

PROG ID: POCNBK3A

DATE: 07/28/16

STATE OF ALABAMA
DEPARTMENT OF FINANCE
DIVISION OF PURCHASING
CONTRACT NOTICE OF AWARD

MAIL MACHINE
CONTRACT

T-NUMBER..... : T311
USAGE..... : STATEWIDE CONTRACT
PERIOD..... : JULY 14, 2014 TO JULY 13, 2017
SOLICITATION NO : 2260621

CONTRACT BUYER..... : PAM JOHNSON

BUYER PHONE.. : (334) 242-4667 PURCHASING NUMBER..... : (334) 242-7250
FAX NUMBER... : (334) 242-4419
DATE PRINTED. : 07/28/16

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FAMILIARIZE YOURSELF WITH THIS CONTRACT AND THE TERMS AND CONDITIONS REGARDING THE RESPONSIBILITIES OF THE STATE AND THE VENDORS.

* * * * *
*
* IT IS THE RESPONSIBILITY OF THE ORDERING AGENCY TO MAKE SURE THAT *
* ALL OF THE INFORMATION SUBMITTED ON THEIR REQUISITION IS CORRECT. *
* ALWAYS BE SURE TO RECHECK YOUR COMMODITY NUMBERS. AS SOON AS YOUR *
* PURCHASE ORDER ARRIVES, CHECK IT FOR ACCURACY. IF THERE ARE ANY *
* DISCREPANCIES, PLEASE NOTIFY THE VENDOR FIRST, THEN CONTACT THE *
* BUYER LISTED ON THE FRONT OF THIS CONTRACT AS SOON AS POSSIBLE. *
* IN MOST INSTANCES, PROBLEMS CAN BE CORRECTED. *
* * * * *
* COMPLAINTS MUST BE DOCUMENTED & SUBMITTED TO THE BUYER IN WRITING.*
* * * * *

STATEWIDE MANUFACTURER'S CONTRACT FOR MAIL EQUIPMENT

SOLICITATION NUMBER : 2260621

PURPOSE:
TO ESTABLISH A STATEWIDE CONTRACT FOR MAIL AND MAIL ROOM RELATED EQUIPMENT FOR THE USE OF STATE GOVERNMENT AGENCIES, CITIES, COUNTIES, MUNICIPALITIES, AND SCHOOL SYSTEMS. THIS CONTRACT OFFERS 36-MONTH LEASES, RENTAL OPTION, AND STRAIGHT PURCHASE.

LEASE PURCHASE IS FOR THREE YEARS OR 36-MONTHS AND AT THE END OF THE AT THE END OF THE TERM THE END USER HAS THREE OPTIONS.

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THESE OPTIONS INCLUDE: (1) AGENCY MAY OWN THE EQUIPMENT AT THE BUYOUT COST. IF AGENCY CHOOSES TO OWN EQUIPMENT, THEY WILL BE RESPONSIBLE FOR METER RENTALS BECAUSE METERS CAN NEVER BE THE PROPERTY OF THE END-USER. ALSO THE END-USER WILL BE RESPONSIBLE FOR MAINTENANCE COSTS ON THE MACHINE, AND OR SUBSCRIPTION FEES (2) EQUIPMENT MAY BE REPLACED/UPGRADED BY THE CURRENT OR ANOTHER VENDOR. (3) THE EQUIPMENT MAY BE PICKED UP BY THE CURRENT VENDOR AT NO COST TO THE STATE.

IF THE EQUIPMENT IS A STRAIGHT PURCHASE, THE END-USER WILL BE RESPONSIBLE FOR ALL MAINTENANCE AS DESCRIBED AFTER THE (1) YEAR WARRANTY HAS EXPIRED. THE END-USER MAY PURCHASE THE WARRANTY EITHER THROUGH THE VENDOR OR THROUGH RISK MANAGEMENT.

DELIVERY:
ITEMS ARE TO BE DELIVERED TO VARIOUS LOCATIONS THROUGHOUT THE 67 COUNTIES IN ALABAMA. THE EXACT LOCATIONS AND QUANTITIES WILL BE PROVIDED BY THE ORDERING AGENCY. MAXIMUM DELIVERY TIME AFTER DATE OF PURCHASE ORDER WILL NOT EXCEED THIRTY (30) CALENDAR DAYS.

NOTE: STATE PURCHASING WILL BE MONITORING DELIVERY DATES. A VENDOR MAY BE REMOVED FROM THIS CONTRACT SHOULD DELIVERY DATES CONSISTENLY EXCEED THIRTY (30) DAYS.

WHEN A VENDOR DEFAULTS ON A CONTRACT OR PURCHASE ORDER THE STATE CAN PROCURE THE GOODS OR SERVICES FROM OTHER SOURCES AND HOLD THE VENDOR RESPONSIBLE FOR AN EXCESS IN PRICE OR HANDLING.

FREIGHT TERMS:
ALL ORDERS SHALL BE F.O.B. DESTINATION TO ANY POINT IN ALABAMA. ITEMS

WILL BE DELIVERED TO THE OFFICE OF THE ORDERING AGENCY LISTED ON THE PURCHASE ORDER WITH ALL FREIGHT CHARGES PAID BY THE VENDOR.

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DOCK DELIVERIES ARE NOT ACCEPTABLE.

FUEL SURCHARGES ARE NOT ALLOWED ON THIS CONTRACT.

PICK-UP FEES:

THE VENDOR WILL BEAR ALL COSTS ASSOCIATED WITH PICKING UP THE EQUIPMENT AT THE END OF THE 36-MONTH LEASE/PURCHASE PERIOD IF THE END-USER DOES NOT WISH TO KEEP EQUIPMENT.

THE VENDOR WILL NOTIFY THE END-USER 24-HOURS PRIOR TO PICK TO SETUP A TIME.

