



**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)**

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**Legislative File No: 2008-0008**

**TO:** Mayor and City Council Members  
**FROM:** Jane Leslie, Clerk's Office 2461  
**DATE:** January 7, 2008  
**SUBJECT:** Blanket Purchase Order - Postage by Phone

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**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.

<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 2008.

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<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>		