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## MEMORANDUM

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**TO:** FINANCE COMMITTEE / BOARD OF COMMISSIONERS  
**FROM:** STACEY STEWART  
ALPENA COUNTY PROSECUTOR'S OFFICE  
**SUBJECT:** RENEWAL (NEW) POSTAGE METER LEASE-ANNEX BLDG.  
**DATE:** 11-19-2025

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### COUNTY POSTAGE METER LEASE – COUNTY ANNEX BLDG.

The County has been leasing two Pitney Bowes (PB) postage meters for at least the last 10 years. One meter is currently located in the Register of Deeds office (maintained by Jessica Kendziorski, RofD) and the other meter is currently located in the lower level of the County Annex Bldg (maintained by Stacey Stewart, PA ofc). Jessica indicates that she (earlier this year) submitted new PB (renewal) lease and another proposal to the Commissioners.

Both current leases expire in 2026.

Since this is a County of Alpena expense (vs a Dept Line Item), the decision to renew / sign a new lease with Pitney Bowes would be decided by the County, so I am submitting the proposed lease with this memo. It was provided to me by Joseph Ruseski @ PB (see his email and attachments that are included with this memo).

As far as I am concerned, this is a very reasonable proposal from PB. It is an increase of only \$5/mth from the existing lease and a new meter will be provided. Register of Deeds and our office have been coordinating efforts with purchasing supplies and PB new meter training in an effort to streamline the transition, and possibly save some money in the long run.

### Action Items

1. Approve the attached lease.

Thank you for your consideration.

*PROPOSED***NASPO ValuePoint FMV Lease Agreement (Option C)**

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Agreement Number

**Your Business Information**

Full Legal Name of Lessee / DBA Name of Lessee	Tax ID # (FEIN/TIN)
Alpena County Prosecutor's Office	386004834

**Sold-To: Address**

719 W Chisholm StSte 2, Alpena, MI, 49707-2490, US

<b>Sold-To: Contact Name</b>	<b>Sold-To: Contact Phone #</b>	<b>Sold-To: Account #</b>
Alpena County Prosecutor's Office	989-354-9775	0012010017

**Bill-To: Address**

719 W Chisholm StSte 2, Alpena, MI, 49707-2490, US

<b>Bill-To: Contact Name</b>	<b>Bill-To: Contact Phone #</b>	<b>Bill-To: Account #</b>	<b>Bill-To: Email</b>
Stacey Stewart	9893549775	0012010017	stewarts@alpenacounty.org

**Ship-To: Address**

719 W Chisholm StSte 2, Alpena, MI, 49707-2490, US

<b>Ship-To: Contact Name</b>	<b>Ship-To: Contact Phone #</b>	<b>Ship-To: Account #</b>
Stacey Stewart	9893549775	0012010017

**PO #****Your Business Needs**

Qty	Item	Business Solution Description
1	SENDPROCAUTO	SendPro C Auto
1	1FXA	Interface to InView Dashboard
1	7H00	C Series IMI Meter
1	APAC	Connect+ Accounting Weight Break Reports
1	APAX	Cost Acctg Accounts Level (100)
1	APKN	Account List Import/Export
1	C5CC	Sendpro C Auto 95
1	CAAB	Basic Cost Accounting
1	F9PG2	PowerGuard LE Service Package
1	ME1A	Meter Equipment - C Series
1	MP81	C Series Integrated Scale
1	PAB1	C Series Premium App Bundle
1	PTJ1	SendPro Online-PitneyShip
1	PTJA	PitneyShip Basic 1 User

1	PTJN	Single User Access
1	PTK1	Web Browser Integration
1	PTK2	SendPro C Series Shipping Integration
1	SJS2	Softguard For SendPro C500
1	SPACRL	Return Lbl/Instr - SendPro Auto C
1	STDSLA	Standard SLA-Equipment Service Agreement (for SendPro C Auto)
1	ZH24	Manual Weight Entry
1	ZH28	HZ03 95 LPM Speed
1	ZHC5	SendPro C500 Base System Identifier
1	ZHD5	USPS Rates with Metered Letter
1	ZHD7	E Conf Services for Metered LTR. BDL
1	ZHD9	Retail Ground LOR
1	ZHWL	5lb/3kg Weighing Option for MP81

#### Your Payment Plan

Initial Term: 60 months	Initial Payment Amount:	
Number of Months	Monthly Amount	Billed Quarterly at*
60	\$ 140.58	\$ 421.74

\*Does not include any applicable sales, use, or property taxes which will be billed separately.  
If the equipment listed above is replacing your current meter, your current meter will be taken out of service once this lease commences.