RELOCATION:

IN THE EVENT THAT EQUIPMENT MUST BE RELOCATED DURING DURATION OF CONTRACT, THE VENDOR SHALL AGREE TO RELOCATE EQUIPMENT ANYWHERE WITHIN ALABAMA. THE VENDOR SHALL SUBMIT A PRICE QUOTATION NOT TO EXCEED THE VENDOR'S COST FOR THE MOVE.

INSTALLATION COST:

MACHINE INSTALLATION COST SHALL BE THE BURDEN OF THE VENDOR. ALL PRICES BID MUST INCLUDE FULL INSTALLATION AND REMOVAL OF DEBRIS, AS WELL AS TRAINING FOR END USER(S).

INSURANCE/RISK OF LOSS:

LEASED/RENTAL EQUIPMENT: THE ORDERING AGENCY OR END-USER WILL NOT BE RESPONSIBLE FOR RISK OF LOSS OR DAMAGE TO ANY EQUIPMENT DURING TRANSPORTATION, INSTALLATION AND DURING THE ENTIRE TIME THE EQUIPMENT IS IN THE POSSESSION OF THE END USER EXCEPT WHEN LOSS OR DAMAGE IS DUE TO FAULT OR NEGLIGENCE OF THE STATE. THIS EQUIPMENT WILL BE INSURED BY THE VENDOR AT FULL REPLACEMENT VALUE AGAINST ALL RISK OF LOSS OR DAMAGE.

SUPPLIES:

PROVISIONS FOR OPERATING SUPPLIES IS INCLUDED IN THIS CONTRACT. VENDOR WILL FURNISH A TOLL FREE NUMBER OR CONTACT FOR ORDERING SUPPLIES. SUPPLIES WILL BE FURNISHED NO LATER THAN (7) BUSINESS DAYS TO THE

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END-USER AFTER RECEIPT OF ORDER AT NO ADDITIONAL COST FOR SHIPPING OR FREIGHT.

ADMINISTRATIVE FEE:

AWARDED BIDDER(S) ARE TO PAY THE STATE AN ADMINISTRATIVE FEE FOR ALL SALES MADE UNDER THIS CONTRACT. THIS FEE WILL BE 1 % (0.01) OF THE TOTAL DOLLAR AMOUNT FOR ALL SALES. THE FEE IS TO BE PAID EACH QUARTER BEFORE THE 20TH AND WILL REPRESENT A SINGLE, ONE-TIME PAYMENT FOR ALL SALES MADE IN THE PRIOR QUARTER AND AS ADJUSTED FOR ERRORS ASSOCIATED WITH EARLIER QUARTERS. THIS FEE IS NOT TO BE LISTED AS A SEPARATE COST ON INVOICES. THE AWARDED BIDDER(S) WILL BE REQUIRED TO PROVIDE A SUMMARY REPORT EACH MONTH BEFORE THE 20TH LISTING SALES MADE DURING THE PRIOR CALENDAR QUARTER. THIS REPORT IS TO INCLUDE THE CONTRACT NUMBER, PURCHASING ENTITY, SALES AMOUNT, AND FEE AMOUNT. A REPORT IS DUE EVEN WHEN THERE IS NO ACTIVITY. THIS REPORT IS TO BE SENT ELECTRONICALLY TO TELECOM.ADMIN@ISD.ALABAMA.GOV. A COPY OF THE SUMMARY REPORT IS TO ALSO ACCOMPANY THE PAYMENT. THE REMITTANCE IS TO BE IDENTIFIED WITH THE REPORTING QUARTER AND CONTRACT NUMBER.

REMITTANCE IS TO BE PAYABLE TO THE "STATE OF ALABAMA DEPARTMENT OF FINANCE" AND BE SENT TO:

ALABAMA DEPARTMENT OF FINANCE
DIVISION OF ACCOUNTING AND ADMINISTRATION
PO BOX 300658
MONTGOMERY ALABAMA 36130-0658

FOR INTERNAL INFORMATION ONLY: FEE DISTRIBUTION 1 % TO THE STATE PROCUREMENT FUND AND 0 % TO THE FINANCE ISD REVOLVING FUND.

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CONTRACT PERIOD:

ESTABLISH A 12 MONTH CONTRACT WITH AN OPTION TO EXTEND FOR A SECOND, THIRD, FOURTH, AND FIFTH 12 MONTH PERIOD WITH THE SAME PRICING, TERMS AND CONDITIONS. THE SECOND, THIRD, FOURTH, OR FIFTH 12 MONTH PERIOD, IF AGREED BY BOTH PARTIES, WOULD BEGIN THE DAY AFTER THE FIRST, SECOND, THIRD, OR FOURTH 12 MONTH PERIOD EXPIRES. ANY SUCCESSIVE

EXTENSION MUST HAVE WRITTEN APPROVAL OF BOTH THE STATE AND VENDOR NO LATER THAN 30 DAYS PRIOR TO EXPIRATION OF THE PREVIOUS 12 MONTH PERIOD.

HOWEVER, THE 36-MONTH AGREEMENT FOR LEASE PURCHASE OF EQUIPMENT WILL BEGIN ON THE DATE OF INSTALLATION. EQUIPMENT MAY BE ORDERED AT ANY TIME DURING THE LIFE OF THE CONTRACT AND WILL CONTINUE UNTIL THE AGREEMENT IS FINISHED OR FULFILLED.

ORDERING PROCESS:

PURCHASES FOR STATE AGENCIES WILL BE MADE BY CONTRACT RELEASE ORDERS SHOWING SPECIFIC SHIPPING INFORMATION. CITIES, COUNTIES, SCHOOL SYSTEMS AND OTHER POLITICAL SUBDIVISIONS WILL BE RESPONSIBLE FOR ISSUING THEIR OWN PURCHASE ORDERS DIRECTLY TO THE VENDOR.

