



**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: 2007-0012

TO: Mayor and City Council Members
FROM: Jane Leslie, Clerk's Office 2461
DATE: 1/5/07
SUBJECT: Blanket Purchase Order - Postage by Phone

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 \$50,000.00.

REASON FOR PURCHASE:

The city leases Pitney Bowes postage equipment that includes the postage meter. The meter funds are refilled periodically using a telephone/wire transaction (Postage by Phone). The postage is used for daily processing of the city's outgoing 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. We average between \$40,000.00 and \$50,000.00 per year for metered mail. \$50,000.00 is the budgeted amount.

Fund Name	Department Account No	Account No. Description	Budget Amount	Cost	Remaining Budget
General <i>all</i>	Various - .740000	Operating Supplies	\$50,000.00	\$50,000.00	


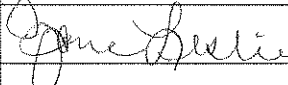
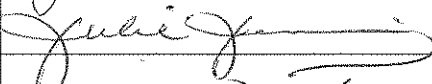
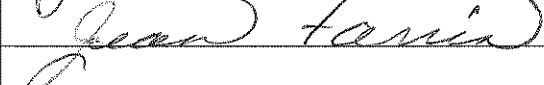

RECOMMENDATION:

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 2007.

RESOLUTION

NEXT AGENDA ITEM

RETURN TO AGENDA

APPROVALS:	SIGNATURE	DATE
Department Review		1/5/07
Department Director		1/5/07
Budget Content: Finance Director		1-5-07
Purchasing Process: Supervisor of Procurement		1-05-07
Mayor		
City Council Liaison		