BOARD MEETING DATE: December 5, 2025 AGENDA NO. 10

PROPOSAL: Authorize Multi-Year Purchase Order With Pitney Bowes for Lease and Maintenance of Mailing System Equipment

SYNOPSIS: South Coast AQMD's mailing system equipment lease and maintenance purchase order with Pitney Bowes Inc. is set to expire on December 31, 2025. This action is to issue a new five-year lease and maintenance purchase order to upgrade the United States Postal Service compliant mailing system, which includes equipment for folding, inserting, and addressing mail. The purchase order would begin January 1, 2026, and would have a total not to exceed cost of $245,500. Funding has been included in the FY 2025-26 budget and will be requested in successive fiscal years.

COMMITTEE: Administrative, November 14, 2025; Recommended for Approval

RECOMMENDED ACTION:
Authorize the Procurement Manager, in accordance with South Coast AQMD's Procurement Policy and Procedure, to issue a multi-year lease and maintenance purchase order with Pitney Bowes Inc., for mailing, shipping, folding, inserting, and addressing equipment, beginning January 1, 2026 to December 31, 2030, for a total amount not to exceed $245,500.

Wayne Nastri
Executive Officer

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**Background**
South Coast AQMD's current lease with Pitney Bowes, Inc. for high-volume United States Postal Service (USPS) compliant postage and shipping equipment expires December 31, 2025. The lease and maintenance agreement also includes equipment that folds, inserts, and addresses outgoing mail.

The Mail/Subscription Services staff processes all incoming and outgoing mail, including but not limited to public hearing and workshop notices, CEQA notices, Title V permit notices, rule notices, billing notices, and compliance advisories. In FY 2024-25, staff processed 263,919 pieces of outgoing mail using the postage and shipping machine, where about 85 percent of these items utilized the folding, inserting and/or addressing equipment.

**Cooperative Purchase Agreement Process**
South Coast AQMD's Procurement Policy and Procedure Section IV(A)(5) allows the use of cooperative purchasing programs, provided that the quality of the available goods or services meets South Coast AQMD requirements. Cooperative purchasing agreements reduce costs by aggregating the purchasing power of public agencies nationwide.

This proposal utilizes a cooperative purchasing agreement with Sourcewell, a cooperative purchasing organization for government, public and private K-12 schools, colleges, universities, and non-profit organizations. South Coast AQMD is a member of the Sourcewell program. All contracts available through Sourcewell are competitively solicited, evaluated, and awarded. Pitney Bowes, Inc. is an authorized Sourcewell provider of mailing and shipping software and solutions.

**Proposal**
This action is to issue a multi-year purchase order, beginning January 1, 2026 to December 31, 2030, with Pitney Bowes, Inc., for the lease and maintenance of USPS-compliant mailing equipment, as well as folding, inserting, and addressing equipment, for a total amount not to exceed $245,500.

Pitney Bowes, Inc. is South Coast AQMD's current mailing equipment provider and meets South Coast AQMD's mailing requirements. Accordingly, the purchase order would be placed through the Sourcewell cooperative purchasing program.

**Resource Impacts**
The total cost of $245,500 for the proposed lease and maintenance purchase order would be allocated as: $24,550 for FY 2025-26, $49,100 for FY 2026-27, $49,100 for FY 2027-28, $49,100 for FY 2028-29, $49,100 for FY 2029-30, and $24,550 for FY 2030-31.

Sufficient funds of $24,550 are available in the FY 2025-26 Budget, and additional funds will be requested in subsequent budgets.