



**CITY OF HOUSTON - CITY COUNCIL**

Meeting Date: 12/17/2024

ALL

Item Creation Date: 12/4/2024

WS1273640463 - Postage and Meter Mail Machine (Pitney Bowes, Inc.) MOTION

Agenda Item#: 11.

**Summary:**

**NOT A REAL CAPTION**

**APPROVE SPENDING AUTHORITY** for the purchase of postage and the lease of one United States Postal Service meter mail postage machine from **PITNEY BOWERS, INC.** through the BuyBoard Purchasing Cooperative Agreement for the Houston Health Department - \$73,463.05 - General Fund

**Background:**

**WS1273640463 - Approve spending authority in an amount not to exceed \$73,463.01 for the purchase of postage and the lease of one (1) United States Postal Service meter mail postage machine from Pitney Bowes, Inc. through the BuyBoard Purchasing Cooperative Agreement for the Houston Health Department.**

**Specific Explanation:**

The Director of the Houston Health Department and the Chief Procurement Officer recommend that City Council approve spending authority not to exceed **\$73,463.01** for the purchase of postage and the lease of one (1) United States Postal Service (USPS) meter mail postage machine through the BuyBoard Purchasing Cooperative Agreement vendor **Pitney Bowes, Inc.** The requested spending authority is expected to sustain the department **through June 30, 2029 (FY29).**

The meter mail postage machine is integral to the daily operations of HHD. The machine is used to process all mail, including standard mail, shipping boxes, certified mail, and overnight mailouts. This request also includes funding for postage fees incurred while using the USPS meter mail postage machine.

This recommendation is made pursuant to subsection 271.102(c) of the Texas Local Government Code, which provides that "a local government that purchases goods or services from a cooperative purchasing program or organization satisfies any state law requiring the local government to seek competitive bids for the purchase of the goods or services."

**MWBE Subcontracting:**

This procurement is exempt from the City's MWBE subcontracting requirements as the total expenditure does not exceed the \$100,000.00 threshold.

**Hire Houston First:**

This procurement is exempt from the City's Hire Houston First Ordinance. Bids/proposals were not solicited because the department is utilizing an Interlocal/Cooperative Purchasing Agreement for this purchase.

**Fiscal Note:**

Funding for this item is included in the FY25 Adopted Budget. Therefore, no Fiscal Note is required as stated in the Financial Policies.

12/11/2024

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**Jedediah Greenfield**  
Chief Procurement Officer

**Department Approval Authority**

**Estimated Spending Authority**

Department	FY2025	Out Years	Total
Houston Health Department	\$13,463.01	\$60,000.00	\$73,463.01

**Amount and Source of Funding:**

**\$73,463.01**  
General Fund  
Fund 1000

**Contact Information:**

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**ATTACHMENTS:**

<b>Description</b>	<b>Type</b>
Conflict of Interest	Backup Material
Justification Form	Backup Material
Coop Contract	Backup Material
Ownership Form	Backup Material
Tax Report	Backup Material
Scope of Work	Backup Material
COF	Financial Information
Form A	Financial Information
Funding Verification Form	Financial Information