



# COUNTY OF HUMBOLDT

For the meeting of: 9/17/2019

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File #: 19-1316

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**To:** Board of Supervisors  
**From:** DHHS: Social Services  
**Agenda Section:** Consent

**SUBJECT:**

Lease Agreement with Pitney Bowes, Inc. for Department of Health and Human Services Mail and Print Shop Equipment

**RECOMMENDATION(S):**

That the Board of Supervisors:

1. Approve and authorize the Chair of the Board to execute the attached lease agreement with Pitney Bowes, Inc. for postage and metered mail machines;
2. Grant a waiver of the Nuclear Free Ordinance; and
3. Direct the Clerk of the Board to return the executed lease agreement to the Department of Health and Human Services (DHHS) - Contract Unit for further processing.

**SOURCE OF FUNDING:**

Social Services Fund

**DISCUSSION:**

The Department of Health and Human Services (DHHS) Mail and Print Shop (MaPS) has leased mail processing equipment from Pitney Bowes, Inc. since 2005. DHHS MaPs provides agency-wide incoming and outgoing mail support services to more than 60 programs administered by DHHS. Distribution of said mail is required by the laws that govern the programs administered by DHHS. Programs and departments receiving MaPs' incoming and outgoing mail support services include Social Services programs, the Veterans' Services Office, the Public Guardian's Office, Mental Health, and Public Health programs. In fiscal year 2018-19, DHHS MaPs processed approximately 350,000 pieces of mail, or approximately 30,000 pieces of mail per month.

On Sept. 23, 2014 (item C-8), the Humboldt County Board of Supervisors approved the current lease of mail processing equipment from Pitney Bowes. This lease is set to expire on Nov. 29, 2019.

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 Relay 7000 Inserting System, and two SendPro P Series processing units. Features of these units include: the

ability for staff to fold, insert, seal and process mail; Web-based access to United States Postal Service services and accounting; expanded mail stacking and weighing; an integrated printer; an interfaced weighing and measuring platform; and integration between all equipment to process mail efficiently.

Staff is requesting that the Board of Supervisors approve a waiver to exclude the language of the Nuclear Free Humboldt Ordinance because the proposed lease agreement is through the use of the State of California's Participating Addendum agreement with Pitney Bowes, Inc.

FINANCIAL IMPACT:

Approval of the lease agreement with Pitney Bowes is included in the county approved budget for fund 1160 for fiscal year 2019-20. There is no specific funding source connected to this lease. All Social Service Branch programs will share in the annual costs based off of a percentage of total cost incurred by the programs. The percentage of total is based on program usage. The cost of the attached lease agreement is \$2,352.29 plus tax per month or \$141,137.40 plus tax for the entire sixty month period. Ongoing costs will be included in future budgets in fund 1160.

STRATEGIC FRAMEWORK:

This action supports your Board's Strategic Framework by providing for and maintaining infrastructure.

OTHER AGENCY INVOLVEMENT:

None.

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 with Pitney Bowes, Inc. for Department of Health and Human Services Mail and Print Shop Equipment

PREVIOUS ACTION/REFERRAL:

Board Order No.: C-8

Meeting of: 09/23/14

File No.: 19-1316