



Huntsville, Alabama

305 Fountain Circle
Huntsville, AL 35801

Cover Memo

Meeting Type: City Council Regular Meeting **Meeting Date:** 3/12/2026

File ID: TMP-6671

Department: City Clerk

Subject:

Type of Action: Approval/Action

Resolution authorizing the Mayor to enter into an Lease Agreement between the City of Huntsville and Pitney Bowes, Inc.

Resolution No.

Finance Information:

Account Number: 1000-12-12500-515340-00000000

City Cost Amount: \$3,428.28 first year

Total Cost: \$3,428.28 first year

Special Circumstances:

Grant Funded: N/A

Grant Title - CFDA or granting Agency: N/A

Resolution #: N/A

Location: (list below)

Address:

District: District 1 District 2 District 3 District 4 District 5

Additional Comments: after first year, annual amount will be \$3,462.12 for remaining four years. The City of Huntsville currently has a contract with Pitney Bowes to manage postage for COH mail, this addition will include an online electronic certified mail system featuring real-time delivery tracking and record retention for up to 10 years

RESOLUTION NO. 26-____

BE IT RESOLVED by the City Council of the City of Huntsville, Alabama, that the Mayor be, and is hereby authorized to enter into a Lease Agreement between the City of Huntsville and Pitney Bowes, Inc., on behalf of the City of Huntsville, a municipal corporation in the State of Alabama, which said lease agreement is substantially in words and figures similar to that certain document attached hereto and identified as “NASPO ValuePoint FMV Lease Agreement (Option C),” for the addition of Electronic Certified Mail consisting of two (2) pages, and the date of February 26, 2026, appearing on the margin of the first page, together with the signature of the President or President Pro Tem of the City Council, an executed copy of said document being permanently kept on file in the Office of the City Clerk of the City of Huntsville, Alabama.

ADOPTED this the 26th day of February, 2026.

President of the City Council
of the City of Huntsville, Alabama

APPROVED this the 26th day of February, 2026.

Mayor of the City of Huntsville,
Alabama

Your Payment Plan

Initial Term: 60 months		Initial Payment Amount:	
Number of Months	Monthly Amount	Billed Quarterly at*	
12	\$ 285.69	\$ 857.07	
48	\$ 288.51	\$ 865.53	

- Tax Exempt Certificate Attached
- Tax Exempt Certificate Not Required
- Purchase Power® transaction fees included
- Purchase Power® transaction fees extra

*Does not include any applicable sales, use, or property taxes which will be billed separately
If the equipment listed above is replacing your current meter, your current meter will be taken out of service once this lease commences.

Your Signature Below

By signing below, you agree to be bound by your State's/Entity's/Cooperative's contract, which is available at <http://www.pb.com/states> and is incorporated by reference. The terms and conditions of this contract will govern this transaction and be binding on us after we have completed our credit and documentation approval process and have signed below. If software is included in the Order, additional terms apply which are either (i) included in your State's contract which is available at <http://www.pb.com/states> or (ii) available by clicking on the hyperlink for that software located at https://www.naspovaluepoint.org/search/?term=pitney+bowes&page_ref=contractors. Those additional terms are incorporated by reference.

NASPO VALUEPOINT CTR058808; MA230000003750
State/Entity's Contract#

Lessee Signature

Print Name

Title

Date

Email Address

Roger Donohue

Pitney Bowes Signature

Roger Donohue

Print Name

Operations Manager

Title

February 26, 2026

Date

Sales Information

Paul Flood	paul.flood@pb.com	
Account Rep Name	Email Address	PBGFS Acceptance