



City of Ketchum
City Hall

October 5, 2020

Mayor Bradshaw and City Councilors
City of Ketchum
Ketchum, ID 83340

Mayor Bradshaw and City Councilors:

**Recommendation to approve Contract 20529
For Mail Metering**

Recommendation and Summary

Staff is recommending the council approve Contract 20529 with Pitney Bowes for mail metering service by adopting the following motion:

"I move to approve Contract 20529 for an annual amount not to exceed \$7,700 with Pitney Bowes and authorize the Mayor to sign the PO."

The reasons for the recommendation are as follows:

- The City of Ketchum is required to send certain correspondence by trackable and certifiable methods and has found the US Postal Service to be the most cost-effective method.
- The City of Ketchum utilizes a metering service to obtain postage for out-going mail.

Introduction and History

The City of Ketchum is required to send certain correspondence by trackable and certifiable methods. The City has found the US Postal Service to be the most cost-effective method relative to private carriers. Historically, the City has obtained its postage through a service that also provides a high-capacity metering machine; thereby avoiding the labor associated with the manual application of postage.

Analysis

The Administrative Services Department is seeking to utilize the State of Idaho mail metering contract pursuant to Idaho Code section 67-2803(1) and City policy. This agreement provides for 5-years of consistent pricing through the State contract and includes the non-appropriation clause necessary to comply with state and local requirements.

Sustainability Impact

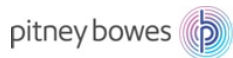
There is no sustainability impact from this action.

Financial Impact

The service will be funded from the Administrative Services Department's office supplies and postage account. The service, including machine rental, is estimated to be approximately \$1,632 per year with historical postage levels not exceeding \$6,000 per year.

Attachments

- Attachment A: Contract 20529



WSCA/NASPO FMV Lease Agreement Account #10 State of Idaho

Agreement Number											

Your Business Information

Full Legal Name of Lessee / DBA Name of Lessee

Tax ID # (FEIN/TIN)

CITY OF KETCHUM

Sold-To: Address

480 EAST AVE N, KETCHUM, ID, 83340, US

Sold-To: Contact Name

Grant Gager

Sold-To: Contact Phone

(208) 727-5073

Sold-To: Account

0012578282

Bill-To: Address

PO BOX 2315, KETCHUM, ID, 83340-2315, US

Bill-To: Contact Name

Bill-To: Contact Phone

Bill-To: Account

Bill-To: Email

0017455186

Ship-To: Address

480 EAST AVE N, KETCHUM, ID, 83340, US

Ship-To: Contact Name

Grant Gager

Ship-To: Contact Phone

(208) 727-5073

Ship-To: Account

0012578282

PO

Your Business Needs

Qty	Item	Business Solution Description
1	SENDPROCAUTO	SendPro C Auto
1	1FXA	Interface to InView Dashboard
1	7H00	C Series IMI Meter
1	993-4C	DM400 Series Return Kit With Box
1	APAC	Connect+ Accounting Weight Break Reports
1	APAX	Cost Acctg Accounts Level (100)
1	APB2	Cost Accounting Devices (10)
1	APKN	Account List Import/Export
1	C5CC	Sendpro C Auto 95
1	CAAB	Basic Cost Accounting
1	F9PG2	PowerGuard LE Service Package
1	ME1A	Meter Equipment - C Series
1	MP81	C Series Integrated Scale
1	PAB1	C Series Premium App Bundle

1	PTJ1	SendPro Online
1	PTJA	SendPro Basic 1 User
1	PTJN	Single User Access
1	PTK1	Web Browser Integration
1	PTK2	SendPro C Series Shipping Integration
1	STDSLA	Standard SLA-Equipment Service Agreement (for SendPro C Auto)
1	ZH24	Manual Weight Entry
1	ZH29	HZ03 95 LPM Speed
1	ZHC5	SendPro C500 Base System Identifier
1	ZHD5	USPS Rates with Metered Letter
1	ZHD7	E Conf Services for Metered LTR. BDL
1	ZHWL	5lb/3kg Weighing Option for MP81

Your Payment Plan

Initial Term: 60 months	Initial Payment Amount:	
Number of Months	Monthly Amount	Billed Quarterly at*
60	\$ 135.98	\$ 407.94

*Does not include any applicable sales, use, or property taxes which will be billed separately.

- Tax Exempt Certificate Attached
- Tax Exempt Certificate Not Required
- Purchase Power® transaction fees included
- Purchase Power® transaction fees extra

Your Signature Below

By signing below, you agree to be bound by your State's/Entity's/Cooperative's contract, which is available at <http://www.pb.com/states>. The terms and conditions of this contract will govern this transaction and be binding on us after we have completed our credit and documentation approval process and have signed below.

NASPO VALUEPOINT ADSPO16-169897
State/Entity's Contract#

Lessee Signature

Print Name

Title

Date

Email Address

Pitney Bowes Signature

Print Name

Title

Date

Sales Information

KEITH MACKINTOSH	keith.mackintosh1@pb.com	
Account Rep Name	Email Address	PBGFS Acceptance