



Gwen Zimmer

Finance Director
730 Wisconsin Ave
Racine, WI 53403
262-636-3455

gwen.zimmer@racinecounty.com

To: Don Trottier, Chairman, Finance and Human Resources Committee

From: Gwen Zimmer, Finance Director

Subject: Lease of Mail Meter Machine

Date: April 5, 2023

The County has separated its relationship with the previous mail metering vendor. This essential function is now being outsourced with a considerable markup handling fee. To provide economic efficiencies, I am requesting a 4-year lease agreement for a mail metering machine be entered into with Pitney Bowes. This will save the County between \$3,000 and \$5,000 (depending on volume of mail) on an annual basis for the same level of service. The leased machinery will be located in and operated by the County's Print Shop.

Sincerely,

Gwen Zimmer
Finance Director



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To: Don Trottier, Chairman, Finance and Human Resources Committee

From: Gwen Zimmer, Finance Director

Subject: Purchase of Binding Machine

Date: April 5, 2023

I am requesting the purchase of a new binding machine that will be used for the creation of future budget books and for other binding needs. The new machine will also give the Print Shop the opportunity to extend binding services to other local governments and nonprofit organizations at a reduced cost. The cost of the new machine will not exceed \$15,000 and there are sufficient funds in the Print Shop non-lapsing funds to cover the purchase.

Sincerely,

Gwen Zimmer
Finance Director