

Facility & Support Services

600 West Fourth Street

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

December 5, 2023

TO: Mahesh Sharma
County Administrator
FROM: Tammy Speidel, FMP
Director, FSS

RE: Postage Machine Purchase

Mahesh,

Facility & Support Services budgeted for a postage machine replacement FY24. Scott County has standardized on Pitney Bowes equipment for the past 30 plus years. This standardization allows staff the ability to perform basic trouble shooting methods on the equipment prior to placing service calls to the outside service provider.

Additionally, the standardization allows for reuse of existing supplies including labels and ink from machine to machine.

FSS had actually budgeted for this replacement for the last couple of fiscal years and continued to evaluate the overall performance of the machine to determine the appropriate replacement time. This machine is approximately 15 years old and parts are becoming obsolete and progressively harder to find. At the time of install the machine had an anticipated lifecycle of 7-10 years.

With the upcoming Presidential election in the calendar year 2024 we are recommending replacement of the machine at this time so that staff will have adequate time to train on the new machine prior to the additional election activity. On an average year the Mailroom processes about 400,000 pieces of mail. For comparison during the last Presidential election 626,000 pieces of outgoing mail were processed through the postage machine.

Additionally, USPS technology and requirements have changed, and the updated machine will have features that may allow us to save money and streamline the certified mail process.

The quote from Pitney Bowes for a new mail machine is \$23,379.21. We budgeted \$21,000.00 in our operating budget for the purchase of this equipment.

Additionally, there will be an ongoing annual fee of \$2,512.00 for lease of the postage meter, accounting program, online link services and maintenance.

I recommend that the Board approve the purchase of the mail machine. I will be at the next Committee of the Whole to answer any questions.

CC: FSS Support Services Staff

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

DECEMBER 19, 2023

A RESOLUTION APPROVING THE PURCHASE OF A POSTAGE MACHINE
FROM PITNEY BOWES IN THE AMOUNT OF \$23,379.21.

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

Section 1. That the purchase of a postage machine from Pitney Bowes in the amount of
\$23,379.21 is hereby approved.

Section 2. This resolution shall take effect immediately.