NON-APPROPRIATION OF FUNDS:

CONTINUATION OF ANY AGREEMENT BETWEEN THE STATE AND A BIDDER BEYOND A FISCAL YEAR IS CONTINGENT UPON CONTINUED LEGISLATIVE APPROPRIATION OF FUNDS FOR THE PURPOSE OF THIS BID AND ANY RESULTING AGREEMENT. NON-AVAILABILITY OF FUNDS AT ANY TIME SHALL CAUSE ANY AGREEMENT TO BECOME VOID AND UNENFORCEABLE AND NO LIQUIDATED DAMAGES SHALL ACCRUE TO THE STATE AS A RESULT. THE WILL NOT INCUR LIABILITY BEYOND THE PAYMENT OF ACCRUED AGREEMENT PAYMENT.

PRORATION:

ANY PROVISION OF A CONTRACT RESULTING FORM THIS BID TO THE CONTRARY

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NOTWITHSTANDING, IN THE EVENT OF FAILURE OF THE STATE TO MAKE PAYMENT HEREUNDER AS A RESULT OF PARTIAL UNAVAILABILITY, AT THE TIME SUCH PAYMENT IS DUE, OF SUCH SUFFICIENT REVENUES OF THE STATE TO MAKE SUCH PAYMENT (PRORATION OF APPROPRIATED FUNDS FOR THE STATE HAVING BEEN DECLARED BY THE GOVERNOR PURSUANT TO SECTION 41-4-90 OF THE CODE OF ALABAMA 1975), THE CONTRACTOR SHALL HAVE THE OPTION, IN ADDITION TO THE OTHER REMEDIES OF THE CONTRACT, OF RENEGOTIATING THE CONTRACT (EXTENDING OR CHANGING PAYMENT TERMS OR AMOUNTS) OR TERMINATING THE CONTRACT.

REQUESTED INFORMATION:

ANY ADDITIONAL INFORMATION REQUESTED FROM A VENDOR MUST BE FURNISHED WITHIN FIVE (5) DAYS FROM RECEIPT OF REQUEST.

CANCELLATION:

A CONTRACT USER SHALL NOT CANCEL ANY CONTRACT FOR EQUIPMENT FOR ANY OTHER REASON OTHER THAN FAILURE OF EQUIPMENT TO OPERATE AS SPECIFIED, VENDOR DEFAULT ON A CONTRACT OR PURCHASE ORDER, AND NON-AVAILABILITY OF FUNDS. CANCELLATION FOR ANY OTHER REASON MAY RESULT IN A TERMINATION FEE EQUAL TO THE SUM OF THE REMAINING PAYMENTS. A USER SHALL PROVIDE (30) DAY WRITTEN NOTICE OF CANCELLATION TO THE VENDOR.

DEFAULT:

WHEN A VENDOR DEFAULTS ON A CONTRACT/PURCHASE ORDER, THE STATE CAN PROCURE THE GOODS AND SERVICES FROM OTHER SOURCES AND HOLD THE VENDOR RESPONSIBLE FOR ANY EXCESS IN PRICE OR HANDLING. THE VENDOR MAY BE BARRER FROM BIDDING FOR AN UNDETERMINED PERIOD PER THE CODE OF ADMINISTRATIVE PROCEDURES.

INVOICES:

INVOICES MUST BE FROM THE VENDOR AND BE MAILED TO THE REQUISITIONING AGENCY. BILLING ADDRESSES WILL APPEAR ON ALL PURCHASE ORDERS. CONTRACT USERS WILL ONLY MAKE PAYMENTS TO THE AWARDED MANUFACTURER. ALL INVOICES SHOULD INCLUDE THE AGREEMENT TIME FRAME I.E. "MONTH XX OF A

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36 MONTH LEASE."

ACCORDING TO THE CODE OF ALABAMA, SECTION 40-12-222, THE FOUR PERCENT (4%) LEASE TAX LEVIED SHALL NOT APPLY TO LEASING OR RENTAL OF TANGIBLE PERSONAL PROPERTY TO THE STATE, MUNICIPALITY OR COUNTY IN THE STATE UNLESS THE FLAT AMOUNT COLLECTED BY THE LESSOR INCLUDES BOTH THE TAX AND THE LEASING FEE.

PAYMENT:

INVOICES WILL NOT BE PAID UNTIL ALL ITEMS HAVE BEEN DELIVERED TO THE DESTINATION IN SATISFACTORY CONDITION.

PAYMENT FOR LEASE PURCHASE AND RENTAL OF EQUIPMENT WILL BE PAID QUARTERLY IN ARREARS.

WARRANTY INFORMATION:

EQUIPMENT PURCHASED SHALL BE WARRANTED FOR A MINIMUM OF (12) MONTHS. WARRANTY SHALL COVER ALL PARTS, LABOR & FREIGHT COST ASSOCIATED WITH REPAIRS AND/OR REPLACEMENT OF DEFECTIVE EQUIPMENT. ACCIDENTS, MISUSE AND NEGLIGENCE ARE NOT COVERED BY THIS WARRANTY. THE WARRANTY SHALL COMMENCE ON THE DATE THE EQUIPMENT IS PUT INTO SERVICE BY THE USING AGENCY. VENDOR WILL USE WHATEVER MEANS REQUIRED TO FACILITATE THIS

WARRANTY, AND WILL INSURE TOTAL SATISFACTORY PERFORMANCE TO THE USING AGENCY.

