



**COUNTY ADMINISTRATIVE OFFICE
GENERAL SERVICES
PRINT & MAIL SERVICES
COUNTY OF TULARE
AGENDA ITEM**

BOARD OF SUPERVISORS

ALLEN ISHIDA
District One
PETE VANDER POEL
District Two
PHILLIP A. COX
District Three
J. STEVEN WORTHLEY
District Four
MIKE ENNIS
District Five

AGENDA DATE: December 15, 2015

Public Hearing Required	Yes	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>
Scheduled Public Hearing w/Clerk	Yes	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>
Published Notice Required	Yes	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>
Advertised Published Notice	Yes	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>
Meet & Confer Required	Yes	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>
Electronic file(s) has been sent	Yes	<input checked="" type="checkbox"/>	N/A	<input type="checkbox"/>
Budget Transfer (Aud 308) attached	Yes	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>
Personnel Resolution attached	Yes	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>
Agreements are attached and signature line for Chairman is marked with tab(s)/flag(s)	Yes	<input checked="" type="checkbox"/>	N/A	<input type="checkbox"/>

CONTACT PERSON: Art Arreola PHONE: 624-7230

SUBJECT: Agreement with JMP Business Systems Inc and a Lease-Purchase Agreement with Neopost USA Inc.

REQUEST(S):
That the Board of Supervisors:

1. Approve Agreement with JMP business Systems to provide maintenance on mail equipment and software for a term of 60 months effective December 15, 2015 to December 15, 2020 in the amount of \$ 501.33 per month.
2. Approve Lease to Purchase Agreement with Neopost USA Inc. for meter equipment and software for a term of 60 months effective December 15, 2015 to December 15, 2020 in the amount of \$ 1,191.49 per month.
3. Authorize the Chairman to sign the Agreements and all documents related to the agreement and financing.

SUMMARY:
Mail Services has three high volume postage meters used to apply postage for all County Departments, Superior Court Divisions, and The Office of Education. Mail is typically dropped off or received daily via inter-office courier mail. It is then processed and pre-sorted for USPS discount mail delivery. The meters are connected to mail account management software that allows the department to process mail using the software solution to generate reports and for departmental fiscal applications. The current meter(s) and software package were purchased in 2006 and have exceeded the product end of life cycle and needs to be replaced.

Three new meters will be leased through Neopost USA Inc. with the use of Western States Contracting Alliance-National Association of State Procurement Officials (WSCA-NASPO) contract number ADSP011-00000411 pricing. WSCA-

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NASPO is a unified cooperative Purchasing Organization, which allows governmental entities to enter into purchasing agreements that expend public funds for the acquisition of goods and services. Mail Services requests a bid waiver to utilize the WSCA-NASPO contract pricing. If approved, equipment lease payments will be made to Neopost USA Inc. at the rate of \$1,191.49 per month for 60 months. After which, the County will own the meters.

Mail Services has received a proposal from JMP Business Systems for a five year Maintenance Agreement for the three new meters. With this Agreement, for the first twelve (12) months, maintenance will be paid by the manufacturer of the meters. Maintenance for years 2-5 will be provided at the rate of \$501.33 per month.

JMP Business Systems Inc. has maintained the current mail meters for the past 7 years. Mail Services asks the Board to approve all agreements and pricing to allow the continued level of service JMP Business Systems Inc. has provided.

FISCAL IMPACT/FINANCING:

The total proposed cost for the three meters under this Agreement is \$1,191.49 per month for the first year (annual cost of \$14,297.88) plus tax. The total cost for the remaining four years is \$1692.82 per month (annual cost of \$20,313.84) plus tax. Funding for the 60 months is included in the FY 2015/2016 budget, under budget line 076-076-7600-7021. No Net County Cost to the General Fund.

LINKAGE TO THE COUNTY OF TULARE STRATEGIC BUSINESS PLAN:

The County's strategic plan includes the Organizational Performance Initiative to continuously improve organizational effectiveness and fiscal stability. The recommended Board action helps fulfill this initiative by ensuring continuous organizational performance without interruption of service to all departments.

ADMINISTRATIVE SIGN-OFF:

Art Arreola
Print & Mail Services Manager

Cc: Auditor-Controller
County Counsel
County Administrative Office (2)

Attachment(s) JMP Business Systems Inc. Maintenance Agreement
Exhibit A – JMP agreement
Exhibit B – Neopost pricing
Exhibit C – JMP Business Systems certificate of insurance

**BEFORE THE BOARD OF SUPERVISORS
COUNTY OF TULARE, STATE OF CALIFORNIA**

IN THE MATTER OF APPROVE)
AGREEMENT WITH JMP BUSINESS) **Resolution No.** _____
SYSTEMS, INC. AND AGREEMENT WITH) **Agreement No.** _____
NEOPOST USA, INC.)

UPON MOTION OF SUPERVISOR _____, SECONDED BY
SUPERVISOR _____, THE FOLLOWING WAS ADOPTED BY THE
BOARD OF SUPERVISORS, AT AN OFFICIAL MEETING HELD _____
_____, BY THE FOLLOWING VOTE:

AYES:
NOES:
ABSTAIN:
ABSENT:

ATTEST: MICHAEL C. SPATA
COUNTY ADMINISTRATIVE OFFICER/
CLERK, BOARD OF SUPERVISORS

BY: _____
Deputy Clerk

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