Staff Report

Subject: Consideration to approve renewal of lease agreements with FP Mailing services to allow for postage meters at multiple locations
Author: Alison Bruton, Purchasing Agent
Department: Purchasing
Meeting Date: April 2, 2024
Item Description: Postage Meter Machines - Lease Approval

Summary Recommendation: Approval of renewal of agreements with FP Mailing services to allow for new meters at multiple locations

Executive Summary/Background:

- The postage meters are located at the Old Courthouse – Tax Assessor and Tax Commissioner; the Judicial Complex – Superior Court and Magistrate Court; the Elections Office and the Admin Building. The lease rate is $36.54 per month, per machine.
- County employees were spending a great deal of time manually stamping envelopes in addition to making numerous trips to the post office to purchase stamps, the County entered into lease agreements with Docuquest for postage meters in April 2015. These new agreements allow for upgraded machines at each location at no extra costs.
- The postage meters have proven to save time and money in that they greatly reduce the amount of time spent stamping envelopes and, as the postage can be purchased online and downloaded, they also reduce the number of trips made to the post office.
- The term of the lease agreements are 12 months after which time they can be automatically renewed for twelve month periods.
- The leases can be terminated after the initial term with 90 days written notice.
- The leases have been previously reviewed and approved to form by the County Attorney.

Alternatives for Commission to Consider

1. Board approval of renewal of lease agreements with FP Mailing services to allow for postage meters at multiple locations.
2. Terminate the lease agreements for postage meters.

Recommended Alternative: 1

Other Alternatives: 2

Department Review: Purchasing

Funding Source: Funding is approved in the current general fund budget, and will be requested for FY25.

Attachments: Docuquest Customer Agreements