

City Council Agenda Summary Sheet (Purchases)

Agenda No: 2005-0036
Date: January 6, 2005
Prepared By: Jane Leslie, Clerk's Office, 2461
City File No: n/a

Meeting Date: January 19, 2005

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 quantity to receive a substantial discount in postage rates. Permit 136 is the permit number for the presort service. This includes bulk mail (at the lowest rates) to first class mail. Permit 166 is a Business Reply permit that allows the city to mail postage paid return mail that is required by Election Law. Permits for mailing are issued through the United States Postal Service – Postmaster/Rochester.

FISCAL INFORMATION:

Postage expenditures is a budgeted item within the Operating Supplies account. *Multiple types of operating expenditures are budgeted in this same line-item.

| Fund Name | Fund Account # | Description | Budget Amount | Cost | Remaining Budget |
|-----------|----------------|--------------------|---------------|-------------|------------------|
| Various | 101.740000 | Operating Supplies | *\$655,840 | \$50,000.00 | \$605,840 |
| | | | | | |
| | | | | | |
| | | | | | |

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 2005.

ATTACHMENTS:

Purchase Overview

Department Authorization: Beverly A. Jasinski, Clerk, CMC

Reviewed by:

Fiscal: *Jean Farris*

Clerks: *Susan Koliba-Galeczka*

Approved by: *Pat Somerville*

RESOLUTION

NEXT AGENDA ITEM

RETURN TO AGENDA