

Boone County Purchasing

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



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Columbia, MO 65202
Phone: (573) 886-4392

MEMORANDUM

TO: Boone County Commission
FROM: Liz Palazzolo, Senior Buyer
DATE: March 12, 2025
RE: Amendment #2 to Contract C000587 from Co-operative Contract
CC221938006 – Mailing Equipment, Supplies, & Maintenance with Pitney
Bowes for the Boone County IT Department

Purchasing requests approval for Amendment #2 to contract C000587 awarded from cooperative contract CC221938006 for Mailing Equipment, Supplies & Maintenance with Pitney Bowes. This is a Term and Supply contract that was originally established April 20, 2023 through Commission Order 190-2023.

Amendment #2 adds the purchase of a SendPro Mail Center 3000 System at the total price of \$21,755.48. A one-year warranty is provided after which time an annual service agreement which has been priced with the acquisition will be purchased after the warranty runs.

Disposal: The new system replaces an existing Pitney Bowes system, Asset Tag 24469. The existing mail system will be kept running until the new system is in place and tested. The IT Department will prepare the Disposal Form for approval at that time.

Payment will reference this coding:

- 1194 – General Fund IT Mail Services/92300 - Replacement Machinery & Equipment: \$7,251.83
- 2110 – Collector Tax Maintenance Fund Activity/92300 - Replacement Machinery & Equipment: \$7,251.83
- 2010 - Assessment/92300 - Replacement Machinery & Equipment: \$7,251.82

/lp

c: Contract File