



**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: 2011-0024**

**TO:** Mayor and City Council Members  
**FROM:** Jane Leslie, Clerk 248-841-2461  
**DATE:** 1/5/2011  
**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 \$40,000.00.

**REASON FOR PURCHASE:**

The city owns Pitney Bowes postage equipment that includes the postage meter. The meter is 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 have averaged between \$40,000.00 and \$50,000.00 per year for metered mail and \$50,000.00 is the budgeted amount. The request for \$40,000.00 reflects the most recent reduction in postage use as the City is utilizing more electronic communication methods.

<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 -	Operating Supplies .740000	\$50,000.00	\$40,000.00	\$10,000

**RECOMMENDATION:**

That City Council approves the blanket purchase order for Pitney Bowes, Inc.-Postage by Phone in the amount not-to-exceed \$40,000.00 for metered mail postage in 2011.

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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>		

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