ALL 36-MONTH LEASES SHALL BE WARRANTED FOR THE ENTIRE 36-MONTH TERM WARRANTY SHALL COVER ALL PARTS, LABOR, AND FREIGHT. COST ASSOCIATED WITH REPAIRS AND/OR REPLACEMENT OF DEFECTIVE PRODUCTS. ACCIDENTS, MISUSE AND NEGLIGENCE ARE NOT COVERED BY THIS WARRANTY. THE WARRANTY SHALL COMMENCE ON THE DATE THE EQUIPMENT IS PUT INTO SERVICE BY USING THIS WARRANTY, AND WILL INSURE TOTAL SATISFACTORY PERFORMANCE TO THE USING AGENCY.

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SCOPE OF CONTRACT: EACH LEASE IS FOR (36) MONTHS
AND IT WILL CONTINUE REGARDLESS OF THE LIFE OF THE CONTRACT.

SPECIFIED ITEMS LISTED ON BID DOCUMENT ARE REQUIRED TO BE AT A
FIXED RATE FOR THE ENTIRE TERM OF THE MANUFACTURER'S CONTRACT.

ADDITIONAL PRODUCTS, SYSTEMS AND SERVICES MAY BE PURCHASED FROM
THE MANUFACTURER'S CATALOG/PRICE LISTS. PRICES WILL BE AT A
MINIMUM 20% OFF MANUFACTURER'S PUBLISHED LIST PRICE. ANY CATALOG
PRODUCTS NOT ASSOCIATED WITH THE FUNCTIONALITY OF THE MAILING
EQUIPMENT SUCH AS GENERAL OFFICE SUPPLIES, PRINTERS, AND ETC. MUST
EITHER BE PURCHASED OFF THE STATE CONTRACT BID OR IF UNDER THE BID
LIMIT QUOTES OBTAINED. THIS CATALOG PRICE LIST MUST BE INCLUDED
WITH YOUR BID AND LABELED ATTACHMENT (A). THIS PRICE LIST CAN BE
UPDATED ONCE PER YEAR WITH THE CONTRACT ADMINISTRATOR.
VENDOR MUST SUBMIT WITH BID, A LIST OF SUPPLIES WITH FIXED
PRICING FOR ONE YEAR. PRICE LIST MAY BE REPLACED/UPDATED
AT THE BEGINNING OF EACH CONTRACT PERIOD ANNUALLY. SUPPLY PRICE
LIST MUST BE LABELED ATTACHMENT (B).

VENDORS MUST SUBMIT WITH THEIR BID THEIR CURRENT METER PRICING
SHEET AND METER SUBSCRIPTION PRICE LIST. PRICE LIST MAY BE
REPLACED/UPDATED AT THE BEGINNING OF CONTRACT RENEWAL ANNUALLY.
PRICE LIST MUST BE LABELED ATTACHMENT (C).

VENDOR MUST ALSO SUBMIT PRICE SHEET FOR ANNUAL MAINTENANCE
AGREEMENTS. PRICE SHEET MUST BE LABELED ATTACHMENT (D).

SAMPLES OF THESE ATTACHMENTS ARE ATTACHED TO YOUR BID DOCUMENT.
PLEASE ADHERE TO THE FORMAT IN THE SAMPLES.

SUBSTITUTIONS/UPGRADES MAY BE NECESSARY FOR SPECIFIC CONTRACT
ITEMS AND ARE ACCEPTABLE PROVIDED THE SUBSTITUTE MEETS OR EXCEEDS
THE PRODUCT ORIGINALLY BID AND AT THE SAME OR LESSER COST.

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SUBSTITUTES MUST BE APPROVED WITH STATE PURCHASING.

ALL TERM RENTALS ARE TO HAVE A CANCELLATION CLAUSE. THE CANCEL-
LATION MAY OCCUR AT THE END OF ANY FISCAL FUNDING PERIOD FOR
REASON OF NON-APPROPRIATION OF FUNDS OR NON-PERFORMANCE. A NON-
PERFORMANCE CANCELLATION MAY OCCUR IF A VENDOR FAILS TO REMEDY A
SITUATION WITHIN 30 DAYS OF WRITTEN NOTIFICATION FROM AGENCY.

UPGRADES TO CURRENT EQUIPMENT DURING AGREEMENT TERM - ALLOWED
PROVIDED THERE IS NO PENALTY TO THE AGENCY OR THE VENDOR FOR THE
UPGRADE. NO CARRY FORWARD DOLLARS CAN EXIST.

ALL NEW SYSTEMS, PRODUCTS, ETC. WILL BE BASED ON THE STATE
MANUFACTURER'S CONTRACT. THE 36 MONTH TERM WILL BE INCLUSIVE OF
BUT NOT LIMITED TO METER RENTAL, METER RESETS, POSTAGE TRANS-
ACTIONS CHARGES, CARRIER RATE INCREASES, USPS SERVICES AND RATE
CHANGES, ON-SITE SERVICE OR EQUIPMENT BY REPLACEMENT, PRINT HEADS,
POSTAL SUBSCRIPTIONS, SOFTWARE MAINTENANCE, INSTALLATION AND
INITIAL TRAINING.

VENDOR LEASE AGREEMENTS/TERM RENTAL TERMS AND CONDITIONS:
IN THE EVENT THERE IS A CONFLICT OF TERMS AND CONDITIONS BETWEEN
THE STATE AND THE VENDOR THE STATE'S TERMS AND CONDITIONS PREVAIL.

PURCHASE ORDERS ISSUED WILL REFLECT THE TOTAL BILLING AMOUNT FROM
THE MANUFACTURER.

STATE AGENCIES WILL ATTACH TO THEIR PURCHASING REQUISITION, A
QUOTE FROM THE MANUFACTURER OR THEIR ASSISTING DEALER. QUOTE WILL
INDICATE END USER'S STATE PRICING.

