



COUNTY OF HUMBOLDT

AGENDA ITEM NO.

C-8

For the meeting of: September 23, 2014

Date: September 2, 2014

To: Board of Supervisors

From: Phillip R. Crandall, Director *Working for Phillip R. Crandall*
Department of Health and Human Services- Social Services

Subject: Lease Agreement with Pitney Bowes, Inc.

RECOMMENDATION(S):

That the Board of Supervisors:

1. Approves the Lease Agreement with Pitney Bowes, Inc. for Postage and Metered Mail Machines;
2. Authorizes the Chair of the Board to sign three (3) originals of the Lease Agreement; and
3. Directs the Clerk of the Board to return three (3) signed originals of the Lease Agreement to the Department of Health and Human Services (DHHS)-Contract Unit for forwarding to DHHS-Administration.
4. Grants a waiver of the Nuclear Free Ordinance.

SOURCE OF FUNDING:

Social Services

DISCUSSION:

Pitney Bowes, Inc. has leased mail processing equipment to DHHS Mail and Print Shop (MaPS) since 2005. DHHS MaPs provides agency-wide incoming and outgoing mail support services to more than sixty

Prepared by Elisabeth Holloway, Staff Services Analyst

CAO Approval *Amy Olsen*

REVIEW:

Auditor *WDM*

County Counsel *JS*

Human Resources *AKHOF*

Other

TYPE OF ITEM:

- ☒ Consent
☐ Departmental
☐ Public Hearing
☐ Other

PREVIOUS ACTION/REFERRAL:

Board Order No. _____

Meeting of: _____

BOARD OF SUPERVISORS, COUNTY OF HUMBOLDT

Upon motion of Supervisor *Bass* Seconded by Supervisor *Sundberg*

Ayes *Sundberg, Lovelace, Behn, Fennell, Bass*
Nays
Abstain
Absent

and carried by those members present, the Board hereby approves the recommended action contained in this Board report.

Dated: *Sept. 23, 2014*

By:

Kathy Hayes, Clerk of the Board *Kathy Hayes*

programs administered by DHHS. Distribution of said mail is required by the laws that govern the programs administered by DHHS. DHHS programs and departments receiving MaPs' incoming and outgoing mail support services include but are not limited to Social Services' CalWORKS, CalFresh, and MediCal programs, Veterans Services Office, Public Guardians Office, the Employment Training Department, Mental Health, Environmental Health, and numerous Public Health Programs. In fiscal year 2013-14, DHHS MaPS processed approximately 300,000 – 350,000 pieces of outgoing mail that were comprised of first class and pre-sorted mail and processed to the standard of the US Postal Service.

The prior Lease for equipment expired June 6, 2014, and DHHS continues to pay the prior monthly Lease amount of \$2,387.37. The proposed new Lease price includes a 10% customer loyalty discount.

Prior Lease Terms:

60 months at \$2,387.37 per month; total \$143,242.20.

New Lease Terms:

60 months at \$2,039.91 per month, total \$122,394.60.

Cost Savings:

\$347.46 per month; total \$20,847.60

The new Lease Agreement includes replacement of existing equipment that is being decertified and phased out by Pitney Bowes. The specific parameters of the Lease agreement include: a Connect+™ 3000 Customer Communication Series system, a Connect+™ 2000 Customer Communication Series system, and a DI950 FastPac® Inserting System. These provide; the ability to fold, insert, seal and process up to 5,400 pieces of mail an hour, Web-based access to USPS® services and accounting, expanded mail stacking and weighing, an integrated printer, and interfaced weighing and measuring platform.

Pitney Bowes, Inc. is the nation's largest manufacturer of postage meters. Due to the need to expedite the Lease Agreement with Pitney Bowes, Inc. it is requested that the Board of Supervisors approves a waiver to exclude the language of the Nuclear Free Humboldt Ordinance.

FINANCIAL IMPACT:

Approval of the Lease Agreement with Pitney Bowes is included in the county approved budget for Fund 1160, Budget Unit 511 – Socials Services for Fiscal Year 2014-15. The total cost of the Lease agreement is \$122,394.60 plus tax over a 5 year period or \$24,478.92 annually plus tax. This Lease agreement is funded through a variety of Federal and State Allocations and Grants. Ongoing costs will be included in future budgets in Fund 1160, Budget Unit 511.

The recommendation before the Board supports the Board Strategic Framework to provide for and maintain infrastructure.

OTHER AGENCY INVOLVEMENT:

Humboldt County Purchasing

ALTERNATIVES TO STAFF RECOMMENDATIONS:

The Board could choose not to approve the Lease Agreement with Pitney Bowes; however, DHHS-Social Services does not recommend this alternative. DHHS needs to provide mail services for the programs administered throughout DHHS.

ATTACHMENTS:

1. Lease Agreement (3 originals)

**WSCA/NASPO FMV Lease Option C Agreement****Account # 10**

Agreement Number

Your Business Information**HUMBOLDT COUNTY DEPARTMENT OF HEALTH AND HUMAN SERVICES**

Full Legal Name of Customer	DBA Name of Customer	Tax ID # (FEIN/TIN)
825 5TH ST RM 112	EUREKA	CA 95501-1107
Billing Address: Street	City	State Zip+4
		00248131880
Billing Contact Name	Billing Contact Phone #	Billing CAN #
600 W CLARK ST BLDG F DR G 1	EUREKA	CA 95501-0105
Installation Address (if different from billing address): Street	City	State Zip+4
		44058963206
Installation Contact Name	Installation Contact Phone #	Installation CAN #
Fiscal Period (from - to)	Customer PO #	Delivery CAN #

