



MEMORANDUM

TO: Jim Gray, Mayor
Sally Hamilton, CAO
Urban County Council Members

FROM: 
Monica Conrad, Director
Parks and Recreation

RE: Acceptance of Proposal RFP 1-2016

DATE: May 19, 2016

Request

This is a request for Council approval to enter into a lease agreement with Central Business Systems for a term of sixty (60) months.

Why are you requesting?

Department needs this action completed because:

The Division of Parks and Recreation needs this lease agreement in order to lease a Hasler IH600AF Mailing system and Hasler 70 lb weigh platform. Parks and Recreation currently owns a mail machine (10+ years) that is going out of production and supplies are no longer available for this machine. This lease would allow us to continue to upgrade equipment as new processes and technologies are introduced by USPS. We process approximately \$10,000 worth of mail a year.

The division processes an estimate of

What is the cost in this budget year and future budget years?

The cost for this FY is: \$164.97

The cost for future FY is: \$1,979.64



Are the funds budgeted? Yes

The funds are budgeted or a budget amendment is in process: Budgeted

Account number: 1101 707601 7211 71399

File Number: 602-16

Director/Commissioner: Conrad/Reed