SCALES CAN BE AN ADDITIONAL ACCESSORY ON EQUIPMENT IN ORDER
TO ACCOMMODATE VARIED NEEDS UNLESS OTHERWISE NOTED. PRICES WILL
BE OBTAINED FROM THE CATALOG IN BID PACKAGE.

MAINTENANCE RESPONSE TIME SHALL BE NO MORE THAN 4 HOURS. A LOCAL

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OR 1-800 NUMBER IS REQUIRED TO CALL FOR REPAIR. IN THE EVENT THE EQUIPMENT CANNOT BE REPAIRED WITHIN A 48 HOUR PERIOD, SUCCESSFUL BIDDER WILL REPLACE MACHINE IMMEDIATELY ACCORDING TO BID SPECS WITH A LOANER UNTIL THE MACHINE CAN BE REPAIRED OR PERMANENTLY REPLACED.

WARRANTY:
ALL EQUIPMENT FURNISHED MUST BE NEW OR NEWLY MANUFACTURED. IF PURCHASED, THE CONTRACTOR SHALL BEAR ALL COST FOR REPAIR OF EQUIPMENT DEFECTS AND FAILURES OCCURING WITHIN A MINIMUM PERIOD OF (1) YEAR FROM THE DATE OF INSTALLATION.

ASSISTING DEALERS:

MANUFACTURERS WILL BE ALLOWED TO CERTIFY AUTHORIZED ASSISTING DEALERS TO SELL, DELIVER, INSTALL, AND SERVICE THEIR END USERS. A LIST OF AUTHORIZED ASSISTING DEALERS MUST BE SUBMITTED WITH MANUFACTURER'S BID. THE DEALER MUST BE LOCATED WITHIN THE STATE OF ALABAMA. DEALER MUST BE CERTIFIED TO INSTALL AND SERVICE MANUFACTURER'S EQUIPMENT. THE MANUFACTURER MUST PROVIDE CURRENT CONTACT INFORMATION FOR THE DEALERS WITH BID. INFO INCLUDES: NAME, ADDRESS, PHONE NUMBERS, AND THE AREA THEY SERVE, IF LIMITED. DEALERS MAY BE ADDED OR REMOVED AT ANY TIME IN WRITING TO CONTRACT ADMINISTRATOR. THE STATE RESERVES THE RIGHT TO REMOVE DEALERS FROM CONTRACT DUE TO CONSISTENT NON-PERFORMANCE AND OR AGENCY COMPLAINTS.

IF APPLICABLE, THE END USER SHOULD NOTE THE NAME OF THE ASSISTING DEALER ON THE PURCHASE REQUISITION (THE RMOD SECTION FOR STATE AGENCIES). IF DEALER IS NEEDED AND NOT NOTED, THE MANUFACTURER WILL ASSIGN AN ASSISTING DEALER.

POINT OF CONTACT:
THE SOLE POINT OF CONTRACT FOR STATE PURCHASING WILL BE WITH THE AWARDED MANUFACTURER. EACH BIDDER SHOULD SUBMIT AT LEAST TWO POINTS OF CONTACT FOR STATE PURCHASING USE. ANY ISSUES ARISING

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WITH THE USE OF THIS CONTRACT WILL BE ADDRESSED TO THESE CONTACTS. PROVIDE PRIMARY CONTACT AND AT LEAST ONE SECONDARY CONTACT.

NAME/TITLE: _____
EMAIL: _____
DIRECT PHONE: _____ ALTERNATE PHONE: _____
NAME/TITLE: _____
EMAIL: _____
DIRECT PHONE: _____ ALTERNATE PHONE: _____
NUMBER TO CALL FOR STATE SALES: _____
NUMBER TO CALL FOR SERVICE/REPAIR: _____

TRAINING:
VENDORS WILL BE RESPONSIBLE FOR INITIAL TRAINING OF A MINIMUM OF FOUR (4) OPERATORS (IF APPLICABLE), ON ALL ASPECTS OF THE DEVICE AT TIME OF INSTALLATION. IF ADDITIONAL TRAINING IS REQUIRED FOR MORE PEOPLE OR AT A LATER TIME FOR AGENCY CONVENIENCE VENDOR MAY REQUIRE AN ADDITIONAL STATED FEE.

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CONTRACT VENDORS

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CONTRACT NUMBER	VENDOR NUMBER NAME AND ADDRESS	CONTACT PERSON PHONE NUMBERS/FAX	TERMS AND DELIVERY
4012987	942388882-08 NEOPOST USA INC 478 WHEELERS FARMS ROAD MILFORD CT 06461	JANNA BEAMES 203-301-3400 800-636-7678 203-301-2600	NET 30 DAYS ARO □□□□□□□□□□□□□□□□
4012995	060495050-01 PITNEY BOWES PITNEY BOWES 580 WATERFORD LN CALERA AL 35040	VICTOR PASCHAL 205-246-4294 800-322-8000 203-460-9022	NET 30 DAYS ARO

