

Agenda Request For: July 14, 2003

Department: Code Enforcement Department

Background: In 1999 the Public Works Administration obtained a Pitney Bowes Mailing System. The current system is a lease rental and will expire in August. The Pitney Bowes representative advised administration that the postage machine needed to be upgraded to meet the future technology of the postal service. The DM550 Digital Mailing System cost is \$336.00 for a 48-month lease agreement. The payment includes the cost of the machine, meter and maintenance. Additional enhancements are: Delivery Confirmation on certified mail, Tracking on each package/envelope, Basic accounting for up to 25 departments and a monthly report. The upgrade to a digital machine that will meet the postal service's future requirements will be a decrease of \$14 per month.

Current Machine

Proposed Machine

Lease	\$295.15 per month
Meter rental	74.15
Service	<u>55.00</u>
Total	\$424.30

Lease	\$336.00 per month
Meter rental	-0-
Service	<u>-0-</u>
Total	\$336.00

Financial/Economic Impact to Future Years Budgeting Process or Effect on Citizens: This will be a continuing budget item for all the departments in the Public Service Building

Action requested and recommendation: Request the Board to authorize and approve the Lease agreement with Pitney Bowes Digital Mailing Systems to replace current obsolete mail machine.

Is this action consistent with the Nassau County Comprehensive Land Use Plan?
N/A

Funding Source: The rental/lease cost of the postage machine should be divided equally among the departments in the Public Service Building. The cost of postage will be by percentage of actual usage by each department.

Human Resources	01122513-544000	Fire Inspection	04222522-544000
Code Enforcement	04243524-544000	Building	45246515-544000
Planning & Zoning	04247515-544000	GIS	01133519-544000
MIS	01132519-544000	Grants	01131513-544000
Engineering	03420541-544000	Traffic	04247515-544000

Reviewed by:

Legal:

Finance:

Management Committee: 

APPROVED

DATE 7-14-03 

CO JUL -2 AM 10:50
OFFICE OF THE CLERK

CUSTOMER PROPOSAL:

For:

**NASSAU CTY BOARD OF CNTY
 213 NASSAU PLACE
 YULEE, FL 32097-3678**

June 13, 2003

LEASE TERM: **48 Months** LEASE FREQUENCY: **Quarterly**

LEASE PAYMENT INFORMATION							
# of Payments	Lease	EMA	Sftg/SMA	Meter	Smrtmlr	iSend	Total
48	\$206	\$50	\$0	\$65	\$0	\$15	\$336
Rates are Monthly but billed Quarterly							

EQUIPMENT DETAILS		
Qty	Pack/Item	Equipment Description
Mailing System - 1		
1	SPY5	DM550 Digital Mailing System with 5lb Integrated Weighing
1	1A00	IntelliLink Interface / PSD
1	1C00	IntelliLink Subscription w/Confirmation Services (\$15)
1	1FS0	USPS Confirmation Services Software (DM500/550)
1	F9DD	Confirmation Services Welcome Kit
1	F9DA	Confirmation Services Training (DM500/DM550)
1	1FA1	Basic Accounting (25 Dept) Software
1	UXDM	DM Series PC Interface

Note: Applicable taxes will be added to the above lease payments.

Includes Equipment Maintenance Agreement

Includes Softguard Rate Replacement For Up To Six Rate Upgrades Per Year and Software Maintenance Agreement

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STATE AND LOCAL GOVERNMENT TERM RENTAL AGREEMENT



Your Business Information

CAN # _____

ORDER # _____

FULL LEGAL NAME OF RENTER <u>Nassau County Board of County Commissioners</u>				EMAIL ADDRESS _____	
BILLING ADDRESS <u>213 Nassau Place</u>			CITY <u>Yulee</u>		STATE <u>FL</u>
ZIP+4 <u>32097</u>	PHONE # <u>904-491-2024</u>	CONTACT NAME <u>Brenda Rothwell</u>		SEND INVOICE TO ATTN OF _____	
EQUIPMENT LOCATION (IF NOT SAME AS ABOVE) _____			CITY _____		STATE _____ ZIP+4 _____
CREDIT CARD # _____		EXP DATE _____	NAME ON CARD _____		TYPE _____
TAX EXEMPT # <u>55-04-005905-53C</u>				SALES TAX (IF APPLICABLE) _____	
FISCAL PERIOD FROM _____ TO _____			RENTER PO # _____		

