

The logo for Pitney Bowes, featuring a stylized 'PB' monogram in a light gray color. The 'P' is formed by two overlapping shapes, and the 'B' is formed by two overlapping shapes. A curved line starts from the bottom left of the 'P' and arcs upwards to the right, ending in a five-pointed star.

PITNEY BOWES LEASE AGREEMENT

RS-24-195

October 22, 2024

Background

2

- The Finance Utility Collections Division prepares the utility billing for the City
 - Estimated – 50,000 bills per month (including late notices)
- The current leased machine is being discontinued due to not being in compliance with a new technology standard, Intelligent Mail Indica, that the USPS has adopted
- The current lease expires December 2024, however, will terminate the next billing cycle after the new lease is signed, equipment is delivered and installed.

Agreement

3

- Sixty (60) month Lease agreement with Pitney Bowes through Texas Buyboard Cooperative in the amount of \$111,012.00, includes:
 - Postage machine
 - Inserter/sorter
 - Letter opener

Financial Impact

- The fiscal impact for current and future years is shown below

Fiscal Year	Payment Due
FY 2025	\$22,202.40
FY 2026	\$22,202.40
FY 2027	\$22,202.40
FY 2028	\$22,202.40
FY 2029	\$22,202.40
Total Contract	\$111,012.00

Recommendation

City Council approve a sixty (60) month lease with Pitney Bowes for the Utility Collection Division in the amount of \$111,012.00, and that the City Manager or designee be authorized to execute any and all change orders as permitted by state and local law.