



City of Rochester Hills
AGENDA SUMMARY
FINANCIAL ITEMS

1000 Rochester Hills Dr.
Rochester Hills, MI 48309
248.656.4630
www.rochesterhills.org

Legislative File No: 2026-0410

TO: Mayor and City Council Members

FROM: Leanne Scott, City Clerk

DATE: September 28, 2026

SUBJECT: Citywide Postage

REQUEST:

City Council is requested to authorize an increase to the blanket purchase order for Postage to Pitney Bowes, Inc., in the amount of \$25,000.00 for a new not-to-exceed blanket amount of \$50,000.00 through December 31, 2026.

REASON FOR PURCHASE:

The City owns Pitney Bowes postage equipment that includes the postage meter. The meter is rented from the United States Postal Service and requires periodic refills using an on-line/modem transaction through Pitney Bowes (Postage by Phone). The postage is used for daily processing of the City's outgoing mail that includes all first-class mail as well as certified mail.

The requested increase is due to an increase in mail that has been sent in this past year. In most cases, a \$25,000 blanket is sufficient to get the City through a year for postage, but in some cases, when there are increased notifications that have to be sent due to elections, construction notifications, public notices, etc., an increase is needed.

PROCESS:

Vendor Name and Address:

Pitney Bowes, Inc.
PO Box 856179
Louisville, KY 40285-6179

Reason for Selection:

Single Source

Method of Purchase:

Blanket Purchase Order

BUDGET:

Funding is included in the FY 2026 Adopted Budget

Fund Name	Department Account No	Account No. Description	Budget Amount	Cost	Remaining Budget
Citywide – As needed	XXX.740000	Operating Supplies	\$50,000	\$50,000	\$0

RECOMMENDATION:

It is recommended that City Council authorize an increase to the blanket purchase order for Postage to Pitney Bowes, Inc., in the amount of \$25,000.00 for a new not-to-exceed blanket amount of \$50,000.00 through December 31, 2026.

APPROVALS:	SIGNATURE	DATE
Department Review		
Department Director		
Budget Content: Chief Financial Officer		
Purchasing Process: Procurement Manager		
Mayor		
City Clerk		

Contract Reviewed by City Attorney ☐ Yes ☒ N/A