



## OFFICE OF THE CITY CLERK COUNCIL SERVICES

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### CAO APPROVAL

The Chief Administrative Officer approved the following recommendation:

**Report Number: CAOP 109/2024 AMENDMENT  
AMENDMENT APPROVED; Wednesday, October 2, 2024**

THAT the CAO and City Clerk **SIGN** a lease and annual maintenance agreement for the next three years, with the option of subsequent 3, 1 year renewals with Pitney Bowes of Canada Ltd. for lease, service and maintenance on the Mail Postage Machine – SendPro MailCentre 2000 in the amount of \$6977.88 plus HST per year. The contract shall be signed satisfactory in form to the City Solicitor, in financial content to the City Treasurer and in technical content to the Manager of Records & Elections & Freedom of Information Coordinator.

**Report Number: CAOP 109/2024  
Approved: Friday, September 20, 2024**

THAT the CAO and City Clerk **SIGN** a lease and annual maintenance agreement for the next three years, with the option of subsequent 3, 1 year renewals with Pitney Bowes of Canada Ltd. for lease, service and maintenance on the Mail Postage Machine – SendPro MailCentre 2000 in the amount of \$5,111.18 plus HST per year. The contract shall be signed satisfactory in form to the City Solicitor, in financial content to the City Treasurer and in technical content to the Manager of Records & Elections & Freedom of Information Coordinator.

Report Number: CAOP 109/2024  
Clerk's File: AE/12930

*Anna Ciacelli*

Deputy City Clerk / Supervisor of Council Services  
October 3, 2024



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### Department Distribution

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On behalf of Commissioner of Finance and City Treasurer
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