




## Interoffice Memorandum

August 24, 2017

TO: Mayor Teresa Jacobs  
and the Board of County Commissioners

FROM:  Carrie Woodell, Manager, Procurement Division

THRU: Anne Kulilowski, Director  
Administrative Services Department

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

SUBJECT: Sole Source Purchase Metered Postage for FY17-18

### ACTION REQUESTED:

Approval to Purchase from the United States Postal Service Computerized Meter Resetting System (CMRS-PBP), a subsidiary of Pitney Bowes, metered postage for FY 17-18 in the estimated amount of \$849,650. The amount will fluctuate depending on actual usage.

### PROCUREMENT:

To 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 the following 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, 7702-068-9736-3510, 0001-068-3220-3510, 1050-068-1801-3510, 0001-068-3221-3510, 0001-068-2606-3510, 0001-068-2422-3510, 0001-034-0676-3510, 0001-034-0683-3510, 1242-062-1790-3510, 1061-068-2430-3510, 1002-072-2718-3510, 0001-068-2476-3510, 0001-068-2475-3510. 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	\$600,000
Building Division	\$7,500
Community, Environmental & Development Services Dept.	\$55,300
Housing and Community Development Division	\$100
Code Enforcement Division	\$160,000
Parks and Recreation Division	\$6,000
Environmental Protection Division	\$2,900
Safe Neighborhood Services	\$14,500
TymberScan	\$2,000
Office of Emergency Management	\$250
Traffic Engineering Red Light Cameras	\$900
Lake Jessamine MSTU	<u>\$200</u>
TOTAL	\$849,650