

# Boone County Purchasing

Liz Palazzolo, CPPO, C.P.M.  
Senior Buyer



613 E. Ash St, Room 110  
Columbia, MO 65201  
Phone: (573) 886-4392  
Fax: (573) 886-4390

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## MEMORANDUM

TO: Boone County Commission  
FROM: Liz Palazzolo, Senior Buyer  
DATE: April 13, 2023  
RE: Award of Contract C000587, Cooperative Contract CC221938006 –  
Mailing Equipment, Supplies & Maintenance, Term and Supply -  
Countywide

Purchasing requests approval for awarding contract C000587 which is co-operative contract CC221938006 for Mailing Equipment, Supplies & Maintenance set up by the State of Missouri using the NASPO Valuepoint contract with Pitney Bowes of Stamford, Connecticut. The contract is primarily for maintenance of existing Pitney Bowes mail equipment which is overseen by the Boone County IT Department. Maintenance of Pitney Bowe's equipment must be performed by Pitney Bowes manufacturer certified technicians. The contract includes provisions for the acquisition of new mail room equipment. In this case, the award includes the purchase of a new Letter Opener for the Boone County Collector's Office.

The original contract period will commence April 11, 2023 and extend through May 14, 2024. There are three (3) one-year renewal options available to renew the contract on a year-to-year basis after the original contract period.

This is a Term and Supply contract. Payment will reference the following Department/Object codes:

1194 – General Fund IT Mail Services/71600 – Equipment Leases & Meter Charges;  
1194 - General Fund IT Mail Services /60050 – Equipment Service Contract;  
2110 – Collector Tax Maintenance Fund Activity/91000 – Office Equipment.

/lp

c: Contract File