



# Monterey County

Board of Supervisors  
Chambers  
168 W. Alisal St., 1st Floor  
Salinas, CA 93901

## Board Report

Legistar File Number: 19-0133

March 26, 2019

**Introduced:** 3/7/2019

**Current Status:** Agenda Ready

**Version:** 1

**Matter Type:** General Agenda Item

- a. Approve and authorize the Monterey County Contracts/Purchasing Officer, under the terms of NASPO/ValuePoint Cooperative Contract #ADSPO 16-169901 to execute a Sixty (60) Months Lease Agreement with MailFinance Inc., for the lease of three (3) new IS-5000C Postage Meter Systems, from July 1, 2019 through June 30, 2024, for a not to exceed dollar amount of \$188,732; and
- b. Approve and authorize the Monterey County Contracts/Purchasing Officer to approve modifications to the purchase order where modifications do not significantly alter the scope of the Agreement and do not exceed 10% of the current aggregate five-year total (\$18,873).

### RECOMMENDATION:

- a. Approve and authorize the Monterey County Contracts/Purchasing Officer, under the terms of NASPO/ValuePoint Cooperative Contract #ADSPO 16-169901 to execute a Sixty (60) Months Lease Agreement with MailFinance Inc., for the lease of three (3) new IS-5000C Postage Meter Systems, from July 1, 2019 through June 30, 2024, for a not to exceed dollar amount of \$188,732; and
- b. Approve and authorize the Monterey County Contracts/Purchasing Officer to approve modifications to the purchase order where modifications do not significantly alter the scope of the Agreement and do not exceed 10% of the current aggregate five-year total (\$18,873).

### SUMMARY/DISCUSSION:

This request will support the relocation plan of the County's existing Mail Operations program from its current location at 855 East Laurel Drive, Building C, to 1488 Schilling Place. The planned relocation is scheduled to begin on June 1, 2019, with a completion date of July 1, 2019. In preparation for the move it has been identified by the current provider of the existing Postage Meter Units that the existing units located at 855 East Laurel Drive are over five (5) years old and need to be replaced in order to comply with new United States Postal Service (USPS) requirements. The relocation plan provides the County with the opportunity to complete the necessary replacement with little or no-disruption in mail services. The existing units will remain operational until the new units have been fully installed and tested with a go-live date of July 1, 2019.

### OTHER AGENCY INVOLVEMENT:

County Counsel has reviewed and approved this request, as has the Auditor-Controller's Office.

**FINANCING:**

Cost associated with the new agreement with MailFinance Inc. are to be incurred over the next five fiscal years; July 1, 2019 through June 30, 2024. The lease will cost \$37,743 annually for five years, totaling \$188,714. The County's mail services are reimbursed on a full-cost-recovery basis from those departments using the service. The FY 2019-20 recommended budget will include appropriations to cover the increased annual costs.

**BOARD OF SUPERVISORS STRATEGIC INITIATIVES:**

- Economic Development
- Administration
- Health and Human Services
- Infrastructure
- Public Safety

Prepared by: Mike Derr, Contracts/Purchasing Officer, Ext. 4992

Approved by: Dewayne Woods, Assistant CAO, Ext 5309

Attachments: Equipment Leasing Agreement

Two handwritten signatures in blue ink are present. The first signature is larger and more stylized, appearing to be 'Mike Derr'. The second signature is smaller and appears to be 'Dewayne Woods'. Both signatures are written over the text of the 'Prepared by' and 'Approved by' lines.