

**RESOLUTION  
ROCK COUNTY BOARD OF SUPERVISORS**

Finance Committee  
INITIATED BY



Jodi Millis, Purchasing Manager  
DRAFTED BY

Finance Committee  
SUBMITTED BY

May 23, 2018  
DATE DRAFTED

**Awarding Contract for Mailroom Equipment Lease**

1 **WHEREAS**, funds are included in the budget to lease mailroom equipment to process outgoing mail  
 2 for various Rock County departments; and,  
 3  
 4 **WHEREAS**, the current lease will expire on September 30, 2018; and,  
 5  
 6 **WHEREAS**, Pitney Bowes holds the current State of Wisconsin contract #505ENT-018-  
 7 NASPMAILEQ-03 for mailroom equipment; and,  
 8  
 9 **WHEREAS**, by signing the contract with Pitney Bowes by the end of June, Rock County will receive  
 10 the last three months of the current lease at no charge, saving the County \$2,087.16.  
 11  
 12 **NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors duly assembled  
 13 this 14<sup>th</sup> day of JUNE, 2018, does hereby authorize entering into a contract with Pitney  
 14 Bowes of Brown Deer, Wisconsin, for the lease of mailroom equipment from October 1, 2018 through  
 15 September 30, 2023, in the amount of \$6,973.68 annually for a total 5-year contract of \$34,868.40.

18-6A-029

Respectfully submitted,

FINANCE COMMITTEE

Mary Mawhinney  
Mary Mawhinney, Chair

Mary Beaver  
Mary Beaver, Vice Chair

Absent  
Brent Fox

J. Russell Podzilni  
J. Russell Podzilni

Robert Yeomans  
Robert Yeomans

FISCAL NOTE:

Funds will need to be included in future budgets for the cost of this contract.

Sherry Oja  
Sherry Oja  
Finance Director

LEGAL NOTE:

The County Board is authorized to take this action pursuant to secs. 59.01 and 59.51, Wis. Stats. In addition, sec. 59.52(29), Wis. Stats. requires the project to be let to the lowest responsible bidder.

Richard Greenlee  
Richard Greenlee  
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.

Josh Smith  
Josh Smith  
County Administrator

**EXECUTIVE SUMMARY**

The current lease for the mail machine in the Courthouse will expire on September 30, 2018.

Pitney Bowes currently holds the State of Wisconsin contract for mailroom equipment.

By utilizing the State contract, Pitney Bowes will waive the fee for the last three months of the current contract, saving the County \$2,087.16.

The total 5-year contract will be \$34,868.40 which is \$6,874.80 less than the current 5-year contract.