AGENDA ITEM NO.



COUNTY OF HUMBOLDT

C-8

For the meeting of: September 23, 2014

Date:

September 2, 2014

To:

Board of Supervisors

From:

Phillip R. Crandall, Director All for for Main 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 Analy	St CAO Approval Avy Des
REVIEW: County Counsel S Huma	an Resources ANIOF Other
TYPE OF ITEM: X Consent	BOARD OF SUPERVISORS, COUNTY OF HUMBOLDT Upon motion of Supervisor Bass Seconded by Supervisor Sundber
Departmental Public Hearing Other	Ayes Sundberg, Lorelace, Bohn, Fennell, Bass
PREVIOUS ACTION/REFERRAL:	Abstain Absent
Board Order No	and carried by those members present, the Board hereby approves the recommended action contained in this Board report.
Meeting of:	Dated: Sept. 23, 2014 for thurself
	Kathy Hayes, Clerk of the Board

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+TM 3000 Customer Communication Series system, a Connect+TM 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)



Account # 10 **Vour Business Information** **HUMBOLOT COUNTY DEPARTMENT OF HEALTH AND HUMAN SERVICES** **Pall Legal Share of Culturer** **Pall Legal Share of Culturer** **Pall Legal Share of Culturer** **Brill Sha	WS	CA/NASPO FMV	Lease Option C Agreer	nent			
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WSCA/NASPO FMV Lease Option C Agreement

Account # 10

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Account# 10		Agreemer	it Number
Your Business Information			MANAGE VERSES AS TO
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 #	
Fiscal Period (from - to)			
	Customer PO #	Delivery CAN #	
Your Business Needs 1 Connect+ Power Stacker		CONTRACTOR TO THE PARTY OF THE PARTY.	
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1 IntelliLink Subscription	1		
1 15/30 lb Weighing Platform			
1 Differential Weighing for 15 lb or 30 lb Scale	R. C.		
1 Roll Tape Kit	Contraction of the Contraction of Contractions of Contraction of C		
1 Connect+ Series Console with Scale Stand			
1 Console Extension Kit			
1 INVIEW TMR with Accounting View	The Committee of the Co		
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Additional Items on following page

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
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Installation Contact Name	Installation Contact Phone #	Installation CAN #	
Fiscal Period (from - to)	Customer PO #	Delivery CAN #	
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1 15 lb Interfaced Weighing			
1 500 Dept Accounting			
1 INVIEW Custom Reports and Training			
Black Graphics Upgrade			



WSCA/NASPO FMV Lease Option C Agreement

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HUMBOLDT COUNTY OF SOCIAL SERVICES			
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825 5TH ST RM 131	EUREKA	CA	95501-1107
Billing Address: Street	Otty	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			
1 15 in. Display - High Res Apps Center			
1 INVIEW MMS Custom Reports			
1 Connect+ Mono Printer	And the street of the street o		
1 Connect+ Drop Stacker	The state of the s		
1 pbSmartPostage Free			
1 IntelliLink Subscription	CONTROL OF THE AMERICAN SECURITY OF THE AMERICAN ASSESSMENT OF THE AMERICAN		
1 Differential Weighing for 15 lb or 30 lb Scale			
1 15lb Scale Platform/Stand			
1 Connect+ Series Console with Scale Stand	THE THE STATE OF T		
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Additional Items on following page			



WSCA/NASPO FMV Lease Option C Agreement Account # 10

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Agreement Number

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HUM	BOLDT COUNTY OF SOCIAL SERVICES			
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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
Install	ation Address (if different from billing address): Street	City	State	Zip+4
			44058963206	
Install	ation Contact Name	Installation Contact Phone #	Installation CAN #	
Fiscal	Period (from - to)	Customer PO #	Delivery CAN #	
You 1	r Business Needs INVIEW TMR Connect+ Single Meter			
1	INVIEW Subscription			
1	INVIEW Training			
1	Inserter 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			
1	Additional Items on following page			



WSCA/NASPO FMV Lease Option C Agreement

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Account # 10	

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Account# 10		Agreement Number	
Your Business Information	Constant and the Constant and C		
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 #	
Fiscal Period (from - to)	Customer PO #	Delivery CAN #	
Your Business Needs			
1 Bottom Address Inverter Kit	MACCONAL AND AN ARCHITECTURE OF THE SECTION OF THE		Palayer misses and amount
1 Mail Machine Interface for Connect+ 3000	AND		
1 4 Feeder Tower	ACCOMPANIENCE CONTINUE CONTINU		