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CONTRACT NUMBER/LINE #	COMMODITY NUMBER COMMODITY DESCRIPTION	UNIT PRICE MEASURE	VENDOR # NAME	TERMS
4012995 00001	985-59-051681 MAILING MACHINE, LEASE PURCHASE OPTION, 36-MONTH, LOW END MINIMUM OF 30 ENVELOPES PER MINUTE MOISTENER, STRIP OR SHEET TAPE SCALES AVAILABLE AS OPTIONAL ACCESSORY	47.34000 MO	060495050-01 PITNEY BOWES PITNEY BOWES	NET
4012995 00002	985-59-051682 MAIL MACHINE, RENTAL 36-MONTHS, LOW-END MINIMUM OF 30 ENVELOPES PER MINUTE MOISTENER, STRIP OR SHEET TAPE SCALE AVAILABLE AS OPTIONAL ACCESSORY	54.17000 MO	060495050-01 PITNEY BOWES PITNEY BOWES	NET
4012995 00003	985-59-051757 MAIL MACHINE, LOW END, PURCHASE MINIMUM OF 30 ENVELOPES PER MINUTE MOISTENER, STRIP OR SHEET TAPE, SCALES AVAILABLE AS OPTIONAL ACCESSORY	233.00000 EA	060495050-01 PITNEY BOWES PITNEY BOWES	NET
4012987 00004	985-59-057402 MAIL MACHINE, LOW END, LEASE PURCHASE OPTION, 36-MONTH, LOW-END MINIMUM OF 30 ENVELOPES PER MINUTE MOISTENER, STRIP OR SHEET TAPE 2 LB SCALE COMES STANDARD WITH THIS MACHINE	65.13000 MO	942388882-08 NEOPOST USA INC	NET
4012987 00005	985-59-071286 MAILING MACHINE, RENTAL LOW END MINIMUM OF 30 ENVELOPES PER MINUTE, MOISTENER, STRIP OR SHEET TAPE, 2 LB SCALE COMES STANDARD WITH THIS MACHINE.	69.12000 MO	942388882-08 NEOPOST USA INC	NET

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4012987 00006	985-59-076352 MAILING MACHINE, LOW END PURCHASE MINIMUM OF 30 ENVELOPES PER MINUTE MOISTENER, STRIP OR SHEET TAPE, 2 LB SCALE COMES STANDARD WITH THIS MACHINE.	1077.00000 EA	942388882-08 NEOPOST USA INC	NET
4012995 00010	985-59-084550 MAIL MACHINE, LEASE TO PURCHASE 36-MONTHS, MEDIUM END	165.35000 MO	060495050-01 PITNEY BOWES PITNEY BOWES	NET

4012995	00011	985-59-090084	209.98000 MO	060495050-01 PITNEY BOWES PITNEY BOWES	NET
MINIMUM OF 95 ENVELOPES PER MINUTE SEALER/MOISTENER, ROLL OR STRIP TAPE AUTOMATIC FEEDER, DROP STACKER MAIL MACHINE, RENTAL 36-MONTHS, MEDIUM END MINIMUM OF 95 ENVELOPES PER MINUTE SEALER/MOISTENER, ROLL OR STRIP TAPE AUTOMATIC FEEDER, DROP STACKER PITNEY BOWES DM400 ONLY					

4012995	00012	985-59-090085	3027.00000 EA	060495050-01 PITNEY BOWES	NET
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		MAIL MACHINE, PURCHASE MEDIUM END MINIMUM OF 95 ENVELOPES PER MINUTE SEALER/MOISTENER, ROLL OR STRIP TAPE AUTOMATIC FEEDER, DROP STACKER		PITNEY BOWES	
4012987	00013	985-59-090086	121.20000 MO	942388882-08 NEOPOST USA INC	NET
MAILING MACHINE, LEASE TO PURCHASE 36-MONTHS, MEDIUM END MINIMUM OF 95 ENVELOPES PER MINUTE SEALER/MOISTENER ROLL OR STRIP TAPE, AUTOMATIC FEEDER, DROP STACKER					
4012987	00014	985-59-090087	129.62000 MO	942388882-08 NEOPOST USA INC	NET
MAILING MACHINE, RENTAL 36-MONTHS, MEDIUM END MINIMUM OF 95 ENVELOPES PER MINUTE SEALER/MOISTENER ROLL OR STRIP TAPE, AUTOMATIC FEEDER, DROP STACKER NEOPOST IN-600AF ONLY					
4012987	00015	985-59-090167	2277.00000 EA	942388882-08 NEOPOST USA INC	NET
MAILING MACHINE, PURCHASE MEDIUM END MINIMUM OF 95 ENVELOPES PER MINUTE SEALER/MOISTENER ROLL OR STRIP TAPE, AUTOMATIC FEEDER, DROP STACKER					
4012995	00019	985-59-090171	291.24000 MO	060495050-01 PITNEY BOWES	NET

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		MAILING MACHINE, LEASE PURCHASE OPTION 36-MONTHS, MEDIUM HIGH END MINIMUM OF 120 ENVELOPES PER MINUTE MOISTENER/SEALER, ROLL OR STRIP TAPE AUTOMATIC FEEDER, DROP STACKER		PITNEY BOWES	
4012995	00020	985-59-090172	377.70000 MO	060495050-01 PITNEY BOWES PITNEY BOWES	NET
MAILING MACHINE, RENTAL OPTION 36-MONTHS, MEDIUM HIGH END MINIMUM OF 120 ENVELOPES PER MINUTE MOISTENER/SEALER, ROLL OR STRIP TAPE AUTOMATIC FEEDER, DROP STACKER PITNEY BOWES DM475 ONLY					
4012995	00021	985-59-091505	6357.00000 EA	060495050-01 PITNEY BOWES PITNEY BOWES	NET
MAILING MACHINE, PURCHASE OPTION MEDIUM HIGH END MINIMUM OF 120 ENVELOPES PER MINUTE MOISTENER/SEALER, ROLL OR STRIP TAPE AUTOMATIC FEEDER, DROP STACKER					
4012987	00022	985-59-091506	168.84000 MO	942388882-08 NEOPOST USA INC	NET
MAILING MACHINE, LEASE PURCHASE OPTION 36-MONTHS, MEDIUM HIGH END MINIMUM OF 120 ENVELOPES PER MINUTE MOISTENER/SEALER, ROLL OR STRIP TAPE AUTOMATIC FEEDER, DROP STACKER					
4012987	00023	985-59-091507	181.04000 MO	942388882-08 NEOPOST USA INC	NET

