RECOMMENDED ACTION AND JUSTIFICATION: (Policy Item: Yes___ No___)
Approve purchase to replace existing mail machine in the Hall of Records for $7,600.00, and resolution to authorize the Treasurer's Office to receive all outgoing mail from the Courthouse & Hall of Records, process and deposit the same to the U.S. Post Office, on a daily basis.

BACKGROUND AND HISTORY OF BOARD ACTIONS: Existing machine is over 15 years old, and housed in the computer room at the Hall of Records. By streamlining the outgoing mail process, could save the county in postage & handling by the U. S. Post Office. See attached

LIST ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION: Not to approve purchase and continue using old equipment. Not approve resolution for Treasurer, and continue with each department handling their own outgoing mail. Replace existin equipment only, and not approve resolution. Approve resolution and not equipment

COSTS: ( ) Not Applicable
A. Budgeted current FY $
B. Total anticipated cost $
C. Required Add'l funding $ 7,600.00
D. Source: Contingency

SOURCE: ( ) 4ths Vote Required
A. Internal transfers $
B. Unanticipated revenues $
C. Reserve for contingency $ 7,600.00
D. Description:

Balance in Reserve for Contingencies, if approved: $

SPECIAL INSTRUCTIONS:
List the attachments & number the pages consecutively:

1. Letter of explanation from Treasurer
2. Letter from Pitney Bowes Sales Representative
3 & 4 Price Quote 
5 & 6 Equipment brief

CLERK'S USE ONLY:
Res. No.: 91-358
Ord. No.: 
Vote - Ayes: 4 Noes: 0
Absent: 0
Abstained: 0
( ) Approved ( ) Denied
( ) Minute Order Attached

The foregoing instrument is a correct copy of the original on file in this office.
Date:

ATTEST: MARGIE WILLIAMS
Clerk of the Board of Supervisors
County of Mariposa, State of Calif
By: Deputy Clerk of the Board

ADMINISTRATIVE OFFICER'S RECOMMENDATION:
This item on agenda as:

( ) Recommended
( ) Not Recommended
( ) For Policy Determination
( ) Submitted with Comment
( ) Returned for Further Action

Comments:

C.A.O.'s Initials:

FormWorx (Action Revised 12-89)
TO: BOARD OF SUPERVISORS  
FROM: DON Z. PHILLIPS, TREASURER-TAX COLLECTOR  
SUBJECT: REPLACEMENT OF POSTAGE MACHINE - HALL OF RECORDS

The postage machine currently being used by several offices of the Courthouse and Hall of Records, along with occasional use by other departments within the County, is approximately 15 years old and has a high maintenance.

At the suggestion of John McCamman, I have done a survey of the departments, and found that among those surveyed, we are producing approximately 191 articles of mail per day. The Tax Collector is the only department using a bulk mailing permit. Five departments want their own P O box, and five don’t really care. Seven want a central drop off point for outgoing & incoming mail, and three don’t. All would prefer to have a central drop off, and/or pick up, of their outgoing mail.

In talking with Pitney Bowes, the only company who responded to my request for a quote on replacement of existing equipment, states that they do not believe we have enough daily outgoing mail to process at a bulk rate. However, when an article exceeds the one ounce limit, many times we are applying two stamps, which may not be necessary. They also indicated that when the Tax Collector does bulk mailing, the other departments can also save on their outgoing mail for that day.

I have also discovered that there are peak periods when the Assessor and when the County Clerk have enough articles to mail at the bulk rate also.

This department is capable of handling the outgoing mail for the county, and seeing that each departments mail is metered at the lowest possible rate. With the purchase of the new equipment suggested, it is also possible to provide each department with immediate documentation as to their postage usage.
April 12, 1991

Mariposa Tax Collectors Office
Don Phillips/Tax Collector
Mariposa, Ca.

Dear Don,

After a careful study of your mailroom equipment and procedures, I believe Pitney Bowes can save you time and money.

Presently, your existing mechanical scale and mail machine, model 5600, is over 10 years old. Due to its age and design, jamming and non-sealing are a few of the problems that you have experienced. Pitney Bowes is no longer manufacturing your present equipment, because of this we are offering special discounts that will save you money on replacement equipment. Pitney Bowes has designed cost efficient electronic mailing machines that eliminates jamming and truly seals the mail. Part replacement has become very difficult with your current system.

