



**Interoffice Memorandum**

September 5, 2023

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

**FRM:** 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 23-24

ACTION REQUESTED:

Approval to Purchase Metered Postage for Fiscal Year 23-24 from the United States Postal Service Computerized Meter Resetting System (CMRS-PBP), a subsidiary of Pitney Bowes, in the estimated amount of \$824,150. 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. The purchase order associated with this approval will be created once fiscal year 2024 begins.

FUNDING:

Funding is available in account numbers 0001-043-1722-3510, 1011-068-2601-3510, 1011-068-2610-3510, 1011-068-2611-3510, 1011-068-2621-3510, 1011-068-2611-3510, 1011-068-2621-3510, 1011-068-2622-3510, 1011-068-2623-3510, 1011-068-2624-3510, 1011-068-2630-3510, 0001-068-2606-3510, 0001-068-2650-3510, 5904-068-9336-3510, 0001-068-3125-3510, 1050-062-1801-3510, 0001-068-2422-3510, 1242-068-1790-3510, 0001-068-3221-3510, 0001-034-0676-3510, 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:

<b><u>Organization</u></b>	<b><u>Estimated Annual Expenditures</u></b>
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>\$ 4,000</u>
TOTAL	\$824,150