



Information and General Services Agency

County of Nevada
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Information Systems
Geographic Info Systems
Energy Services
Facilities Management

Emergency Services
Purchasing
Central Services
Cable TV

Public Library
Collections
County Airport
Animal Shelter

NEVADA COUNTY BOARD OF SUPERVISORS Board Agenda Memo

MEETING DATE: December 10, 2024

TO: Board of Supervisors

FROM: Steve Monaghan, IGS Agency Director

SUBJECT: Resolution Authorizing a new Capital Lease of a Pitney Bowes SendPro Mail Center Digital Mailing System for a term of 1/1/2025 through 12/31/2029 in the amount of \$43,990.20 and Amending the Central Services Fiscal Year 2024/25 Budget (4/5 Affirmative Vote Required)

RECOMMENDATION: Adopt the Resolution

FUNDING: The annual lease cost of \$8,798 or a grand total of \$43,990.20 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 24/25 Budget for the last six months of the fiscal year.

BACKGROUND:

Central Services provides mail services for County departments from the central mail room. There are approximately 125,000+ pieces of mail annually processed through the Central Services Division. On June 23, 2020 the Board of Supervisors approved Resolution 20-273, approving the capital lease of a SendPro P Series Digital Mailing System for a period of five years with the upcoming expiration of 6/30/2024. The SendPro P Series runs on Information Based Indicia (IBI) which will be out of compliance with the United States Postal Service as of 6/30/2025. All devices will be required to run on Intelligent Mail Indicia (IMI). The IMI standard will provide much more detailed real-time transaction data, enabling the USPS to automate operations, employ better security standards, and ensure correct postage is used.

After review of available products, the increased capabilities of the SendPro Mail Center 3000 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 January 1, 2025 through December 31, 2029 for a total of \$43,990.20. The existing lease agreement, originally scheduled to end on June 30, 2025, will be terminated as of December 31, 2024. And the new lease agreement, set to begin on January 1, 2025, will replace the current lease. This updated lease will provide the terms and conditions from January 1, 2025, onward, thereby superseding the original lease agreement. 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 in the amount of \$4,400 for the remainder of the current fiscal year.

Item Initiated and Approved by: Elise Strickler