Your Business Needs

Qty	Business Solution Description	Check items to be included in customer's payment
1	Mail Machine 1	<input checked="" type="checkbox"/> Equipment Maintenance(Included with your payments for the initial term) <i>Provides service coverage including certain parts and labor</i>
1	Connect+ 3000 Series WOW	<input type="checkbox"/> Software Maintenance (1st year included) <i>Provides revision updates and technical assistance</i>
1	Connect+ Series Meter	<input checked="" type="checkbox"/> Soft-Guard® Subscription (Included with your meter rental) <i>Provides postal and carrier updates</i>
1	220/135 LPM Feature	<input checked="" type="checkbox"/> IntelliLink® Subscription/Meter Rental <i>Provides simplified billing and includes () resets per year</i>
1	30 lb Interfaced Weighing	<input type="checkbox"/> Confirmation Services <i>Electronic access to postal confirmation services</i>
1	500 Dept Accounting	<input type="checkbox"/> Purchase Power® <i>Receive an invoice for postage,consolidated billing and enhanced management reporting information</i>
1	INVIEW Custom Reports and Training	
1	Black Graphics Upgrade	
1	15 in. Display - High Res Apps Center	
1	INVIEW MMS Custom Reports	
1	Connect+ Mono Printer	
	Additional Items on following page	

Your Payment Plan

Number Of Months	Monthly Amount *
First 60	\$2039.91

(*Does not include any applicable taxes)

- () Required advance check of \$() received
Tax Exempt# State Tax (if applicable)
() Tax Exempt Certificate Attached
() Tax Exempt Certificate Not Required

Your Signature Below

By signing below, you agree to be bound by this FMV Lease Option C Agreement (this "Lease"). This Lease is made and entered into pursuant to your State's/Entity's Participating Addendum, which is made in connection with the WSCANASPO Contract # ADSP011-00000411-7 ("Agreements"), all of which are available at www.pb.com/states. The terms and conditions of the Agreements govern this transaction, and in the event of any inconsistency with this Lease, the Agreements will supersede this Lease. This Lease will be binding on PBGFS only after PBGFS has completed its credit and documentation approval process and an authorized PBGFS employee signs below.

	9/23/2014	#7-12-70-26
Customer Signature	Date	State's/Entity's Participating Addendum #
Estelle Fennell	Vice Chair, Board of Supervisors	
Print Name	Title	Email Address

Sales Information

Justin M. Abelaye	004
Account Rep Name	District Office
	PBGFS Acceptance
Equipment Vendor Pitney Bowes Inc. for Sales and Service call 1-800-322-8000	

**WSCA/NASPO FMV Lease Option C Agreement****Account # 10**

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Agreement Number

Your Business Information**HUMBOLDT COUNTY OF SOCIAL SERVICES**

Full Legal Name of Customer	DBA Name of Customer	Tax ID # (FEIN/TIN)	
825 5TH ST RM 131	EUREKA	CA	95501-1107
Billing Address: Street	City	State	Zip+4
		00248131880	
Billing Contact Name	Billing Contact Phone #	Billing CAN #	
600 W CLARK ST BLDG F DR G 1	EUREKA	CA	95501-0105
Installation Address (if different from billing address): Street	City	State	Zip+4
		44058963206	
Installation Contact Name	Installation Contact Phone #	Installation CAN #	
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Your Business Needs

1	Connect+ Power Stacker
1	pbSmartPostage Free
1	IntelliLink Subscription
1	15/30 lb Weighing Platform
1	Differential Weighing for 15 lb or 30 lb Scale
1	Roll Tape Kit
1	Connect+ Series Console with Scale Stand
1	Console Extension Kit
1	INVIEW TMR with Accounting View
1	INVIEW TMR Connect+ Single Meter
	Additional Items on following page

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Your Business Needs

1	INVIEW Subscription
1	INVIEW Training
	Mail Machine 2
1	Connect+ 2000 Series
1	Connect+ Series Meter
1	180/115 LPM Feature
1	15 lb Interfaced Weighing
1	500 Dept Accounting
1	INVIEW Custom Reports and Training
1	Black Graphics Upgrade
	Additional Items on following page

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Account # 10

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Fiscal Period (from - to)

Customer PO #

Delivery CAN #

Your Business Needs

1	15 in. Display – High Res Apps Center
1	INVIEW MMS Custom Reports
1	Connect+ Mono Printer
1	Connect+ Drop Stacker
1	pbSmartPostage Free
1	IntelliLink Subscription
1	Differential Weighing for 15 lb or 30 lb Scale
1	15lb Scale Platform/Stand
1	Connect+ Series Console with Scale Stand
1	INVIEW TMR with Accounting View
	Additional Items on following page

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Your Business Needs

1	INVIEW TMR Connect+ Single Meter
1	INVIEW Subscription
1	INVIEW Training
	Insertor
1	DI950 Base System
1	Operator Training for DI900/DI950
1	Exit Transport
1	Special Tower Feeder Kit
2	Sheet/Flat Env. Tray
3	Insert Tray
	Additional Items on following page

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HUMBOLDT COUNTY OF SOCIAL SERVICES

Full Legal Name of Customer

DBA Name of Customer

Tax ID # (FEIN/NTIN)

825 5TH ST RM 131

EUREKA

CA

95501-1107

Billing Address: Street

City

State

 Zn^{+4}

00248131880

Billing Contact Name

Billing Contact Phone #

Billing CAN #

600 W CLARK ST BLDG F DR G 1

EUREKA

CA

95501-0105

Installation Address (if different from billing address): Street

CMV

State

$$Z_{10}+4$$

44058963206

Installation Contact Name

Installation Contact Phone #

Installation CAN #

Fiscal Period (from - to)

Customer PO #

Delivery CAN #

Your Business Needs

1) Bottom Address Inverter Kit

1	Mail Machine Interface for Connect+ 3000
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1	4 Feeder Tower
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