



North Carolina
Department of Administration
Division of Purchase & Contract

Machelle Sanders
Secretary

Odessa McGlown
State Purchasing Officer

May 13, 2019

Art Adams, Director Government Contract Compliance
Pitney Bowes, INC.
3001 Summer Street
Stamford CT 06926

**SUBJECT: Bid No. 201801188 – Statewide Term Contract 600A
Mailing Equipment, Supplies & Maintenance
NASPO ValuePoint Contract ADSPO16-169897**

Dear Mr. Adams:

This is your official notification of award of contract to your company for a portion of the subject contract. **The effective date of this contract shall be from May 20, 2019 through May 14, 2020 with the option to renew for two (2) additional one-year periods.**

Note that all the requirements, and terms and conditions governing this contract are outlined in the bid document. An electronic copy of this contract is, or will be, posted on the Purchase and Contract website at <http://ncadmin.nc.gov/statewide-term-contracts>

Per North Carolina State Term Contract requirements, only vendors and distributors registered with the Statewide Vendor Registration site are eligible to receive purchase orders. Both vendors and distributors are required to register within two (2) business days of notification of contract award. The [click here](#) to view the registration guide provides instructions on how to register. Additionally, vendors with authorized distributors are responsible to verify that their distributors are registered; [click here](#) to view the registration verification guide which provides instructions on how to verify registration status.

You will be contacted in the near future with instructions on what information is needed to satisfy the E-Procurement and/or electronic catalog requirements of this contract. Under this contract, it is your privilege to circularize parties to this contract with supplementary information; however, any such information must concern only the items awarded to your company.

Sincerely,

A handwritten signature in black ink, appearing to read "Grant Braley".

Grant Braley
Contract Administrator