



# Hidalgo County Head Start Program Policy Council Agenda

**DATE:** December 14, 2016

**SUBJECT:** Discussion/Approval on Request to Enter Into a Sixty (60) Month Lease Agreement For One (1) Postage Meter Through The Hidalgo County's Membership/Participation With The Texas Association School Board (TASB) Buyboard Awarded Vendor Pitney Bowes (Contract #496-15)

**RATIONALE/NEED:** This would allow the leasing of the best pricing on a postage meter under the Texas Association School Board (TASB) Buyboard.

**RECOMMENDATION:** Administration recommends approval.

**COST:** Head Start Program (DHHS) funds are available.

**RELATED INFORMATION INCLUDED:** Participant Info/Proposal

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**INITIATED BY:** Ambrosio Tovar, Procurement Director *A. Tovar*

**REVIEWED BY:** Mr. Edmundo Garcia, Assistant Director *E. Garcia*

**PROGRAM DIRECTOR'S APPROVAL:** *Joselyn Flores*

**BUY BOARD CURRENT VENDORS**  
**INSTRUCTIONAL MATERIALS, CLASSROOM/TEACHING SUPPLIES & EQUIPMENT 487-15**

<b>Vendor</b>	<b>Address</b>	<b>City</b>	<b>State</b>	<b>Zip</b>	<b>Effective</b>	<b>Expiration</b>
Pitney Bowes	2225 American Drive Suite 310	Neenah	WI	54956	11/1/2015	10/31/2018

## **PROPOSED PITNEY BOWES MAILING SYSTEM** **DM400 MAIL MACHINE & 10 LB. SCALE**

### **\*BuyBoard Contract #496-15.**

- Compliant with USPS regulations including the latest in Indicia technology, IBI-Information Based Indicia
- Ergonomically designed with whisper-quiet operation
- You have the flexibility of getting postage now and pay for it at the end of the month
- Get dual functionality with the Date & Time Stamp feature for incoming mail
- Automatic USPS rate downloads
- Low postage warnings to prevent running out of postage
- Auto-feed mail processing: feed, seal and meter letters at 120 LPM
- Departmental accounting for up to 50 departments
- Programmable jobs using up to 10 memory keys
- Large, easy to read LCD display
- Automatic label dispenser
- Prints up to 5/16" thick mail
- The removable brush-and-wick sealing system ensures tip-to-tip sealing to protect the contents of your mail
- 10 lb. integrated weight platform
- Pre-loaded Mail Class Dies and ad slogans
- Auto Default can reset the latest postage to the current first class rate, so there are no accidental overpayments
- **PITNEY BOWES CUSTOMER SATISFACTION GUARANTEE**

**MONTHLY INVESTMENT - 60 MONTHS @ \$ 237.75/MO\***

**PRICING INCLUDES METER RENTAL, RATE CHANGE PROTECTION, SOFTWARE UPDATES, MAINTENANCE (PARTS AND LABOR), PROFESSIONAL INSTALLATION AND OPERATOR TRAINING.**