

Legislation Text

File #: 6192, **Version:** 1

CC MEETING: June 6, 2023**DATE:** May 31, 2023**TO:** Erin Rinehart, City Manager**FROM:** Melissa Everett, Director of Finance
Chrystal Davis, Assistant City Manager

Consider **Approval Of A Contract With Pitney Bowes Through A Buy Board Awarded Contract For The Leasing of Postage Equipment In An Amount Not To Exceed \$14,632.68 Annually, For A Total Five-Year Contract Value Not To Exceed \$73,163.40.**

BACKGROUND:

The Finance Department's General Services Unit manages all incoming and outgoing mail for the City's business needs. The equipment used is manufactured and serviced by Pitney Bowes. We currently lease a postage machine and folder unit to process outgoing letters, certified parcels, and packages. The current lease is coming to an end, and we will need to renew the lease for a five-year agreement which is paid monthly from budgeted funds.

The Local Government Purchasing Cooperative is an administrative agency created in accordance with Section 791.001 of the Texas Government Code. Its purpose is to obtain the benefits and efficiencies that can accrue to members of a cooperative, to comply with state bidding requirements, and to identify qualified vendors of commodities, goods, and services.

FINANCIAL IMPLICATIONS:

The lease will be purchased from budgeted funds for the accounts and amounts listed below over the term of the five-year lease.

| ACCOUNTING UNIT | ACCOUNT | BUDGET (5yr) |
|-------------------------|-------------------------|--------------|
| 145002-General Services | 61700-Rentals Machinery | \$73,163.40 |

STAFF RECOMMENDATION/ACTION DESIRED:

Staff recommends the City Council authorize the City manager to enter into a lease agreement with Pitney Bowes for postage equipment in an amount not to exceed \$14,632.68 annually, for a five-year contract value not to exceed \$73,163.40.