



Baldwin County Commission

Legislation Text

File #: 19-1136, Version: 1

Meeting Type: BCC Regular Meeting
Meeting Date: 5/7/2019
Item Status: New
From: Wanda Gautney, Purchasing Director
Submitted by: Wanda Gautney, Purchasing Director

ITEM TITLE

Lease of Postage Machines for the Bay Minette Mail Room and Sales & Use Tax Department for the Baldwin County Commission

STAFF RECOMMENDATION

Authorize the Chairman to execute the lease agreement with **Neopost USA, Inc., (Accurate Control)** for the lease of two (2) postage machines off the State of Alabama bid for the Bay Minette Mail Room and Robertsedale Sales & Use Tax Department for thirty-six (36) months effective upon full execution of agreements as follows:

Bay Minette Mail Room - Annex 1 Building

Neopost IS-6000 210 Digital Mailing System
IS-5000/6000 Dynamic Weighing Module
IS Series 30 lb. Weigh Platform
IS-5000/6000 Conveyor Stacker
104" Custom Workstation w/Risers, Locking Doors
IS-490/5000/5500/6000 Remote Label Dispenser w/Stand
IS-6000 e-RR Feature Activation & Starter Kit w/Bar Code Scanner
Fuller Coverage Maintenance Contract
\$2,924.55 per quarter - total per year \$11,698.20

Sales & Use Tax Department - Robertsedale Central Annex II

Neopost IN750 Series Digital Mailing System
INWP10 IN Series 10 lb Weighing Platform
DT-ECert e-Certify Configuration Fee
Dt-ECert2KAS e-Certify Subscription - Level 3 (up to 2,000 e-Certs per year)
Full Coverage Maintenance Contract
\$1,099.92 per quarter - total per year \$4,399.68
#10 Double Window Certified/Return Receipt Envelopes \$56.00/bx x 3 boxes = \$168.00 per year

BACKGROUND INFORMATION

Previous Commission action/date: N/A

Background: The lease agreements with Accurate Control (Neopost) of Fairhope for the lease of the Postage Machines and Meters for the Bay Minette Mail Room and Sales & Use Tax Department expires in May, 2019. Neopost is pulling the old machines and replacing them with new machines off the State of Alabama bid. The lease agreements are for thirty-six (36) months. The Bay Minette Mail Machine is in the amount of \$11,698.20 per year and the Sales & Use Tax Department machine is in the amount of \$4,399.68 per year plus \$168.00 per year for the Certified/Return Receipt Envelopes. Purchasing the Certified/Return Receipt Envelopes will give the Sales Tax staff proof of mailing and delivery by viewing an account that will be set up by the US Postal Service. This will stop staff from having to fill out the green certified/return receipt slips and wait for them to be returned from the Post Office. Sales & Use Tax staff currently mail out 1000-1200 certified letters per year. There will be no charge for any certified letters under 2000 per year.

FINANCIAL IMPACT

Total cost of recommendation: \$17,197.80 per year

Budget line item(s) to be used: 51102.5229 - \$11,698.20; 51750.5229 - \$4,399.68

If this is not a budgeted expenditure, does the recommendation create a need for funding?
N/A

LEGAL IMPACT

Is legal review necessary for this staff recommendation and related documents?
Standard State of Alabama Bid Lease Agreement

Reviewed/approved by: N/A

Additional comments: N/A

ADVERTISING REQUIREMENTS

Is advertising required for this recommendation? N/A

If the proof of publication affidavit is not attached, list the reason: N/A

FOLLOW UP IMPLEMENTATION

For time-sensitive follow up, select deadline date for follow up: 05/07/2019

Individual(s) responsible for follow up: Wanda Gautney, Purchasing Director

Action required (list contact persons/addresses if documents are to be mailed or emailed):
Letter to Vendor

Additional instructions/notes: N/A