



FULLY EXECUTED - CHANGE 1
Contract Number: 4400015965
Original Contract Effective Date: 08/24/2016
Contract Change Date: 12/14/2021
Valid From: 09/01/2016 To: 07/31/2022

All using Agencies of the Commonwealth, Participating Political
Subdivision, Authorities, Private Colleges and Universities

Your SAP Vendor Number with us: 101000

Purchasing Agent

Name: Reichard Kevin
Phone: 717-787-7547
Fax: 717-346-3820

Supplier Name/Address:
PITNEY BOWES INC
3001 SUMMER ST
STAMFORD CT 06905-4317 US

Supplier Phone Number: 844-256-6444
Supplier Fax Number: 203-546-2215

Please Deliver To:

To be determined at
the time of the Purchase Order
unless specified below.

Contract Name:
Mailroom Equipment

Payment Terms
NET 30

Solicitation No.: 6100038642

Issuance Date: 05/26/2016

Supplier Bid or Proposal No. (if applicable): 6500103684

Solicitation Submission Date: 07/19/2016

This contract is comprised of: The above referenced Solicitation, the Supplier's Bid or Proposal, and any documents attached to this Contract or incorporated by reference.

Item	Material/Service Desc	Qty	UOM	Price	Per Unit	Total
*** Validity Period Changed ***						
1	Mailroom Equipment & Software	0.000		0.00	1	0.00

*** Validity Period Changed ***						
2	Mailroom Equipment Maintenance	0.000		0.00	1	0.00

*** Validity Period Changed ***						
3	Postage Meter Rental	0.000		0.00	1	0.00

General Requirements for all Items:

Information:

Supplier's Signature _____
Printed Name _____

Title _____
Date _____



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PITNEY BOWES INC

Header Text

This contract is for the lease/purchase of mailroom equipment and the rental of postage meters by the Commonwealth. This contract is CoStars eligible.

Lease payments are assigned to Pitney Bowes Global Financial Services LLC (101000-903), Rental payments are assigned to Pitney Bowes Inc (101000)
Assignment letter available in records management

If you have any questions please contact

Kevin Reichard | Commodity Specialist
Department of General Services | Bureau of Procurement
555 Walnut St., 6th Floor, Forum Place | Harrisburg, PA 17101
Phone: 717.787.7547 | Fax: 717.783.6241
kreichard@pa.gov

No further information for this Contract

Information:

AMENDMENT NUMBER 1

TO

CONTRACT NO. 4400015965

This Amendment No. 1 to Contract No. 4400015965 (the Contract) is by and between Pitney Bowes Inc. ("Contractor") and the Commonwealth of Pennsylvania, acting through the Department of General Services ("DGS").

WHEREAS, the Contractor and DGS entered into the Contract, identified as SRM No. 4400015965, for the provision of Mailroom Equipment beginning with contract execution, 9/1/2016 and ending 11/30/2021;

WHEREAS, the Commonwealth would like to extend the contract via a sole source amendment until 7/31/2022 under the same terms and conditions;

WHEREAS, Contractor agrees to the sole source extension of the current contract; and

WHEREAS, all items currently governing the current contract will carry forth into the new contract till completion.

NOW THEREFORE, for valuable mutual consideration and intending to be legally bound hereby, the parties agree as follows:

1. The sole source extension will run from 12/1/2021 till 7/31/2022.
2. That all items currently governing the current contract will carry forth into the new contract till completion.
3. This Amendment shall become effective when it is fully executed by the parties and all approvals required by Commonwealth contracting procedures have been obtained, as indicated by the date of the last Commonwealth signature. This Amendment is not binding in any way on the Commonwealth or the Department until it has been fully executed, as prescribed in the preceding sentence.
4. Except as amended by this Amendment Number 1, all other terms and conditions of the Contract shall remain as originally written.

[THE REMAINDER OF THIS PAGE IS INTENTIONALLY LEFT BLANK]

IN WITNESS WHEREOF, the parties hereto have signed this Amendment No. 1 to the Contract the day and year first above written. Execution by the Commonwealth will be as described in the Contract Terms and Conditions.

