



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: 2017-0595

**TO:** Mayor and City Council Members  
**FROM:** Tina Barton, City Clerk  
**DATE:** December 15, 2017  
**SUBJECT:** Citywide Postage

**REQUEST:**

The Clerk’s Office is requesting City Council approval for a blanket purchase order for Postage from Pitney Bowes, Inc. in the amount not-to-exceed \$143,850.00 through December 31, 2020.

**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 that includes all first-class mail as well as certified 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 expenses are budgeted citywide in most departmental cost centers.

Fund Name	Department Account No	Account No. Description	Budget Amount	Cost	Remaining Budget
Various Funds Citywide	Operating Supplies	Citywide.740000	\$143,850.00	\$143,850.00	\$0

**RECOMMENDATION:**

City Council is recommended to approve a blanket purchase order for postage from Pitney Bowes, Inc. in the amount not-to-exceed \$143,850.00 through December 31, 2020.

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APPROVALS:	SIGNATURE	DATE
Department Review		
Department Director		
Budget Content: Finance Director		
Purchasing Process: Supervisor of Procurement		
Mayor		
Deputy Clerk		