



**City of Rochester Hills  
AGENDA SUMMARY  
FINANCIAL ITEMS**

1000 Rochester Hills Dr.  
Rochester Hills, MI 48309  
248.656.4630  
[www.rochesterhills.org](http://www.rochesterhills.org)

---

**Legislative File No:** 2010-0002

**TO:** Mayor and City Council Members  
**FROM:** Jane Leslie, Clerk 248-841-2461  
**DATE:** 12/30/09  
**SUBJECT:** Blanket Purchase Order for Citywide Postage – Pitney Bowes

---

**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 owns Pitney Bowes postage equipment that includes the postage meter. The meter is always 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.

**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 for all City Departments. We average between \$40,000.00 and \$50,000.00 per year for metered mail. \$50,000.00 is the budgeted amount.

<b>Fund Name</b>	<b>Department Account No</b>	<b>Account No. Description</b>	<b>Budget Amount</b>	<b>Cost</b>	<b>Remaining Budget</b>
General	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 2010.

---

<b>APPROVALS:</b>	<b>SIGNATURE</b>	<b>DATE</b>
<b>Department Review</b>		
<b>Department Director</b>		
<b>Budget Content: Finance Director</b>		
<b>Purchasing Process: Supervisor of Procurement</b>		
<b>Mayor</b>		
<b>City Council Liaison</b>		

I:\Cle\OFFICE\POSTAGE\2010\ Agenda Summary Postage by Phone.doc