

## City Council Agenda Summary Sheet (Purchases)

**Agenda No:** 2005-0035  
**Date:** January 6, 2005  
**Prepared By:** Jane Leslie, Clerk's Office, 2461  
**City File No:** n/a

**Meeting Date:** January 19, 2005

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**PURPOSE:**

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.

**DISCUSSION:**

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.

**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. We average between \$40,000.00 and \$50,000.00 per year for metered mail.

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:**

Pitney Bowes, Inc.  
 PO Box 856179  
 Louisville, KY 40285-6179

**Reason for Selection:**

Sole Source

**Method of Purchase:**

Blanket Purchase Order

**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 2005.

**ATTACHMENTS:**

Purchase Overview

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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**