

## **Staff Report**

**Subject:** Consideration to renew a service order with Stamps.com

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**Department:** Purchasing

**Meeting Date:** 02/21/2023

**Item Description:** Renewal of Stamps.com Service Order

**Summary Recommendation:** Approval to renew

### **Executive Summary/Background:**

- In order to save on mailing services, staff began using Stamps.com in March 2013.
- Stamps.com has proven beneficial in that it has reduced trips to the post office, saving both time and money.
- The renewal service order with Stamps.com is for one year from March 5<sup>th</sup>, 2023 until March 4<sup>th</sup>, 2024 and although there is no termination for convenience clause, the County can terminate at any time but will be liable for any fees for the remaining term of the agreement, but as the agreement is \$29.99 per month, the total potential liability is very low.

### **Alternatives for Commission to Consider**

1. Board approval to renew the service order with Stamps.com for 2023-2024.
2. Do not approve the service order renewal with Stamps.com at this time.

**Recommended Alternative:** 1

**Other Alternatives:** 2

**Department Review:** Purchasing

**Funding Source:** Funding is approved in operating budget

### **Attachments:**

1. Renewal Service Order