DEPARTMENT: HEALTH

RECOMMENDED ACTION AND JUSTIFICATION:

Recommend Resolution authorizing Chairperson to sign Pitney Bowes Rental Agreement in the amount of $45.00 per month for a term of five years.

BACKGROUND AND HISTORY OF BOARD ACTIONS:

This contract with Pitney Bowes is needed to continue utilization of the postage meter at the Health Department. There is often a need to post mail at 4:15 or 4:30 in the afternoon for overnight laboratory test results. The meter located in the Hall of Records cannot meet this time requirement. This contract appears to be the most efficient and cost effective way to process all the Health Department mail. This contract was initially approved by the Board of Supervisors 16 years ago and has been in force since that time. Pitney Bowes is requiring a new contract because the meter is being changed to conform to the new Postal Service Regulations. The United States Postal Service will no longer be able to accept mail from our meter after December 31, 2005.

The monthly cost will not increase from the prior contract. The monthly cost invoiced quarterly will be $45.00 per month and includes taxes.

ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

1. Increase petty cash and direct staff to post mail after 4:00 p.m. at the local post office.

2. Increase the Office Expense line item in the Health Department budget and direct staff to use alternate shipping sources to overnight laboratory samples.

Financial Impact? ( ) Yes (X) No Current FY Cost: $ 600
Budgeted In Current FY? (X) Yes ( ) No ( ) Partially Funded
Amount in Budget: $ 600
Additional Funding Needed: $0

Source:
Internal Transfer
Unanticipated Revenue
Transfer Between Funds
Contingency
( ) General ( ) Other

List Attachments, number pages consecutively
State and Local Government Term Rental Agreement

CLERK’S USE ONLY:
Res. No.: Ord. No.: Vote – Ayes: Noes: Absent: ______

Approved
( ) Minute Order Attached ( ) No Action Necessary

The foregoing instrument is a correct copy of the original on file in this office.
Date: __________________________
Attest: MARGIE WILLIAMS, Clerk of the Board
County of Mariposa, State of California
By: ____________________________
Deputy

Revised Dec. 2002

COUNTY ADMINISTRATIVE OFFICER:

Requested Action Recommended
No Opinion

Comments:

CAO: ____________________________