



MEETING DATE: January 13, 2025
PRESENTED BY: Anna Carrillo, City Secretary
AGENDA ITEM: Authorize 60-month lease of SendPro MailCenter 2000 Postage Meter from Pitney Bowes via Buy Board Contract #775-24 - Carrillo

NATURE OF REQUEST:

Staff is seeking authorization to enter into a 60-month lease for a SendPro MailCenter 2000 postage meter with Pitney Bowes for city departments by way of Buy Board contract # 775-24. The current postage meter contract is expiring February 28, 2025. The previous contract was for \$622.67 per month, the new lease with upgraded equipment and technology will be at a cost of \$607.72 per month. The total cost of the 60-month lease is \$36,463.20 which will be paid on a monthly basis. There is no budget impact since there is a purchase order in place for FY 2024-2025 for the remaining of the fiscal year.

BUGETED: Yes **FUND:** General **ACCT. #:** 01-417-44660
BUDGET: \$9,000.00 **EST. COST:** \$4,861.75 **CURRENT BUDGET BALANCE:** \$5,604.03 (PO)

BID AMOUNT: \$ _____

STAFF RECOMMENDATION:

Approval

Departmental Approval: Purchasing, Finance

Advisory Board Recommendation: N/A

City Manager's Recommendation: Approval *MRP*

RECORD OF VOTE: **APPROVED:** _____
DISAPPROVED: _____
TABLED: _____

_____ AYES

_____ NAYS

_____ DISSENTING _____