Also with regards to your present method of weighing mail matter. Presently you use a mechanical scale to determine weight. The United State Post Office estimates 15-20% of mail is over - weighed due to the inaccuracies of mechanical scales.

With the new mail system, the electronic scale is interfaced to the mail machine. The mail matter is placed on the scale, the class than selected, the scale shops for the least expensive way to send mail, than communicated to the meter, which is automatically set, thereby eliminating any possibility of error. A tape can also be automatically ejected if needed for large packages or manilla envelopes. This system keeps an automatic running account of all postage spent by department with a daily, weekly or monthly print-out.
With the implementation of the equipment proposed, the following will be realized: increased productivity and operator error eliminated. These areas which will maximize efficiency, together with saving dollars, is simply what good business is all about. I look forward to being of assistance in any way.

Sincerely,

Clarence Hannon
Area Sales Representative
Postage Machine with call-in meter
$4,951.00

Scale / Printer / Accr. Software $2,607.00

Anything else - Go! Allow $550.00

7.25% = 508.08

Fax @ 70% $420.48

Total Purchase Price $7,428.48

Trade-in 50.00 $7,378.48

Prices Good Through July 1991 7,400.00

Dan

Are you going to write a self report or what?
June 7, 1991
Mariposa County Tax Collector

I. FREE LEASE PROGRAM (EXPIRES 6/30/91)
   • REQUIRES 1ST MONTH LEASE PAYMENT
   • PITNEY BOWES WILL MAKE PAYMENTS REMAINDER OF 1991
   • YOUR 1ST PAYMENT DUE FEBRUARY 1992
   • LEASE BASED ON COMMERCIAL PRICES NOT GSA

   36 MONTHS $365.00
   TAX 21.90
   $386.90 MONTHLY

   48 MONTHS $307.00
   TAX 18.42
   $325.42 MONTHLY

II. ONE YEAR PURCHASE - NO INTEREST (6/30/91)
   • REQUIRES 20% WITH ORDER
   • 20% A QUARTER FOR ONE YEAR

   DOWN PAYMENT $ 1,514.32
   QUARTERLY PAYMENTS $ 6,057.28 ($1,514.32 x 4)
   TOTAL $ 7,571.60

III. OUT RIGHT PURCHASE (NET 30 DAYS)
   • INCLUDES TRADE-IN

   PURCHASE PRICE $7,143.00
   TAX 428.58
   $7,571.58

"ALL PRICES ARE SUBJECT TO CHANGE WITHOUT PRIOR NOTICE"

Postage Machine # 4951.02
Scale w/Printer # 31007.02
Discount # 550.00
Tax 7.25% = 508.68

7,516.08
Trade in = 50.00
7,466.08
The Integrated System

Shown is an integrated mail processing system designed for a mid-volume mail processor. It is a modular system built around the Enhanced 5630 Mailing Series and performance oriented components -- an Electronic Mailing Scale and a 6500 Electronic Postage Meter with our exclusive POSTAGE-BY-PHONE® Meter Resetting System. It also includes ergonomically designed Integrated Support Platforms for the A300 Allocator and the Electronic Scale to increase efficiency. And the scale platform offers added storage capacity.

**POSTAGE-BY-PHONE®**

**Meter Resetting System**

Integrating the Enhanced 5630 Mailing Series with Pitney Bowes 6500 Electronic Postage Meter, with our exclusive POSTAGE-BY-PHONE® Meter Resetting System, eliminates time-consuming trips to the Post Office. It enables you to refill your postage meter with a toll-free phone call in just 90 seconds . . . Monday through Friday from 8 A.M. to 8 P.M. and on Saturday from 8 A.M. to 3 P.M. Eastern Time.

**Electronic Scales**

We have a wide range of scales available to suit your particular needs for rate selection, speed and capacity. An electronic scale provides precise rate and weight determination that can generate substantial savings (as much as 20%, according to U.S. Postal Service estimates) by eliminating overpayments. An electronic scale also allows you to rate shop to obtain the most cost-effective way to ship packages or letters.

**A300 Mailroom Management System**

The Model A300 can tell you where every postage dollar goes. It produces hard copy reports that account for each piece sent, with postage and shipping costs for USPS, UPS, as well as Express Carriers. It also provides daily, weekly and monthly reports, as needed. Use the Model A300 to budget, monitor, charge-back and audit all your mailing operations.