



Interoffice Memorandum

APPROVED BY ORANGE
COUNTY BOARD OF COUNTY
COMMISSIONERS

July 27, 2016

BCC Mtg. Date: August 23, 2016

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 FY 16-17

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 16-17 in the estimated amount of \$799,675. This 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, 0001-068-0268-3510, 0001-068-2605-3510, 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, 7702-068-9636-3510, 0001-068-3220-3510, 1050-068-1801-3510, 0001-068-3221-3510, 0001-068-2606-3510, 0001-068-2422-3510, 0001-0335-0676-3510, 0001-034-0683-3510, 1242-068-1790-3510, 1061-068-2430-3510, 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 Service/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	\$ 3,000
Community, Environmental and Development Services Dept.	\$ 51,500
Housing and Community Development Division	\$ 100
Code Enforcement Division	\$ 121,000
Parks and Recreation Division	\$ 6,000
Safe Neighborhood Services	\$ 14,500
Office of Emergency Management	\$ 250
Traffic Engineering Red Light Cameras	\$ 3,125
Lake Jessamine MSTU	\$ 200
TOTAL	\$ 799,675