ATTEST:

J.M. Oxley, Jr.
J.M. "Chip" Oxley, Jr.
 Ex-Officio Clerk
Your Business Needs

Approved as to Form by the
Nassau County Attorney
Michael S. Mullin
Michael S. Mullin



Qty	Model	Equipment & Services Description	Equipment Description (New, Reconditioned, Demo, Newly Remanufactured)
1	SAS	DM550 DIGITAL MAILING MACHINE w/integrated	
1		516 scale	
1	1A00	Postal Security Device	
1	1F01	25 Departmental Accounting	
1	1E00	Enhanced IntelliLink Subscription	
1		Training AND Installation	

CHECK ITEMS TO BE INCLUDED IN YOUR PERIOD PAYMENT

- Equipment Maintenance Agreement On Rental
- Soft-Guard Agreement
- Software Maintenance Agreement
- Meter On Rental



Payment Schedule / Billing



Your Payment Plan

Initial Rental Term: 48

Frequency Monthly Quarterly Other (specify) _____

First	<u>48</u> months	\$ <u>3600.00</u> per month
Next	months	\$ _____ per month
Next	months	\$ _____ per month
Final Payment		\$ 100.00



Rental Terms and Conditions

By your signature as "Renter" below, you request that we rent to you the equipment described above or on any schedule attached hereto (the "Equipment") for essential governmental purposes in consideration of your payment to us of the amounts set forth in the Payment Schedule, subject to the terms and conditions provided in this Agreement. For purposes of this Agreement, all payments set forth in the Payment Schedule shall be referred to as the "Total Payments." The payments referred to in the Payment Schedule other than the "Final Payment" shall be referred to singularly as a "Period Payment" and collectively as the "Period Payments." Your offer will be binding on us when we accept it by having an authorized employee sign it. All payments hereunder shall be payable only to us at our executive offices unless we direct you otherwise in writing.

1. **NON-APPROPRIATION.** You warrant that you have funds available to pay the Total Payments until the end of your current fiscal period, and shall use your best efforts to obtain funds to pay the Total Payments in each subsequent fiscal period through the end of your Initial Term. If your appropriation request to your legislative body, or funding authority ("Governing Body") for funds to pay the Total Payments is denied, you may terminate this Agreement on the last day of the fiscal period for which funds have been appropriated, upon (i) submission of documentation reasonably satisfactory to us evidencing the Governing Body's denial of an appropriation sufficient to continue this Agreement for the next succeeding fiscal period, and (ii) satisfaction of all charges and obligations under this Agreement incurred through the end of the fiscal period for which funds have been appropriated, including the return of the Equipment at your expense.

Initial Check Amount \$ _____

SIGNATURE <u>Vickie Saulis</u>	TITLE <u>CHAIRMAN</u>
PRINT NAME <u>VICKIE SAULIS</u>	DATE <u>7-14-03</u>
PB ACCOUNT REP NAME <u>Tommy Flaishans</u>	DISTRICT NAME & # <u>Sum Coast 024</u>
EMPLOYEE # <u>713778</u>	
PB ACCEPTED BY _____	TITLE _____ DATE _____

Joan Blanchard

From: Brenda Rothwell
Sent: Monday, July 21, 2003 10:38 AM
To: Joan Blanchard
Subject: Contract on Pitney Bowes

Importance: High

Joan,

I met with Heather Pauley, Field Manager of Pitney Bowes. The PB accepted by on the contract, the individual who is processing the order. As soon as we received, I will send you the original contract.

Thank you for your assistance.

Brenda