



Interoffice Memorandum

September 28, 2018

TO: Mayor Teresa Jacobs
and the Board of County Commissioners

FROM: *CM* Carrie Mathes, Manager, Procurement Division

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

SUBJECT: Approval of Purchase Metered Postage for FY18-19

ACTION REQUESTED:

Approval to Purchase Metered Postage for FY18-19 from the United States Postal Service Computerized Meter Resetting System (CMRS-PBP), a subsidiary of Pitney Bowes, in the estimated amount of \$848,850. 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, 7702-068-9836-3510, 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:

<u>Organization</u>	<u>Estimated Annual Expenditures</u>
Facilities Management Division	\$600,000
Division of Building Safety	\$ 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	\$ 100
Lake Jessamine MSTU	<u>\$ 200</u>
TOTAL	\$848,850