Tax Exempt Certificate Attached  
 Tax Exempt Certificate Not Required

Purchase Power® transaction fees included  
 Purchase Power® transaction fees extra

**Your Signature Below**

By signing below, you agree to be bound by your State's/Entity's/Cooperative's contract, which is available at <http://www.pb.com/states> and is incorporated by reference. The terms and conditions of this contract will govern this transaction and be binding on us after we have completed our credit and documentation approval process and have signed below. If software is included in the Order, additional terms apply which are either (i) included in your State's contract which is available at <http://www.pb.com/states> or (ii) available by clicking on the hyperlink for that software located at [https://www.naspovaluepoint.org/search/?term=pitney+bowes&page\\_ref=contractors](https://www.naspovaluepoint.org/search/?term=pitney+bowes&page_ref=contractors). Those additional terms are incorporated by reference.

NASPO VALUEPOINT CTR058808: 220000000858

State/Entity's Contract#

**Lessee Signature****Pitney Bowes Signature**

Print Name

Print Name

Title

Title

Date

Date

Email Address

**Sales Information**

Joseph Ruseski

[joseph.ruseski@pb.com](mailto:joseph.ruseski@pb.com)

Account Rep Name

Email Address

PBGF'S Acceptance

## **Stacey Stewart**

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**From:** Joseph Ruseski Jr <joseph.ruseski@pb.com>  
**Sent:** Wednesday, November 19, 2025 10:44 AM  
**To:** Stacey Stewart; stewart6@alpenacounty.org  
**Subject:** Pitney Bowes Postage Meter Lease Expiring  
**Attachments:** PB meter lease - 719 W Chisholm St..pdf; SPC Auto Brochure.pdf; 2021 PB lease copy.pdf

**CAUTION:** This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Account: 0012010017, Alpena County Prosecutor's Office

Good morning Stacy,

I'm following up regarding your expiring lease/service agreement on our postage meter located at 719 W Chisholm Street, Suite 2. I've attached your new lease agreement to update your account & replace the older meter/equipment with a brand-new IMI compliant postage meter (in accordance with the State of Michigan's NASPO VALUEPOINT CTR058808; 220000000858 contract with Pitney Bowes).

Your new replacement meter/equipment specifications are as follows;

**Pitney Bowes IMI Sendpro-Automatic postage meter at the rate of \$140.58 per month, billed quarterly**

- Fully automatic envelope feeder on like-size mail up to 95 letters per minute
- USPS automatic tape strip dispenser
- Optional barcode shipping label printer not included
- Envelope sealer on/off
- All USPS rates available including Certified, Priority and Bulk/Marketing mail permit
- 100 standard internal cost accounting codes
- Fully integrated 5 lb. scale
- Power Guard surge protector
- Uses all existing supplies
- Internet hardwire or Wi-Fi connection
- Professional installation & training by a Pitney Bowes technician which includes warranty & service maintenance

Please have the following returned to me prior to 12/30/25;

- 1) **Confirm Printed Name, Title, Date on Lease Agreement**
- 2) **Include tax-exemption certificate, if applicable**
- 3) **Please e-mail signed & completed copy to me**

There is no additional cost for your installation/training, postage transfer, or removal/return of old meter. I may be reached at (866) 581-1234 ext. 8007 with any questions.

Sincerely,

**Joe Ruseski**  
Sr. Account Manager, Government  
Sending Technology Solutions

T +1 (866) 581-1234 ext. 8007

[joseph.ruseski@pb.com](mailto:joseph.ruseski@pb.com)  
[pitneybowes.com](http://pitneybowes.com)

Pitney Bowes - Confidential

Commerce solutions,  
from the Craftsmen of Commerce.

pitney bowes 



Mailing  
Postage Meters

SendPro® C Auto

Simplify your  
mailing process.

PHOTOSED



## Feed, seal, print and save automatically.

### Mail with speed and ease.

Process mail batches up to 120 letters per minute and up to 5/16" thick, with the automatic mail feeder.

### Calculate postage costs for different size envelopes.

Confidently pay the right amount on virtually every piece, every time.