WITNESS:

Signature

Printed Name/Date

CONTRACTOR:



Signature

DANG NGUYEN / GOVT ACCT MGR / 10/1/21

Printed Name/Title/Date



Federal Identification Number

**COMMONWEALTH OF PENNSYLVANIA
DEPARTMENT OF GENERAL SERVICES**

By: To be obtained electronically
Deputy Secretary for Procurement Date

APPROVED AS TO FORM AND LEGALITY:

To be obtained electronically
Office of Chief Counsel Date

To be obtained electronically
Office of General Counsel Date

To be obtained electronically
Office of Attorney General Date

APPROVED:

To be obtained electronically
Comptroller Date

SOURCE JUSTIFICATION FORM

Bureau of Procurement

The objective of this form is to capture all relevant documentation an Agency may have to assist the Department of General Services ("DGS"), Bureau of Procurement, in expediting the source justification review process. This form must be completed electronically, signed, and submitted with all relevant documentation to DGS. If a question is neither mandatory nor applicable, please indicate "N/A". Please use standard terminology and define acronyms.

SECTION A

1. Agency Name:	General Services		
2. Procurement Description: This description will appear on the eMarketplace website for public viewing	Mailroom Equipment		
Materials Description:	Mailroom Equipment		
Services Description:			
3. Materials Shopping Cart # or Services SPR#	4400015964	Estimated Cost:	\$1,000,001 - \$5M
		Initial Contract Term:	9 months
		Renewals:	0
4. Supplier - Name:	Pitney Bowes		
Full Address:	27 Waterview Dr. Shelton CT 06484		
Contact Name:	Dang Nguyen		
Telephone:	484-274-5783	FAX:	
E-mail:	dang.nguyen@pb.com		
SRM Supplier #:	101000		
5. Delivery or service location:	Statewide		

SECTION B

<input checked="" type="checkbox"/> 1. Sole Source: Only known source - Not available from another supplier.
<input type="checkbox"/> 2. Material/Repair/Maintenance: Material or service MUST be compatible with existing equipment. Documentation must be provided from the manufacturer.
<input type="checkbox"/> 3. Used Equipment: Value set by 2 independent 3rd party appraisals.
<input type="checkbox"/> 4. Professional Expert: Describe in detail in Section C.
<input type="checkbox"/> 5. Exempt (Law): A federal or state statute or regulation exempts the procurement from the competitive procedure. Any applicable information precluding the procurement from competitive procedures must be attached.
<input type="checkbox"/> 6. Feasibility: Clearly not feasible to award the contract on a competitive basis.

SOURCE JUSTIFICATION FORM

Bureau of Procurement

SECTION C

1. Describe the unique features of this procurement that prohibit a competitive environment. If applicable, attach a Statement of Work ("SOW").

Need contract in place ASAP in order to have mailroom equipment.

2. Document and attach the research that has been conducted to date to verify the supplier is the only known source.

This contract is with the manufacturers of the equipment

3. Does the supplier utilize distributors, dealers, resellers, etc.? If "Yes," please identify.

All PO's must be made to the manufacturer

4. Are there compatibility requirements or compliance requirements with a warranty or service agreement? If "Yes," please explain.

Equipment must be compatible at times with what an agency is using.

5. How has the material or service been procured in the past? Please provide previous source justifications, contracts, & PO's for this material or service.

IFB. Parent contract 4400015964

6. If procured through the IT ITQ process, please provide original \$ amount and contract period of order. Is this the final phase of the project?

N/A

7. If this is an upgrade, addition, alteration, etc., to an earlier procurement, please describe in detail.

Extending current contracts till 7/31/22

8. What are the consequences of not approving this procurement?

Commonwealth will be without mailroom equipment thus limiting the Commonwealths ability to provide documents to its citizens.

9. If timing is a factor, what is the time factor and why?

90 day extension on the Mailroom Equipment contracts have been exercised. Contracts will end on 11/30/21

10. List any other information relevant to the acquisition of this procurement here or as an attachment.

Extending current contract till new NASPO contract is in place.

11. For requests > \$100,000, has the supplier signed cost or pricing data certification and is the pricing breakdown attached?

N/A

SOURCE JUSTIFICATION FORM

Bureau of Procurement

SECTION D

IMPORTANT*: The printed names on this form shall constitute the signatures of these individuals. Agencies must insure that these individuals review the completed form and give their consent to apply their printed name on this form. No handwritten signatures shall be required in order for the form to be considered "signed" by those individuals whose names appear in the signature section of the form.

Shopping Cart Contact Person (Person whom DGS will contact regarding the Shopping Cart):

Name:	Kevin Reichard	P-Group:	yt5	Date:	10-12-21
Title:	Commodity Specialist	Telephone:		Fax:	

Agency Contact Person: Person in your agency that DGS can contact for additional information, etc.

