



**PITNEY BOWES**  
**EQUIPMENT LEASE**

**Rs-22-162**

**November 8, 2022**

# Background

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- The Finance Utility Collections office prepares the utility billing for the City
  - ▣ Estimated – 50,000 bills per month
- The existing lease expired on June 30, 2022
  - ▣ Currently leasing month to month
- Staff sought other options, but Pitney Bowes was the most cost advantageous for the lease term

# Agreement

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- Lease agreement with Pitney Bowes through Texas BuyBoard Cooperative in the amount of \$57,395.28, includes:
  - Postage machine
  - Inserter/sorter
  - Letter opener
- 24 – Months Agreement

# Procurement Information

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- Total cost of lease is \$57,395.28
  - ▣ FY 2023 - \$26,306.17
  - ▣ FY 2024 - \$28,697.64
  - ▣ FY 2025 - \$2,391.47

# Alternatives

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- ❑ Decline the lease and find an alternative option for preparing the utility bills for mailing
- ❑ Approve the lease and enter into the agreement with Pitney Bowes

# Recommendation

- City Council approve the twenty-four (24) month lease with Pitney Bowes as submitted in the amount of \$57,395.28 over the course of the lease and that the City Manager or designee be authorized to execute any change orders as permitted by state and local law.