### Optimize efficiency by minimizing jams.

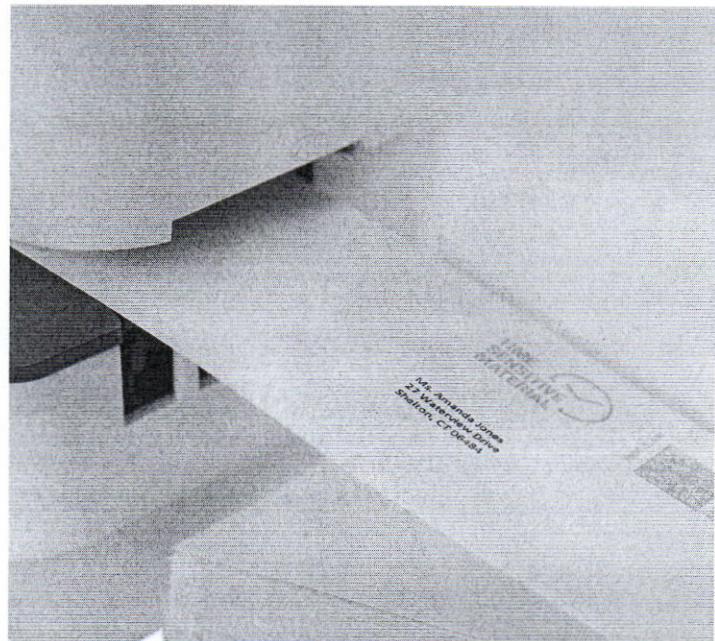
Smoothly feed your mail with our reverse separation technology to keep your operations on track.

### Save automatically.

Automatically receive rate updates and save 5¢ on every First Class® letter\*—plus get optional access to discounted presort rates.

### Meet the latest USPS® IMI compliance rules.

Rest assured your SendPro C Auto will meet USPS guidelines.



# Designed for simplicity, visibility and ease of use.

## Gain online access to ship the way you want.

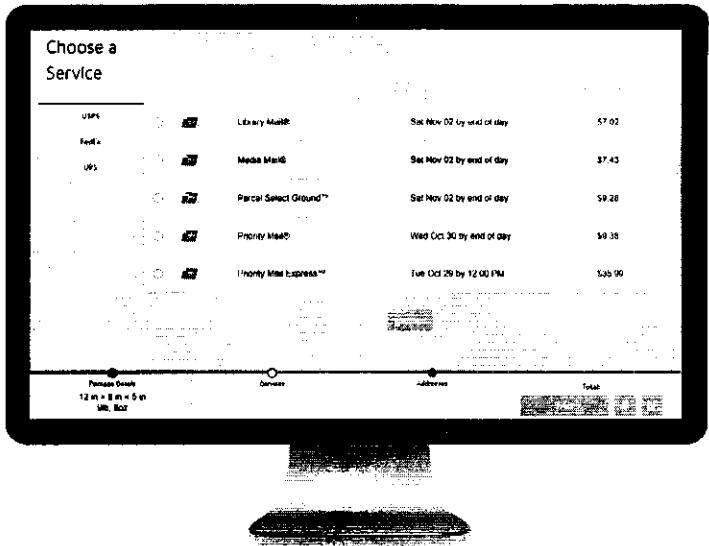
Use SendPro® Online to print trackable shipping labels from any computer and easily compare rates with the Shipping Rate Selector.

## Control at your fingertips.

Easily navigate the intuitive menu with the large, full-color 7" touchscreen.

## Track postage costs with precision.

View and email spending, shipping, accounting history and reports by department online for up to 500 different accounts.