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	MAILING MACHINE, RENTAL OPTION 36-MONTHS, MEDIUM HIGH END MINIMUM OF 120 ENVELOPES PER MINUTE MOISTENER/SEALER, ROLL OR STRIP TAPE AUTOMATIC FEEDER, DROP STACKER			
4012987 00024	985-59-091508	3297.00000 EA	942388882-08 NEOPOST USA INC	NET
	MAILING MACHINE, PURCHASE OPTION MEDIUM HIGH END MINIMUM OF 140 ENVELOPES PER MINUTE MOISTENER/SEALER, ROLL OR STRIP TAPE AUTOMATIC FEEDER, DROP STACKER			
4012995 00028	985-59-091520	274.08000 MO	060495050-01 PITNEY BOWES PITNEY BOWES	NET
	MAIL MACHINE, LEASE PURCHASE OPTION 36-MONTHS, HIGH END MINIMUM OF 160 ENVELOPES PER MINUTE SEALER/MOISTENER, ROLL OR STRIP TAPE, AUTOMATIC FEEDER, CDROP STACKER SHAPE BASED RATING.			
4012995 00029	985-59-091521	353.83000 MO	060495050-01 PITNEY BOWES PITNEY BOWES	NET
	MAIL MACHINE, RENTAL OPTION 36-MONTHS, HIGH END MINIMUM OF 160 ENVELOPES PER MINUTE SEALER/MOISTENER, ROLL OR STRIP TAPE, AUTOMATIC FEEDER, DROP STACKER SHAPE BASED RATING.			
4012995 00030	985-59-091522	5749.00000 EA	060495050-01 PITNEY BOWES	NET

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	MAIL MACHINE, PURCHASE OPTION 36-MONTHS, HIGH END MINIMUM OF 160 ENVELOPES PER MINUTE SEALER/MOISTENER, ROLL OR STRIP TAPE, AUTOMATIC FEEDER, DROP STACKER SHAPE BASED RATING.		PITNEY BOWES	
4012987 00031	985-59-091523	247.52000 MO	942388882-08 NEOPOST USA INC	NET
	MAIL MACHINE, LEASE PURCHASE OPTION 36-MONTHS, HIGH END MINIMUM OF 160 ENVELOPES PER MINUTE SEALER/MOISTENER, ROLL OR STRIP TAPE AUTOMATIC FEEDER DROP STACKER			
4012987 00032	985-59-091532	266.15000 MO	942388882-08 NEOPOST USA INC	NET
	MAIL MACHINE, RENTAL OPTION 36-MONTHS, HIGH END MINIMUM OF 160 ENVELOPES PER MINUTE SEALER/MOISTENER, ROLL OR STRIP TAPE AUTOMATIC FEEDER DROP STACKER			
4012987 00033	985-59-091738	5037.00000 EA	942388882-08 NEOPOST USA INC	NET
	MAIL MACHINE, PURCHASE OPTION HIGH END MINIMUM OF 160 ENVELOPES PER MINUTE SEALER/MOISTENER, ROLL OR STRIP TAPE AUTOMATIC FEEDER DROP STACKER			

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4012995 00034	985-59-092559	465.95000 MO	060495050-01 PITNEY BOWES PITNEY BOWES	NET
	MAIL INSERTER, LEASE PURCHASE OPTION,			

36-MONTH MEDIUM HIGH END
 SPEED: MINIMUM OF 3,500 PER HOUR
 MONTHLY VOLUME: UP TO 30,000 PIECES
 FEEDERS: MINIMUM OF 2
 STACKER: DROP

4012995 00035 985-59-092560 623.64000 MO 060495050-01 PITNEY BOWES NET

MAIL INSERTER, RENTAL OPTION,
 36-MONTH MEDIUM HIGH END
 SPEED: MINIMUM OF 3,500 PER HOUR
 MONTHLY VOLUME: UP TO 30,000 PIECES
 FEEDERS: MINIMUM OF 2
 STACKER: DROP

4012995 00036 985-59-092561 12316.00000 EA 060495050-01 PITNEY BOWES NET

MAIL INSERTER, PURCHASE OPTION,
 MEDIUM HIGH END
 SPEED: MINIMUM OF 3,500 PER HOUR
 MONTHLY VOLUME: UP TO 30,000 PIECES
 FEEDERS: MINIMUM OF 2
 STACKER: DROP

4012987 00037 985-59-092562 529.32000 MO 942388882-08 NEOPOST USA INC NET

MAIL INSERTER, LEASE PURCHASE OPTION,
 36-MONTH MEDIUM HIGH END
 SPEED: MINIMUM OF 3,500 PER HOUR

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MONTHLY VOLUME: UP TO 30,000 PIECES
 FEEDERS: MINIMUM OF 2
 STACKER: DROP

4012987 00038 985-59-092563 578.11000 MO 942388882-08 NEOPOST USA INC NET

MAIL INSERTER, RENTAL OPTION,
 36-MONTH MEDIUM HIGH END
 SPEED: MINIMUM OF 3,500 PER HOUR
 MONTHLY VOLUME: UP TO 30,000 PIECES
 FEEDERS: MINIMUM OF 2
 STACKER: DROP

4012987 00039 985-59-092564 13187.00000 EA 942388882-08 NEOPOST USA INC NET

MAIL INSERTER, PURCHASE OPTION,
 MEDIUM HIGH END
 SPEED: MINIMUM OF 3,500 PER HOUR
 MONTHLY VOLUME: UP TO 30,000 PIECES
 FEEDERS: MINIMUM OF 2
 STACKER: DROP

4012995 00043 985-59-092570 1019.11000 MO 060495050-01 PITNEY BOWES NET

MAIL INSERTER, LEASE PURCHASE OPTION,
 36-MONTHS MEDIUM HIGH END
 SPEED: MINIMUM OF 4,300 PER HOUR
 MONTHLY VOLUME: UP TO 120,000 PIECES
 FEEDERS: MINIMUM OF 4
 STACKER: DROP

