

Facility & Support Services

600 West Fourth Street
Davenport, Iowa 52801
(563) 326-8738 (Voice)

(563) 328-3245 Fax



Item 07
04-22-14

~ Our Promise: Professional People, Solving Problems, High Performance

April 9, 2014

TO: Dee Bruemmer
County Administrator

FROM: Tammy Speidel
Acting Director/ Operations Manager

RE: Mail Machine Purchase Recommendation

Dee:

As you are aware, Facility & Support Services solicited bids to purchase a new mail machine with stacker to process outgoing mail.

We received bids from three vendors: Bi-State Business Solutions/Postal Source, Copy Systems, and Pitney Bowes.

I have created a table that outlines cost to Scott County for the basic purchase price, the total cost for purchase including maintenance costs and meter rental for a five year period, and information on the total cost for a five year lease of the machine.

COMPANY	BASE PURCHASE PRICE	PURCHASE PRICE AND MAINTENANCE COSTS FOR TOTAL 5 YEAR COST	5 YEAR LEASE COST
Bi-State Business Solutions/ Postal Source	\$16,875.00	\$35,590.00	\$37,373.00
Copy Systems	\$13,816.00	\$33,778.00	\$37,906.20
Pitney Bowes	\$13,895.58	\$27,359.33	Not available

Mail processing is a critical process with each of our customer departments relying on us to process their mail on a timely basis, providing continuity to their operations.

Since mail equipment typically lasts between nine and ten years, it is my recommendation that we purchase this piece of equipment rather than enter into a lease. While at first it appears that Copy Systems is the low vendor, based on the total costs for a five year period (purchase plus maintenance and meter rental costs) I recommend the bid be awarded to Pitney Bowes in the amount of \$13,895.58. This purchase is budgeted in the Facility & Support Services Operating Budget in the current fiscal year.

I will be available at the next Committee of the Whole meeting to answer any questions you or the Board may have.

THE COUNTY AUDITOR'S SIGNATURE CERTIFIES
THAT THIS RESOLUTION HAS BEEN FORMALLY
APPROVED BY THE BOARD OF SUPERVISORS ON

DATE

SCOTT COUNTY AUDITOR

R E S O L U T I O N

SCOTT COUNTY BOARD OF SUPERVISORS

April 24, 2014

A RESOLUTION APPROVING THE AWARD OF BID FOR THE PURCHASE OF A
MAIL POSTAGE MACHINE TO PITNEY-BOWES IN THE AMOUNT OF \$13,895.58.

BE IT RESOLVED BY the Scott County Board of Supervisors as follows:

Section 1. That the bids for the purchase of a high speed postage machine are
hereby approved as presented and the bid is hereby awarded to

Pitney-Bowes in the amount of \$13,895.58.

Section 2. This resolution shall take effect immediately.