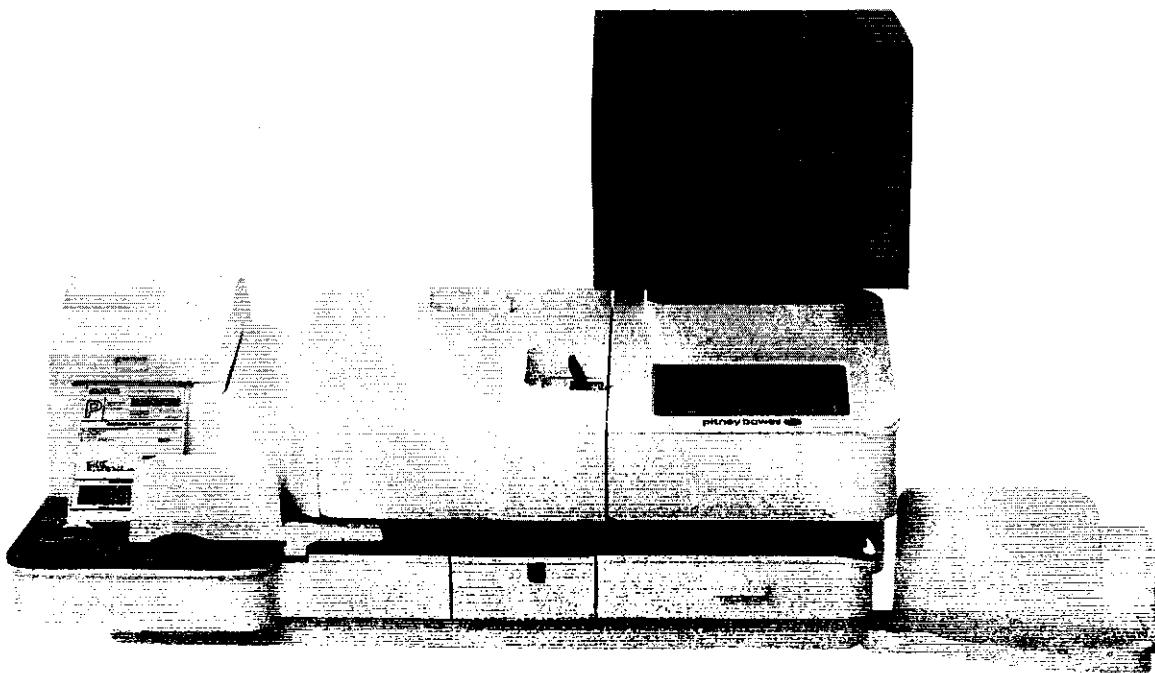


## SendPro® C Auto Specifications:

Mail feed	Automatic
Speed (letters per minute)	Standard: 95 LPM; Optional: 120 LPM
Display	7" color touchscreen
Scale	Optional 5, 10 or 15 lb. integrated; Optional 30 or 70 lb. external
Label printer	Optional
Shipping	Standard: USPS; Optional: Multicarrier
Accounts	Standard: 100; Optional: 500
USPS® IMb8 compliant	Included
Presort rate access	Included
SendPro Online subscription	Standard: USPS; Optional: Multicarrier
eRR	Optional
Barcode Scanner	Optional
AutoInk™	Included*

\*Get automatic ink replenishments at savings of 20% off the retail price when you enroll in the AutoInk™ program. For more information on AutoInk, visit us online at [pbi.bz/autoink](http://pbi.bz/autoink).

Streamline your mailing process with the highly efficient, easy-to-use SendPro C Auto.



CURRENT

exp. 3-1-2026(?)

pitneybowes

## NASPO ValuePoint FMV Lease Agreement (Option C)

Agreement Number

## Your Business Information

Full Legal Name of Lessee / DBA Name of Lessee

Alpena County Prosecutor's Office

Tax ID # (FEIN/TIN)

388004834

Sold-To: Address

720 W Chisholm St, Alpena, MI, 49707-2452, US

Sold-To: Contact Name

Alpena County Prosecutor's Office

Sold-To: Contact Phone #

9893549775

Sold-To: Account #

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Bill-To: Contact Name

Alpena County Prosecutor's Office

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9893549775

Bill-To: Account #

0012010017

Bill-To: Email

stewarts@alpenacounty.org

Ship-To: Address

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PO #

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1	1FXA	Interface to InView Dashboard
1	7H00	C Series IMI Meter
1	993-4B	SM400C Return Kit - Upgrade to 9H00
1	APAC	Connect+ Accounting Weight Break Reports
1	APAX	Cost Accdg Accounts Level (100)
1	APB2	Cost Accounting Devices (10)
1	APKN	Account List Import/Export
1	C5CC	Sendpro C Auto 95
1	CAAB	Basic Cost Accounting
1	F9PG2	PowerGuard LE Service Package
1	ME1A	Meter Equipment - C Series
1	MP81	C Series Integrated Scale
1	PAB1	C Series Premium App Bundle

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*Does not include any applicable taxes, use, or property taxes which will be billed separately.		

Tax Exempt Certificate Attached  
 Tax Exempt Certificate Not Required  
 Purchase Power® transaction fees included  
 Purchase Power® transaction fees extra

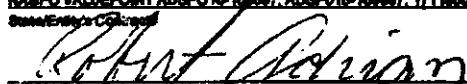
0041137312

Your Signature Below

By signing below, you agree to be bound by your State's/Entity's/Cooperative's contract, which is available at <http://www.pb.com/states> and is incorporated by reference. The terms and conditions of this contract will govern this transaction and be binding on us after we have completed our credit and documentation approval process and have signed below.

NAIPO VALUEPOINT ADSPO10-169997; ADSPO10-169997; 1711900000000011

State/Entity's Contract



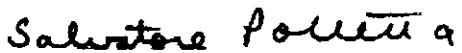
Leasee Signature

Robert Adrian

Print Name  
Chairman, Alpena County Board of Commissioners

Title  
February 27, 2021

Date  
Email Address  
Chairman@alpenacounty.org





Pitney Bowes Signature

Director, Credit & New Business Operations

Title

Date

Monday, March 1, 2021

Sales Information

Joseph Russak Jr

Joseph.russakid@pb.com

Account Rep Name

Email Address

PBGFS Acceptance