

City of Burnet City Council



Item Brief

Meeting Date

August 26, 2025

Agenda Item

Discuss and consider action: NASPO ValuePoint lease agreement for postage services for a term of five years: M. Gonzales

Information

NASPO ValuePoint is a cooperative purchasing program that streamlines public procurement by utilizing a lead-state model to deliver competitively sourced contracts. Through this program, public entities benefit from favorable pricing and reliable contract terms.

The City currently relies on Pitney Bowes for all postage-related services, with the Utility Department specifically using a folding machine as part of its daily operations. The existing lease agreement was last renewed in 2020 and is set to expire on November 29, 2025.

The proposed lease renewal will span a five-year term and will continue to include regular service and maintenance, with service calls available as needed throughout the duration of the agreement. At the end of the lease term, the City will have the option to return the equipment or enter into a new lease, which would provide access to upgraded technology. Renewing the lease through the NASPO ValuePoint contract will ensure continuity of essential services and maintain operational efficiency within City departments.

Fiscal Impact

The new five-year lease agreement will be billed quarterly at \$2,021.49, equivalent to approximately \$673.83 per month. This cost includes the use of both the SendPro Series postage machine and the Relay 3500 folding machine. There will also be a \$100 membership fee for NASPO at the commencement of the term.

Recommendation

It is recommended that the City of Burnet renew its lease agreement with Pitney Bowes for a five-year term under the NASPO ValuePoint cooperative purchasing contract.