



CITY COUNCIL MEMORANDUM

FROM: Office of the City Manager

Date: January 13, 2025

SUBJECT: Authorize the City to enter into a renewed five-year lease agreement with Pitney Bowes to provide postage equipment and service using Buy Board contract, #656-21, in the amount of \$64,580.40.

PRESENTER: Mike Young, Chief of Police

SUMMARY:

This item is for the authorization of a five-year lease agreement with Pitney Bowes to provide postage equipment for the City of North Richland Hills.

GENERAL DESCRIPTION:

The City of North Richland Hills has been utilizing Pitney Bowes products and services to support our mailing and postage needs since 2019. Pitney Bowes provides a comprehensive mail service for the City of North Richland Hills, offering a range of solutions designed to streamline mailing processes and monitor postage usage. Their services simplify outgoing mail processes by providing quick automatic feeding which allows staff to process a high volume of mail from one reliable system, improving productivity and creating new levels of efficiency. Furthermore, Pitney Bowes provides accurate, monthly, and yearly financial reports and queries which allow the City to monitor postal expenditures and optimize mailing operations.

Our current lease agreement with Pitney Bowes is due for renewal. In order to continue benefiting from their services, it is proposed that we enter into a new Lease Agreement under the Buy Board Contract #656-21. Funding for this expense is split between the following accounts, \$3,209 from 4101940-523170 and \$61,371.40 from 4109800-135220.

RECOMMENDATION:

Authorize the City to enter into a renewed five-year lease agreement with Pitney Bowes to provide postage equipment and service using Buy Board contract, #656-21, in the amount of \$64,580.40.