




Interoffice Memorandum

September 17, 2020

TO: Mayor Jerry L. Demings
And the Board of County Commissioners

FROM:  Carrie Mathes, CFCM CPPO, C.P.M, Manager, Procurement
Division

CONTACT: Richard Steiger, FMA, Manager, Facilities Management
Division
(407) 836-7473

SUBJECT: Approval to Purchase Metered Postage for Fiscal Year 20-21

ACTION REQUESTED:

Approval to Purchase Metered Postage for Fiscal Year 20-21 from the United States Postal Service Computerized Meter Resetting System (CMRS-PBP), a subsidiary of Pitney Bowes, in the estimated amount of \$870,750. This amount will fluctuate depending on actual usage. Funds will be provided from the organizations listed on the next page.

PROCUREMENT:

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

FUNDING:

Funding is available in account numbers 001-043-1722-3510, 0001-068-260603510, 001-068-2650-3510, 1011-068-2601-3510, 1011-068-2611-3510, 1011-068-2621-3610, 1011-068-2622-3610, 1011-068-2623-3510, 1011-068-2624-3610, 1011-068-2630-3510, 5901-068-9036-3510, 0001-068-3220-3510, 1050-062-1801-3510, 0001-068-3221-3510, 0001-068-2606-3510, 0001-068-2322-3510, 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	\$ 600,000
Division of Building Safety	\$ 7,500
Planning, Environmental and Development Services Dept.	\$ 60,300
Housing and Community Development Division	\$ 100
Code Enforcement Division	\$ 190,000
Parks and Recreation Division	\$ 6,000
Environmental Protection Division	\$ 1,100
Safe Neighborhood Services	\$ 3,000
TymerScan	\$ 2,000
Office of Emergency Management	\$ 250
Traffic Engineering Red Light Cameras	\$ 500
TOTAL	\$ 870,750