



Information and General Services Department

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Information Systems
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NEVADA COUNTY BOARD OF SUPERVISORS Board Agenda Memo

MEETING DATE: June 16, 2020

TO: Board of Supervisors

FROM: Steve Monaghan, Chief Information Officer

SUBJECT: Resolution authorizing the renewal of a capital lease of a Pitney Bowes SendPro P Series digital mailing system for a term of July 1, 2020 through June 30, 2025 in the amount of \$43,542 and amending the Central Services FY 20/21 budget (4/5 Vote Required)

RECOMMENDATION: Adopt the Resolution

FUNDING: The annual lease cost of \$8,708 or a grand total of \$43,542 for the five years will be paid out of the Central Services budget and reimbursed from various County departments. A budget amendment has been included for approval to amend the Central Services FY 20/21 Budget by \$4,808 to bring the budget up to the annual amount required.

BACKGROUND:

Central Services provides mail services for County departments from the central mailroom. There are approximately 200,000+ pieces of mail annually processed through the Central Services Division. On April 14, 2015 the Board of Supervisors approved Resolution 15-142, approving the capital lease of a Connect+ 300 Digital Mailing System for a period of five years with the upcoming expiration of 6/30/2020.

After review of available products, the increased capabilities of the SendPro P Series offered through Pitney Bowes will offer continued savings to County departments through bulk commercial based pricing, bar coding and package mail discounts up to 40% less than retail rates. Therefore, we are presenting a capital lease agreement, including subscriptions and maintenance, for the term of July 1, 2020 through June 30, 2025 for a total of \$43,542. The costs will be passed through to County departments through the postage overhead rate. To reflect the renewal pricing a budget amendment has been included for approval.

Item Initiated and Approved by: Steve Monaghan

Submittal Date: May 29, 2020