

COUNTY OF MILWAUKEE
Inter-Office Communication

Date: April 17, 2026

To: Marcelia Nicholson, Chairperson, Milwaukee County Board of Supervisors

From: Aaron Hertzberg, Executive Director, Department of Administrative Services

Subject: From the Executive Director of the Department of Administrative Services requesting authorization to enter into a multi-year agreement with Pitney Bowes Global Financial SVC LLC

File Type: Action

REQUEST

The Executive Director of the Department of Administrative Services (DAS) – Facilities Maintenance Division (FMD) respectfully requests authorization to execute a five (5) year professional service agreement with Pitney Bowes Global Financial SVC LLC (PB) for the provision of mailing equipment (postage meters and associated hard/software), supplies and maintenance.

POLICY

Wisconsin State Statutes:	Wis Stat Sec 59.60(12)
Specific Adopted Budget:	2026
Specific Future Budget:	2027-2031

BACKGROUND

In 2025, the Milwaukee County Mail Operations Center processed over 600,000 pieces of mail on behalf of various County departments. This volume included First-Class, Priority, and Certified letters, as well as flats. Mail processing operations encompass sorting, weighing, and applying appropriate postage prior to delivery to the United States Postal Service (USPS).

Milwaukee County is currently operating under a five-year lease agreement with PB for postage meters and associated hardware and software. These meters, which were previously grandfathered under USPS compliance regulations, are subject to a mandated transition deadline of June 30, 2026. To ensure continued compliance and uninterrupted mail operations, replacement of the existing equipment is required through execution of the proposed lease agreement.

Although the existing lease expires in April 2026, PB permits a lease extension while Milwaukee County negotiates a new agreement. The County intends to pursue this new lease under the State of Wisconsin's Participating Addendum to the National Association of State Procurement Officials (NASPO) ValuePoint Term Rental Installment Agreement held by PB. In preparation, alternative short-term lease options and other contract sources, such as Sourcewell, were evaluated; however, each proved more expensive than entering a new five-year lease.

ALIGNMENT TO STRATEGIC PLAN

Approval of this multi-year agreement will support the Department of Administrative Services

3B: Enhance the County's fiscal health and sustainability

FISCAL EFFECT

While current year costs were budgeted and included in the Adopted Budget, future costs will increase operating funds.

2026: \$15,188.52 (Q2 at \$4,402.62; Q3 and 4 at \$5,392.95/quarter)
2027-2031: \$5,392.95/quarter or \$21,571.80 annually

TERMS

The proposed agreement will commence on July 28, 2026, and shall continue in full force and effect until July 27, 2031.

TEAMS MEETING INVITES

Aaron Hertzberg
Sean Hayes
Steven Delgado
Janine Consentino
Sandra Del Pizzo

PREPARED BY:

Sandra Del Pizzo, Mail Operations Supervisor

APPROVED BY:

Aaron Hertzberg, Executive Director

ATTACHMENTS:

DRAFT Professional Services Agreement
Lease Agreement
NASPO Agreement
PB/County of Milwaukee Postage Data

cc: Kelly Bablitch, Chief of Staff, Milwaukee County Board of Supervisors
Janelle M. Jensen, Director of Legislative Services, Office of the County Clerk