



Lumpkin County, Georgia

Finance Department

Agenda Item: Pitney Bowes – Postage Meter Rental Agreements

Item Description: New postage meter rental agreements for the Administration Building and the Justice Center.

Facts & Historical Information:

The postage meters at the Administration Building and Justice Center have reached the end of their life cycle and are no longer supported by Pitney Bowes. Both machines have been in place for over 5 years. Pitney Bowes has submitted lease agreements for new machines that meet the needs of staff based upon the volume of mail that is processed at each facility. Attached to the document are the proposed lease agreements for two new machines. The cost of the new leases will be \$2,148 less than we currently pay. There is an operational savings in the budget; one that will continue for the life of the leases.

Potential Courses of Action:

- A. Approve the rental agreements as presented. This will save money in the budget and will allow staff at both facilities to continue to post mail as needed. It also provides redundancy should one meter go off-line there is another option for posting mail.
- B. Reject the agreement for the Justice Center and choose to only have one meter county-wide located in the Administration Building as that meter has the largest volume of metered mail. The Clerk of Court does have a standalone postage machine in the Justice Center but not all staff in that building would have access to the machine unless the Clerk chose to put it in a common area.
- C. Direct staff to bid this service out to see if we can find a cheaper option for posting County mail. The County has had Pitney Bowes leases for over 15 years. There are other options for posting letters but the County has never chosen to explore those options

Budget Impact: The new leases are less than what was budgeted in the 2016 budget. This will result in an operational savings for the current year and subsequent years through the life of this lease option.

Staff

Recommendation: It is the staff's recommendation to approve the rental agreements as presented.

