



## Morristown City Council Agenda Item Summary

**Date:** June 2, 2026

**Agenda Item:** Approve an agreement with Pitney Bowes for the five (5) year lease of a postage machine, and authorize the City Administrator to execute the same.

**Prepared By:** Jeanna Vanek

**Subject:** Pitney Bowes Postage Machine

**Background:** The City of Morristown currently maintains a lease agreement with Pitney Bowes for the postage machine. The central location at City Center allows authorized staff from all departments to access mailing services while maintaining oversight and accountability for postage expenditures.

**Findings/Current Activity:**

The current agreement ends September 29, 2026. The proposed new agreement would establish a new term ending September 30, 2031 at \$341.29 per month. Pitney Bowes has provided a quote with a Statewide Contract # SWC419. A full copy of the contract is available in the Purchasing Office.

**Financial Impact:**

Funds have been appropriated for the 2026-2027 fiscal year budget.

**Action options/Recommendations:**

It is staff's recommendation to authorize the new agreement with Pitney Bowes and authorize the City Administrator to execute the agreement for five (5) years.

**Attachment:** Contract



March 20, 2026

City of Morristown  
Att: Jeanna Vanek  
100 W 1<sup>st</sup> N St, Ste 100  
Morristown, TN 37814

Dear Jeanna,

Thank you for your recent interest in a new mailing system from Pitney Bowes. Please find the price for the lease of the system below based on the information presented to me that would be necessary to process the mail at your location.

SendPro MailCenter 1000 with Digital PSD/Meter, 145 LPM processing, 15in color touchscreen display monitor, 10 lb. Scale, Departmental Accounting, InView Reporting Drop Stacker, Stylus kit, Wireless Keyboard, PowerGuard Service Package, maintenance, installation, and training.

60 months: \$341.29 per month billed quarterly in arrears \$1,023.87

SWC 419 State of Tennessee's Participating Addendum with the NASPO ValuePoint Contract CRT058808; Tennessee Vendor Contract # 79240;

This lease includes all on-site maintenance, meter rental, meter reset fees, rate changes, software updates, 800 support and equipment payment. The lease would be for 12-month intervals with a renewal after each fiscal year for no more than 60 months. This quotation is pursuant with the State of Tennessee's Contract CRT058808; Tennessee Vendor Contract # 79240; FMV Lease and its terms. The items listed above are listed within this contract.

Please reference your business partner number 0011212971 in the vendor reference number section on your PO. The Federal Tax ID Number for Pitney Bowes is . Please call me at (615)202-9414 or email me at [scottie.domenico@pb.com](mailto:scottie.domenico@pb.com) should you have any questions regarding this information.

Respectfully,

*Scottie P. Domenico*

Scottie P. Domenico  
Government Account Manager  
State of Tennessee

*Confidential and Proprietary*  
Visit our State web sites [www.pb.com/states/tennessee](http://www.pb.com/states/tennessee)



1	MW90007	Drop Stacker
1	MW90147	Wireless Keyboard
1	MW92705	MailCenter 15in Display
1	NV10	InView TMR Web Acct Bundle Single only
1	NV90	InView Subscription
1	NV90KIT	InView Welcome Kit
1	NV99	InView MMS Base Software
1	NV99KIT	InView Welcome Kit
1	NVMA	InView Dashboard - Single Meter
1	SJM1	SoftGuard - 1000
1	STDSL	Standard SLA-Equipment Service Agreement (for MailCenter)

**Your Payment Plan**

<b>Initial Term:</b> 60 months	<b>Initial Payment Amount:</b>	
<b>Number of Months</b>	<b>Monthly Amount</b>	<b>Billed Quarterly at*</b>
60	\$ 341.29	\$ 1,023.87

\*Does not include any applicable sales, use, or property taxes which will be billed separately.  
If the equipment listed above is replacing your current meter, your current meter will be taken out of service once this lease commences.

- Tax Exempt Certificate Attached
- Tax Exempt Certificate Not Required
- Purchase Power<sup>®</sup> transaction fees included
- Purchase Power<sup>®</sup> transaction fees extra

**Your Signature Below**

By signing below, you agree to be bound by your State's/Entity's/Cooperative's contract, which is available at <http://www.pb.com/states> and is incorporated by reference. The terms and conditions of this contract will govern this transaction and be binding on us after we have completed our credit and documentation approval process and have signed below. If software is included in the Order, additional terms apply which are either (i) included in your State's contract which is available at <http://www.pb.com/states> or (ii) available by clicking on the hyperlink for that software located at [https://www.naspovaluepoint.org/search/?term=pitney+bowes&page\\_ref=contractors](https://www.naspovaluepoint.org/search/?term=pitney+bowes&page_ref=contractors). Those additional terms are incorporated by reference.

NASPO VALUEPOINT CTR058808; 79240  
State/Entity's Contract#

\_\_\_\_\_  
Lessee Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
Pitney Bowes Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

**Sales Information**

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Scottie Domenico

scottie.domenico@pb.com

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Account Rep Name

Email Address

PBGFS Acceptance