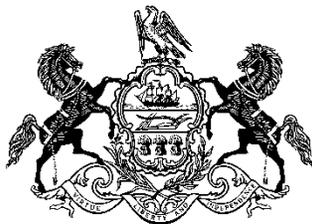
Name:	Adrienne Dickerson	Title:	Assitant Commodity Manager	Date:	10-12-21
Telephone:		Fax:		Email:	addickerso@pa.gov

Approving Authority (Agency Head or Deputy reviewing and approving this request): Approving Authority connotes approval of the source justification and the cost or pricing data certification.

Name:	Barb Cain	Title:	Commodity Manager	Date:	10-12-21
Telephone:		Fax:			

Additional Approvals (if required by Agency):

Name:		Title:		Date:	
Telephone:		Fax:		Email:	
Name:		Title:		Date:	
Telephone:		Fax:		Email:	
Name:		Title:		Date:	
Telephone:		Fax:		Email:	
Name:		Title:		Date:	
Telephone:		Fax:		Email:	
Name:		Title:		Date:	
Telephone:		Fax:		Email:	



COMMONWEALTH OF PENNSYLVANIA

[Date]

Dang Nguyen
Pitney Bowes Inc..
37 Executive Dr.
Danbury CT 06810

Re: Contract 4400015965

Dear Mr. Nguyen:

Your business entity was awarded a non-bid contract by the Commonwealth. Please be advised that the Pennsylvania Election Code provides that any business entity which has been awarded a contract on a non-bid basis by the Commonwealth shall file a report of political contributions with the Secretary of the Commonwealth on or before February 15 of each year.

Section 1641 of the Pennsylvania Election Code provides that the report shall include the following information:

[A]n itemized list of all political contributions known to the business entity by virtue of the knowledge possessed by every officer, director, associate, partner, limited partner, or individual owner that has been made by:

- 1) Any officer, director, associate, partner, limited partner, individual owner or members of the immediate family when the contributions exceed an aggregate of one thousand dollars (\$1,000) by any individual during the preceding year; or
- 2) Any employee or members of his immediate family whose political contribution exceeded one thousand dollars (\$1,000) during the preceding year.

For the purpose of this subsection, "immediate family" means a person's spouse and any unemancipated child. 25 P.S. § 3260a(a).

To obtain a copy of the reporting form please contact the Bureau of Commissions, Elections and Legislation, Division of Campaign Finance and Lobbying Disclosure, Room 210, North Office Building, Harrisburg, PA 17120. Please call (717) 787-5280 for questions concerning these filing requirements.

Sincerely,

Kevin Reichard
Commodity Specialist

cc: Division of Campaign Finance and Lobbying Disclosure
Pennsylvania Department of State

COMMONWEALTH OF PENNSYLVANIA
DEPARTMENT OF STATE
BUREAU OF COMMISSIONS, ELECTIONS AND LEGISLATION
210 NORTH OFFICE BUILDING
HARRISBURG, PENNSYLVANIA 17120-0029
TELEPHONE (717) 787-5280 FAX (717) 705-0721

BUSINESS ENTITIES NOT REQUIRED TO REPORT UNDER §1641

Any business entity which does NOT reach the thresholds for reporting political contributions under section 1641 of the Pennsylvania Election Code (copied below), please file this form with the Secretary of the Commonwealth on or before February fifteenth of every year.

This form is to be used by any corporation, company, association, partnership, sole proprietorship or other business entity, which has been awarded any non-bid contract from the Commonwealth or, any of its political subdivisions during the calendar year immediately preceding the filing date of this form.

Section 1641 of the Pennsylvania Election Code, 25 P.S. § 3260(a), provides:

A business entity shall itemize in this report all political contributions made during the preceding calendar year by:

- (1) any officer, director, associate, partner, limited partner, individual owner or members of their immediate family when the contributions exceed an aggregate of one thousand dollars (\$1,000) by any individual during the preceding year;
or
- (2) any employee or member of his/her immediate family whose political contribution exceeded one thousand dollars (\$1,000) during the preceding year; where the making of such contributions are actually known at the time of this report to any officer, director, associate, partner, limited partner or individual owner of the business entity.

For the purpose of this report, "immediate family" means a person's spouse and any unemancipated child.

Please sign below to verify that the named business entity, by virtue of the actual knowledge possessed by any officer, director, associate partner, limited partner or individual owner, did **NOT** reach the reporting thresholds of section 1641 of the Pennsylvania Election Code (25 P.S. § 3260(a)).

