



LEGAL SERVICES DEPARTMENT

Office of the City Clerk

Dawn Collins, Clerk

MEMO

"...meeting community needs...enhancing quality of life."

July 1, 2015

TO: Attorney Jim Walsh

FR: Dawn Collins

RE: Exchange of Postage Machine
Upgrade Pitney Bowes Postage Machine 2000 under warranty to Connect+ 3000

Nearing almost one year of use, and while the machine remains under warranty, we are able to upgrade the postage machine for an additional \$117 per month. It seems some of the features the postage machine had in the past were overlooked when purchasing the replacement in 2014.

The current machine from Pitney Bowes is \$385 per month but the change removed the option of a sensor to seal or not seal envelopes. That change has been a bit of a step back. The staff time to sort and monitor the envelopes moving through the postage machine is a cost to the City of approximately \$300/month.

For a total monthly payment of \$503, a monthly increase of \$117, the upgrade to the Connect+ 3000 model will provide the sealer sensor – allowing running mixed mail with sealed or unsealed envelope flaps – as well as a slight increase in speed.

The additional funds of \$700 for the increase not budgeted for in 2015 can be covered from Account 11050-6301, Office Supplies, for the last half of the year.

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