



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

1000 Rochester Hills Dr.
Rochester Hills, MI 48309
248.656.4630
www.rochesterhills.org

Legislative File No: 2009-0026

TO: Mayor and City Council Members
FROM: Jane Leslie, Clerk 2461
DATE: 1/9/09
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 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 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.

| Fund Name | Department Account No | Account No. Description | Budget Amount | Cost | Remaining Budget |
|------------------|------------------------------|--------------------------------|----------------------|-------------|-------------------------|
| General | Various - .740000 | Operating Supplies | \$50,000.00 | \$50,000.00 | |
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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 2009.

RESOLUTION

[NEXT AGENDA ITEM](#)

[RETURN TO AGENDA](#)

| APPROVALS: | SIGNATURE | DATE |
|--|------------------|-------------|
| Department Review | | |
| Department Director | | |
| Budget Content: Finance Director | | |
| Purchasing Process: Supervisor of Procurement | | |
| Mayor | | |
| City Council Liaison | | |