



## Information and General Services Department

### **Central Services**

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950 Maidu Ave.  
Nevada City, CA 95959

### *Information Systems*

*Geographic Information Systems*  
*Cable Television*  
*Airport*

### *Facilities Management*

*Purchasing*  
*Emergency Services*  
*Public Library*

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March 23, 2015

Honorable Board of Supervisors  
Eric Rood Administrative Center  
950 Maidu Ave.  
Nevada City, CA 95959

**DATE OF MEETING:** April 14, 2015

**SUBJECT :** RESOLUTION AUTHORIZING THE PURCHASE OF A PITNEY BOWES  
CONNECT+ 3000 DIGITAL MAILING SYSTEM AND AMENDING THE CENTRAL  
SERVICES 14/15 BUDGET

**RECOMMENDATION:** Adopt the Resolution

**FUNDING:** The lease cost of \$22,555 over five years will be paid out of the Central Services annual budget. A budget amendment is required in order to book the capital asset.

**BACKGROUND:** Central Services provides mail services for County departments from the central mailroom. There is an estimated over 190,000 pieces of mail annually that is metered through the Central Services Division.

The current mailing system is nine years old and doesn't comply with new U.S. Postal Service requirements for barcoding of metered mail and packages, and address checking on certified mail and packages. The current system does not allow the County to receive the commercial based pricing on packages, which is approximately 40% less than retail rates.

The increased capabilities of the Connect+ 3000 will offer continued savings to County departments through bulk commercial based pricing, bar coding and package mail discounts.

The capital lease will cost a total of \$22,555 over five years. The cost of the lease, plus annual maintenance charges, will be \$20 per month more to the Central Services budget. This cost will be passed through to County departments through the postage overhead rate.

Respectfully submitted

Stephen T. Monaghan  
Chief Information Officer