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GLYNN COUNTY BOARD OF COMMISSIONERS AGENDA ITEM REPORT

DATE: February 15, 2024

SPONSOR: R. Talbert

ITEM TYPE: Procurement

AGENDA SECTION: CONSENT AGENDA - Finance Committee

AGENDA LANGUAGE: Approve a rental agreement with FP Mailing Solutions and authorize the purchase of a new mailing system in the amount of \$13,516.82 with funding to be provided by the Capital Projects Fund undesignated Fund Balance. (R. Talbert) (FC 3-0)

BACKGROUND: Effective June 2024 the United Postal Service will be requiring that all mailing systems meet Intelligent Mail Indicia (IMI) Standards. Glynn County's current mailing machine does not meet this requirement thus requiring the machine be taken out of service by December 31st, 2024. County Staff is requesting authorization to purchase a new machine through FP Mailing Solutions that will be in compliance with USPS Standards utilizing the Capital Projects Fund undesignated Fund Balance. In addition to the purchase, staff is requesting the attached rental agreement be approved. This rental agreement is for the Postal Meter meter required through USPS.

ATTACHMENTS:

[Post Base Pro Rental Agreement Glynn County.pdf](#)

[FP Mailing_general_terms-conditions .pdf](#)