
MEMORANDUM

TO: FINANCE COMMITTEE
FROM: CYNTHIA MUSZYNSKI & STACEY STEWART/ ALPENA COUNTY PROSECUTOR'S OFFICE
SUBJECT: NEW POSTAGE METER LEASE – ANNEX BLDG.
DATE: 2-5-2021

COUNTY POSTAGE METER LEASE – COUNTY ANNEX BLDG.

The County has been leasing two Pitney Bowes postage meters for at least the last 5 years. One meter is currently located in the Register of Deeds office (maintained by Mandy Smith, RofD) and the other meter is currently located in the lower level of the County Annex Bldg (maintained by Stacey Stewart, PA ofc).

At the time of the lease approvals by the Board, the two leases had been processed together (by Mary Ann Kucharek of RofD).

Both leases were to expire in June 2021. The process was initiated to seek lease renewal or new lease options. When contacted, Pitney Bowes indicated that EACH lease had its own PB rep, so they would need to be handled “separate,” at least on their end.

Mandy of RofD went ahead and negotiated a new 5-year lease with Pitney Bowes, to replace the current meter at basically the same cost as the previous 5 years. The main difference with the equipment was a 5-lb scale vs 10-lb scale (which, it was determined, is not necessary for the normal mail that the County sends out with these meters).

The RofD lease was reviewed and approved at the Finance Committee Meeting last month and final Board approval was given last month also. In fact, they have their new meter already!

Stacey from PA ofc was made aware that the leases were not going to be handled together this time (different PB reps, etc.), coordinated with Mandy, however, Stacey did not get the proposed lease in sufficient enough time to have it go through the process with RofD's meter request.

A request for the Finance Committee to approve the attached lease is hereby made. The terms are slightly different than the new RofD lease (due to PB's pricing timelines), but it would provide brand new equipment for appx. \$2 more per month than the current lease. Further, Mandy and Stacey have discussed the possibility of coordinating efforts with purchasing supplies and PB meter training in an effort to streamline the transition, and possibly save some money in the long run. Thank you for your consideration.

Action Items

1. Approve the attached lease.