



Baldwin County Commission

Legislation Text

File #: 19-1727, **Version:** 1

Meeting Type: BCC Regular Meeting

Meeting Date: 8/6/2019

Item Status: New

From: Wanda Gautney, Purchasing Director/Teddy Faust, Revenue Commissioner

Submitted by: Wanda Gautney, Purchasing Director

ITEM TITLE

Lease of One (1) Postage Machine/Letter Opener for the Baldwin County Revenue Commission Office

STAFF RECOMMENDATION

Authorize the Chairmen to execute the lease agreement with Neopost USA Inc. (Accurate Control of Fairhope) for the lease of one (1) postage machine/letter opener off the State of Alabama bid for thirty-six (36) months effective upon full execution of agreement as follows:

Revenue Commission Office - Bay Minette, Alabama

Neopost IN750 IN Series 750 Base w/Mixed Size Feeder, sealer and drop tray

INDS7 Dynamic Weighing Platform for IN Series 700/750 Bases

INWP10 IN Series 10 lb Weighing Platform

WP10STDN Scale Stand for ISWP10 & INWP10

DT-ECERT e-Certify Configuration Fee

DT-ECERT1KAS e-Certify Subscription - Level 2 (up to 1,000 e-Certs per year)

Neopost IM16 Letter Opener

Full Coverage Maintenance Contract:

\$1,597.77 per quarter - total per year \$6,391.08

#10 Double Window Certified/Return Receipt Envelopes \$56.00/boxes/freight x 2 boxes = \$137.00 per year

BACKGROUND INFORMATION

Previous Commission action/date: N/A

Background: The lease agreement with Accurate Control (Neopost) of Fairhope for the rental of the Postage Machine and Letter Opener for the Revenue Commission expires in July 2019. Neopost is pulling the old machines and replacing them with new machines off the State of Alabama bid. The new mail machine/letter opener will handle the large volume of mail that is generated each day by the Revenue Commission Office. The machine rental is for thirty-six (36) months in the amount of \$1,597.77 per quarter for a total of \$6,368.52 per year plus \$137.00 per year for the Certified/Return Receipt Envelopes. Purchasing the Certified/Return Receipt Envelopes will give the Revenue

Department staff proof of mailing and delivery by viewing an account that will be set up by the US Postal Service. This will eliminate staff from having to fill out the green certified/return receipt slips and waiting for them to be returned from the Post Office. There will be no charge for any certified letters under 2000 per year.

FINANCIAL IMPACT

Total cost of recommendation: N/A

Budget line item(s) to be used: N/A

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 Agreement

Reviewed/approved by: David Conner

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: 08/06/2019

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