

MEMORANDUM

COUNTY OF PLACER

ADMINISTRATIVE SERVICES DEPARTMENT

TO: Honorable Board of Supervisors

FROM: Leslie Blagg, Central Services Manager

DATE: December 9, 2014

SUBJECT: Approve a Technical Budget Revision in the Amount of \$8,774 and Add to the County's Master Fixed Asset List.

ACTION REQUESTED

1. Approve a Technical Budget Revision within the appropriate accounts of the FY 2014/15 Central Services Budget in the amount of \$8,774 for the acquisition of a Pitney Bowes Send Suite Express Package Management System;
2. Approve the addition of the appropriate components to the County's Master Fixed Asset List.

BACKGROUND

Administrative Services, Central Services Division provides comprehensive mailing services to all County departments, as well as other government agencies, and non-profit organizations. Central Services processes thousands of mail pieces each day including letters, flats, and packages using US Post Office-certified equipment to meet all Postal Rules and Regulations. Effective January 24, 2015, the US Post Office will require commercial mail processors to print a unique Intelligent Mail Package Barcode label on each package and submit electronic shipping destination information for all packages.

To meet these requirements, Central Services is requesting approval to purchase a Pitney Bowes Send Suite Express Package Manager under Pitney Bowes WSCA Contract 7-12-70-26. The Send Suite Express Package Manager provides electronic US Post Office-approved labeling and transmits information to the Post Office on packages being shipped. In addition, the Send Suite Express interfaces with the existing Central Services' DM-1100 mail meter to withdraw funds from the postal reserve account that will allow for seamless monthly reconciliation of mail funds dispersed for package shipping and allow consistent charge back to customers. The Send Suite Express Package Manager will provide improved on-line package tracking for County customers.

FISCAL IMPACT

Funding for the requested Technical Budget Revision in the amount of \$8,774, to support the acquisition of Send Suite Express Package Manager, is budgeted within the Central Services Division's (06380) FY 2014/15 budget unit.

cc: Jerry Gamez, Director of Administrative Services Department
Melissa Nunnink, Administrative & Fiscal Operations Manager

Attachments

