



**Interoffice Memorandum**

APPROVED BY ORANGE  
COUNTY BOARD OF COUNTY  
COMMISSIONERS

BCC Mtg. Date: September 13, 2016

August 22, 2016

**TO:** Mayor Teresa Jacobs  
and the Board of County Commissioners

**FROM:** Carrie Woodell, Manager, Procurement Division

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

**SUBJECT:** Approval to increase Purchase Order M75681, Metered Postage for FY 15-16

**ACTION REQUESTED:**

Approval to increase Purchase Order M75681, Metered Postage for FY 15-16, in the amount of \$53,288.94, for a revised Purchase Order amount of \$821,903.94 with the United States Postal Services/CMRS-PBP (Computerized Meter Resetting System).

**PROCUREMENT:**

To provide 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 accounts 001 021 0182 3510, 1011 068 2630 3510 and 001 068 3220 3510.

**APPROVALS:**

The Facilities Management Division concurs with this recommendation.

**REMARKS:**

Funds from Facilities Management are used to fund the post office reserve account; other accounts are billed based on usage to reimburse the General Fund. The Board approved the estimated annual amount of \$731,425 to be awarded to the United States Postal Services/CMRS-PBP (Computerized Meter Resetting System) on September 1, 2015. Increases in the amount of \$37,190 have been issued within the authority of the Procurement Division.