

APR #6942

SUPPLEMENTAL APPROVAL FORM FOR ITEMS OVER \$25,000

Department: General Services – Print & Mail

Date: 1/12/2011

Authorized Requestor: David Gould _____ Telephone: 313-7326

Authorized Requestor Signature: David Gould

1. Item: Postage Mail Machines and Upgrade to Mail Accounting System.
2. Description: Replacing existing Postage Mail Machines and Upgrading existing Mail Accounting System. This equipment is used to meter mail from departments.
3. Estimated cost of equipment: Total cost of lease and maintenance is \$126,957.12 for a 48 month period.
4. Single Item: _____ Integrated System: X
5. How does this purchase meet the Departments operational needs? The lease provides Print & Mail Services with the necessary equipment to meter the County's mail and obtain pre-sorting discounts. By having this mail in a centralized operation, the County saves the expense of having every department leasing their own equipment.
6. Fiscal Impact: Funding for the mailing equipment is budgeted in General Services Department account 4243.

7. County Administrator Approval

Signature: *[Signature]* Date: 1/21/2011

** pending board order approval*