

PLACER COUNTY
ADMINISTRATIVE SERVICES DEPARTMENT

MEMORANDUM

TO: Honorable Board of Supervisors

FROM: Clark Moots, Director of Administrative Services

DATE: February 20, 2007

SUBJECT: Approve a Budget Revision and Add a Mail Machine to the Administrative Services Department's Master Fixed Asset List

RECOMMENDATION

Approve a budget revision in the amount of \$26,669 to the Central Services Division's FY2006-2007 budget and add a Pitney Bowes DM-1000 mail machine to the Administrative Services Department's Master Fixed Asset List to support the County's timely processing of US Mail.

BACKGROUND

The County's US Mail processing is managed by the Administrative Services Department's Central Services Division, who processes approximately 5,000 pieces of mail per day.

In June 2004, the Central Services Division purchased an Ascom Hasler WJ 215 mail processing machine for \$17,239 as part of its Capital Replacement Plan to replace its outdated Pitney Bowes equipment. This machine was competitively bid and, in demonstrations, appeared to be sufficient to meet Central Services capacity and volume needs for mail processing. However, since the Ascom Hasler's installation in 2004, Central Services has had ongoing problems with the mail feeder portion of this machine, which has caused delays in meeting daily mail processing deadlines.

Because of the ongoing problems with the Ascom Hasler machine, Central Service kept their old Pitney Bowes equipment operable for use as a backup mail machine. The old Pitney Bowes equipment was used as a backup through December 31, 2006, when the Post Office no longer accepted mail metered by this old equipment. Thus, leaving Central Services without backup mail processing equipment to ensure the County's US Mail meets daily mail processing deadlines.

Central Services is recommending the purchase of a Pitney Bowes DM-1000 mail processing machine at the cost of \$26,669. A cost benefit analysis was performed to compare purchasing versus leasing this equipment and purchasing was identified as the

most cost effective means to obtain a more reliable mail processing system. Once the Pitney Bowes DM-1000 equipment is in place, the Ascom Hasler equipment will be used as a backup mail processing system so that Central Services can always guarantee the County's mail will be processed on time.

FISCAL IMPACT

Funding for the Pitney Bowes DM-1000 mail processing equipment is available within the Administrative Services Department's Central Services Division fixed asset replacement reserve account.

Respectfully Submitted,



Clark Moots
Director of Administrative Services

Cc: Ron Baker, Senior Management Analyst
Candi McCord, Deputy Director of Administrative Services
Sandy Hammock, Administrative Services Officer
Leslie Blagg, Central Services Manager
Dave Seward, Purchasing Manager

PLACER COUNTY

PAS DOCUMENT NO.

BUDGET REVISION

POST DATE:

DEPT NO.	DOC TYPE	Total \$ Amount	TOTAL LINES
BR		26,669.00	1

Cash Transfer Required

Reserve Cancellation Required

GL 2420 / 546000

Establish Reserve Required

Auditor-Controller

County Executive

Board of Supervisors

ESTIMATED REVENUE ADJUSTMENT										APPROPRIATION ADJUSTMENT												
DEPT NO.	T/C	Rev	Fund	Sub Fund	OCA	PCA	OBJ 3	PROJ.	PROJ. DTL	AMOUNT	DEPT NO.	T/C	Rev	Fund	Sub Fund	OCA	PCA	OBJ 3	PROJ.	PROJ. DTL	AMOUNT	
											01	014	250	305	414001			4451			26,669.00	
										TOTAL											TOTAL	26,669.00

REASON FOR REVISION: Fixed Asset Purchase - Pitney Bowes DM-1000 Mail Machine.

Prepared by Shirley Hammer EX 4226- 411 107
 Department Head Christy Meeks
 Board of Supervisors

Date: 2/5/07

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Budget Revision # _____ FOR INDIVIDUAL DEPT USE

