



TOWNSHIP OF NORTH HURON

REPORT

Item No.

REPORT TO: Reeve Vincent and Members of Council
PREPARED BY: Donna White, Director of Finance
DATE: 18/06/2018
SUBJECT: Pitney Bowes Postage Machine Contract
ATTACHMENTS:

RECOMMENDATION:

THAT the Council of the Township of North Huron hereby receives the report from the Director of Finance regarding an agreement with Pitney Bowes for the lease of a DM400C postage machine for information;

AND FURTHER, that Council approves an exception to Section 19.1 of the Procedural By-law to allow By-law No. 59-2018 to be passed at the June 18, 2018 Council Meeting.

EXECUTIVE SUMMARY

Staff have been experiencing numerous problems with the Township's aging postage machine purchased from Neopost in November of 2009. In addition, the current contract which applies to the postage meter component of the machine expires in June of 2018. The lease of a new postage machine was an item included in the 2018 Budget which was adopted by council on May 22, 2018.

DISCUSSION

The Director of Finance in conjunction with the Clerk/Manager of IT, have researched various replacement postage machines and procurement options. Through these investigations staff have determined that a lease, opposed to purchasing a new machine, is the best option due to the rapidly changing technology as well as the Township's increasing use of non-postal mailing options such as e-billing.

Staff received proposal from INS and Pitney Bowes for comparable postage machines. The following table summarizes the proposals.

INS (reseller) Neopost IN-600A	Pitney Bowes DM400C
Lease \$174.00 (60 months) Maintenance \$32.00 EDT Charge \$4.50	Lease \$163.53 (66 months) Maintenance \$0 (included) EDT Charge \$0 (included)
Total per month \$210.50	Total per month \$163.50

Due to the expiry and the depletion of postage credits on the current postage machine, staff are requesting that Council consider passing By-law No. 59-2018 to authorize the signing of the agreement for the Pitney Bowes machine at the June 18, 2018 meeting.

FINANCIAL IMPACT

The annual lease amount of \$2,100.00 was included in the 2018 Budget. Based on the above figures the lease of the Pitney Bowes postage machine would equate to \$1,962.36 or \$10,792.98 over the 66 month term. In comparison the Neopost device would equate to \$12,630.00 over the 60 month term associated with that machine.

FUTURE CONSIDERATIONS

None for consideration.

RELATIONSHIP TO STRATEGIC PLAN

Goal #4: Our municipality is fiscally responsible and strives for operational excellence



Donna White, Director of Finance



Dwayne Evans, CAO