



Interoffice Memorandum

August 26, 2022

TO: Mayor Jerry L. Demings
-And-
County Commissioners

FROM: Carrie Mathes, CFCM, NIGP-CPP, CPPO, C.P.M., Manager II,
Procurement Division

CONTACT: Rich Steiger, FMA, Manager II, Facilities Management Division
407-836-7473

SUBJECT: Approval to Purchase Metered Postage for Fiscal Year 22-23

ACTION REQUESTED:

Approval to Purchase Metered Postage for Fiscal Year 22-23 from the United States Postal Service Computerized Meter Resetting System (CMRS-PBP), a subsidiary of Pitney Bowes, in the estimated amount of \$822,150. The amount will fluctuate depending on actual usage.

PROCUREMENT:

This approval will allow the Facilities Management Division to purchase postage for an electronic transfer service to electronically load and process metered mail through the mailrooms.

FUNDING:

Funding is available in account numbers 0001-043-1722-3510, 0001-068-2605-3510, 0001-068-2650-3510, 1011-068-2601-3510, 1011-068-2610-3510, 1011-068-2611-3510, 1011-068-2621-3510, 1011-068-2622-3510, 1011-068-2623-3510, 1011-068-2624-3510, 1011-068-2630-3510, 5903-068-9236-3510, 0001-068-3220-3510, 1050-062-1801-3510, 0001-068-3221-3510, 0001-068-2606-3510, 0001-068-2422-3510, 0001-034-0676-3510, 0001-034-0683-3510, 1242-068-1790-3510, and 1002-072-2718-3510.

Funds from Facilities Management will be used to fund the post office reserve account. Other accounts will be billed based on usage to reimburse the General fund. Funds will be provided from the organizations listed on the next page.

APPROVALS:

The Facilities Management Division concurs with this recommendation.

REMARKS:

The County currently owns three Pitney Bowes electronic scales, meters, and allocators, which are not compatible with other electronic mail systems. The current system is totally integrated with Postage by Phone System Capability. The capability to provide this service for Pitney Bowes equipment is proprietary to United States Postal Services/CMRS-PBP.

The estimated annual expenditures, by organization, are as follows:

| <u>Organization</u> | <u>Estimated Annual Expenditures</u> |
|--|---|
| Facilities Management Division | \$550,000 |
| Division of Building Safety | \$ 7,500 |
| Planning, Environmental and Development Services Dept. | \$ 60,600 |
| Housing and Community Development Division | \$ 100 |
| Code Enforcement Division | \$190,000 |
| Parks and Recreation Division | \$ 6,000 |
| Environmental Protection Division | \$ 3,200 |
| Safe Neighborhood Services | \$ 2,000 |
| TymberScan | \$ 500 |
| Office of Emergency Management | \$ 250 |
| Traffic Engineering Red Light Cameras | <u>\$ 2,000</u> |
| TOTAL | \$822,150 |