Name of Business Entity

Signature of Person Submitting Form

Printed Name

Title

Date

Area Code Daytime Telephone Number

COMMONWEALTH OF PENNSYLVANIA
DEPARTMENT OF STATE
BUREAU OF COMMISSIONS, ELECTIONS AND LEGISLATION
210 NORTH OFFICE BUILDING
HARRISBURG, PENNSYLVANIA
17120-0029
TELEPHONE (717) 787-5280 FAX (717) 705-0721

POLITICAL CONTRIBUTIONS REQUIRED TO BE REPORTED UNDER §1641

This report must be filed with the Secretary of the Commonwealth on or before February fifteenth of every year.

This form is to be used by any corporation, company, association, partnership, sole proprietorship or other business entity, which has been awarded any non-bid contract from the Commonwealth or, any of its political subdivisions during the calendar year immediately preceding the filing date of this report.

A business entity shall itemize in this report all political contributions made during the preceding calendar year by:

(1) any officer, director, associate, partner, limited partner, individual owner or members of their immediate family when the contributions exceed an aggregate of one thousand dollars (\$1,000) by any individual during the preceding year; or

(2) any employee or member of his/her immediate family whose political contribution exceeded one thousand dollars (\$1,000) during the preceding year;

where the making of such contributions are actually known at the time of this report to any officer, director, associate, partner, limited partner or individual owner of the business entity. For the purpose of this report, "immediate family" means a person's spouse and any unemancipated child.

Attach additional 8 1/2"x 11" pages if more space is needed.

I SWEAR (OR AFFIRM) THAT THIS REPORT, INCLUDING ATTACHMENTS, IS A FULL TRUE AND DETAILED ACCOUNT OF EACH AND ALL POLITICAL CONTRIBUTIONS KNOWN TO THE NAMED BUSINESS ENTITY BY VIRTUE OF THE ACTUAL KNOWLEDGE POSSESSED BY ANY OFFICER, DIRECTOR, ASSOCIATE PARTNER, LIMITED PARTNER OR INDIVIDUAL OWNER, IN ACCORDANCE WITH THE REQUIREMENTS OF SECTION 1641 OF THE PENNSYLVANIA ELECTION CODE. (25 P.S. § 3260(a)).

NAME OF BUSINESS ENTITY

SWORN TO AND SUBSCRIBED BEFORE ME THIS

SIGNATURE OF PERSON SUBMITTING REPORT

DAY OF 20

PRINTED NAME

SIGNATURE

TITLE

MY COMMISSION EXPIRES MO. DAY YR.

AREA CODE

DAYTIME TELEPHONE NUMBER

**COMMONWEALTH OF PENNSYLVANIA
DEPARTMENT OF GENERAL SERVICES
HARRISBURG**

**State Treasury
Comptroller
Procurement**

TO: Honorable Members of the
Board of Commissioners of
Public Grounds and Buildings

Pursuant to Section 2409(x) of the Administrative Code of 1929 (P.L. 177, No. 175), as amended, 71 P.S. Section 639(x), the Department of General Services is Submitting to the Board proposed purchase documents and related data for its examination and approval for the following reasons:

- Only known source – similar equipment or materials not available from another contractor.
- State contract - - contractor agrees to supply to all State agencies at a given price during the fiscal year.
(For DGS use only when establishing a State Contract).
- Equipment or materials must be compatible with existing equipment.
- Immediate purchase necessary to correct situation threatening life or property loss.
- Lease-purchase - exercise purchase option on lease.
- Medical device or supply specified by physician.
- Used equipment - within price set by one appraisal by a disinterested party.
- Used equipment - within price set by two separate appraisals by disinterested parties.
- Confirmation purchase with prior approval of the Chief Procurement Officer, Bureau of Procurement.
Explanation by the using agency is in the attached file.
- Other: Refer to revised 8/89 checklist of reasons for sole source purchases in the attached file.

REFERENCE NUMBER Contract 4400015965	USING AGENCY Statewide	BOARD NUMBER P20-14
ITEM DESCRIPTION Mailroom Equipment		CHIEF PROCUREMENT OFFICER, BUREAU OF PROCUREMENT Janice Pistor

Respectfully submitted,

DEPUTY SECRETARY
OF GENERAL SERVICES

cc: Board of Commissioners of Public Grounds and Building

At the _____, 20____, meeting of the Board of Commissioners of Public Grounds and
Buildings, the Board approved the purchase of Reference Number _____.

State Treasurer

Secretary to the Board of Commissioners
of Public Grounds and Buildings

Date _____