4012995 00044 985-59-092571 1364.74000 MO 060495050-01 PITNEY BOWES NET

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MAIL INSERTER, RENTAL OPTION,
 36-MONTHS HIGH END
 SPEED: MINIMUM OF 4,300 PER HOUR
 MONTHLY VOLUME: UP TO 120,000 PIECES
 FEEDERS: MINIMUM OF 4
 STACKER: DROP

4012995 00045 985-59-092572 27021.00000 EA 060495050-01 PITNEY BOWES NET

MAIL INSERTER, PURCHASE OPTION,
 MEDIUM HIGH END
 SPEED: MINIMUM OF 4,300 PER HOUR
 MONTHLY VOLUME: UP TO 120,000 PIECES
 FEEDERS: MINIMUM OF 4
 STACKER: DROP

4012987 00046 985-59-092573 1283.18000 MO 942388882-08 NEOPOST USA INC NET

MAIL INSERTER, LEASE PURCHASE OPTION,
 36-MONTHS MEDIUM HIGH END

SPEED: MINIMUM OF 4,300 PER HOUR
 MONTHLY VOLUME: UP TO 120,000 PIECES
 FEEDERS: MINIMUM OF 4
 STACKER: DROP

4012987 00047 985-59-092574 1401.26000 942388882-08 NET
 MO NEOPOST USA INC

MAIL INSERTER, RENTAL OPTION,
 36-MONTHS HIGH END
 SPEED: MINIMUM OF 4,300 PER HOUR
 MONTHLY VOLUME: UP TO 120,000 PIECES
 FEEDERS: MINIMUM OF 4
 STACKER: DROP

4012987 00048 985-59-092575 31912.00000 942388882-08 NET
 EA NEOPOST USA INC

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MAIL INSERTER, PURCHASE OPTION,
 HIGH END
 SPEED: MINIMUM OF 4,300 PER HOUR
 MONTHLY VOLUME: UP TO 120,000 PIECES
 FEEDERS: MINIMUM OF 4
 STACKER: DROP

4012995 00052 985-59-092579 .00 % 060495050-01 NET
 EA PITNEY BOWES

MAIL EQUIPMENT, PURCHASE OPTION AT END
 OF LEASE PURCHASE PERIOD FOR PITNEY
 BOWES. (BUY OUT COST MAY NOT EXCEED
 \$1.00)

4012987 00053 985-59-092580 1.00000 942388882-08 NET
 EA NEOPOST USA INC

MAIL EQUIPMENT, PURCHASE OPTION AT END
 OF LEASE PURCHASE PERIOD FOR NEOPOST/
 HASLER (BUY OUT COST MAY NOT EXCEED
 \$1.00)

4012995 00055 985-59-092582 .00 % 060495050-01 NET
 LT PITNEY BOWES

MAIL EQUIPMENT, OPTIONAL ACCESSORIES
 AND/ OR EQUIPMENT FOR PITNEY BOWES @
 A MINIMUM OF 20% OFF MANUFACTURER'S
 LIST PRICE.

4012987 00056 985-59-092583 .00 % 942388882-08 NET
 LT NEOPOST USA INC

MAIL EQUIPMENT, OPTIONAL ACCESSORIES
 AND/OR EQUIPMENT FOR NEOPOST/HASLER

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@ A MINIMUM OF 20% OFF MANUFACTURER'S
 LIST PRICE.

4012995 00058 985-59-092585 .00 % 060495050-01 NET
 EA PITNEY BOWES

MAILING MACHINE SUPPLIES, AS FOLLOWS:
 FOR PITNEY BOWES MACHINES @ A MINIMUM
 OF 20% OFF MANUFACTURER'S LIST PRICE.

4012987 00059 985-59-092586 .00 % 942388882-08 NET
 EA NEOPOST USA INC

MAILING MACHINE SUPPLIES, AS FOLLOWS:
 FOR NEOPOST MACHINES @ A MINIMUM
 OF 20% OFF MANUFACTURER'S LIST PRICE.

4012995 00061 985-59-092588 .00 % 060495050-01 NET
 MO PITNEY BOWES

POSTAGE METER RENTAL: PITNEY BOWES
 NOT INCLUDED IN SPECIFIED BID PACKAGES.

4012987 00062 985-59-092589 .00 % 942388882-08 NET
 MO NEOPOST USA INC

POSTAGE METER RENTAL: NEOPOST
 NOT INCLUDED IN SPECIFIED BID PACKAGES.

4012995 00064 985-59-092591 .00 % 060495050-01 NET
 LT PITNEY BOWES

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CONTRACT NUMBER/LINE #	COMMODITY NUMBER COMMODITY DESCRIPTION	UNIT PRICE MEASURE	VENDOR # NAME	TERMS
	MAIL MACHINES, PITNEY BOWES LABOR AS FOLLOWS: NOT INCLUDED IN SPECIFIED BID PACKAGES.		PITNEY BOWES	
4012995 00067	985-59-092594 MAIL MACHINES, ANNUAL MAINTENANCE CONTRACT AS FOLLOWS FOR PITNEY BOWES	.00 % MO	060495050-01 PITNEY BOWES PITNEY BOWES	NET
4012987 00068	985-59-092595 MAIL MACHINES, ANNUAL MAINTENANCE CONTRACT AS FOLLOWS FOR NEOPOST	.00 % MO	942388882-08 NEOPOST USA INC	NET

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 IF YOU NEED ASSISTANCE CONCERNING THIS CONTRACT, PLEASE CONTACT THE
 BUYER LISTED ON THE COVER PAGE.

THIS CONTRACT CONTAINS 27 PAGES.