

STAFF MEMORANDUM

TO: Board of Mayor and Aldermen
FROM: Rebecca Holden, Finance Director
DATE: July 6, 2026
SUBJECT: RESOLUTION 26-203 | Pitney Bowes Lease Agreement

RECOMMENDATION: Staff recommends approval of Resolution 26-203, authorizing a sixty-month NASPO ValuePoint FMV Lease Agreement with Pitney Bowes for mailing and shipping equipment and related services.

BACKGROUND: The City utilizes mailing and shipping equipment and related services for City operations. Pitney Bowes has provided a NASPO ValuePoint FMV Lease Agreement for SendPro C mailing and shipping equipment and related components through NASPO ValuePoint Contract No. CTR058808 / 79240.

The agreement includes the SendPro C equipment, C Series IMI Meter, integrated scale, label printer, service package, shipping features, and related support.

The proposed lease is \$206.08 per month, billed quarterly at \$618.24, for a total base lease amount of \$12,364.80 over the sixty-month term, exclusive of any applicable taxes. The resolution authorizes the Purchasing Agent to execute the agreement and related documents, subject to annual appropriation and availability of funds.

FINANCIAL IMPACT: The agreement will be billed quarterly at \$618.24, with a total base lease amount of \$12,364.80 over the sixty-month term. Funding will be provided through the Finance Department's approved operating budget.



City of Spring Hill | Finance

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SUPPORTING DOCUMENTS:

- NASPO ValuePoint FMV Lease Agreement with Pitney Bowes

