



## Legislation Details (With Text)

**File #:** Ordinance 15-2020  
**Name:**  
**Type:** Ordinance  
**Status:** Passed  
**File created:** 3/3/2020  
**In control:** City Council  
**On agenda:** 4/21/2020  
**Final action:** 4/21/2020  
**Title:** Ordinance 15-2020: An ordinance on second reading approving a five-year lease with Pitney Bowes to provide a postage meter and related services to the city

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** 1. 1. Ordinance No. 15-2020, 2. 2. 2020 Pitney Bowes Lease, 3. 3. Pitney Bowes Account Review for City of Littleton, 4. 4. 2011 Pitney Bowes Lease, 5. 5. 2016 Pitney Bowes Lease

Date	Ver.	Action By	Action	Result
4/21/2020	2	City Council	approved	Pass
4/7/2020	1	City Council	approved on first reading	Pass

Agenda Date: 04/21/2020

**Subject:**

Ordinance 15-2020: An ordinance on second reading approving a five-year lease with Pitney Bowes to provide a postage meter and related services to the city

Prepared by: Colleen L. Norton, City Clerk

**PURPOSE:**

Does city council support approval of a five-year lease with Pitney Bowes for a postage meter and related postage services to the city.

**PRESENTATIONS:**

**Staff Presenter(s):** Mark Relph, City Manager

**Additional Presenter(s):** N/A

**SUMMARY:**

The city entered into a 51-month lease with Pitney Bowes in 2011 and renewed a 48-month lease in 2016. The clerk's office reviewed proposals from two other local companies and Pitney Bowes; Pitney Bowes was able to provide a lower per-month rate.

**PRIOR ACTIONS OR DISCUSSIONS:**

Passed on first reading on April 7, 2020.

**ANALYSIS:**

Staff Analysis

Pitney Bowes was determined the most cost-effective choice.

Council Goal, Objective, and/or Guiding Principle

Selection of the most cost effective provider aligns with Financial Sustainability.

Fiscal Impacts

Entering into the new 60-month lease will reduce the monthly payment to \$466.64 from the current rate \$486.52 per month.

Alternatives

1. Approve the lease and maintain current mail/postage services to city departments
2. Don't approve the lease and direct staff to research other postage options

**STAFF RECOMMENDATION:**

Staff recommends approval of the proposed five-year lease with Pitney Bowes.

**PROPOSED MOTION:**

I move to approve the ordinance on second reading approving a five-year lease with Pitney Bowes to provide a postage meter and related services to the city.