MI 48307

Reason for Selection:

Sole Source

Method of Purchase:

Blanket purchase order

RECOMMENDATION:

That City Council approves the blanket purchase order for Postmaster-Rochester in the amount not-to-exceed \$50,000.00 for presort permit 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*