



Department of Administration  
 Purchasing Division  
 2019 Washington Street East  
 Post Office Box 50130  
 Charleston, WV 25305-0130

State of West Virginia  
**Contract**

Order Date: 01-13-2023

CORRECT ORDER NUMBER MUST APPEAR ON ALL PACKAGES, INVOICES, AND SHIPPING PAPERS. QUESTIONS CONCERNING THIS ORDER SHOULD BE DIRECTED TO THE DEPARTMENT CONTACT.

|                       |   |                          |  |
|-----------------------|---|--------------------------|--|
| Order Number:         | CCT 0210 4448 ISC2100000006 5           | Procurement Folder:      | 791515   |
| Document Name:        | CO2: Mail Machine Accessories (OT23067) | Reason for Modification: | Change Order 2 is issued to renew contract for one (1) year. |
| Document Description: | CO2: Mail Machine Accessories (OT23067) |                          |  |
| Procurement Type:     | Central Sole Source                     |                          |  |
| Buyer Name:           | Jessica L Hovanec                       |                          |  |
| Telephone:            | 304-558-2314                            |                          |  |
| Email:                | jessica.l.hovanec@wv.gov                |                          |  |
| Shipping Method:      | Best Way                                | Effective Start Date:    | 2020-12-30   |
| Free on Board:        | FOB Dest, Freight Prepaid               | Effective End Date:      | 2023-12-29   |

| VENDOR                            |   | DEPARTMENT CONTACT  |                      |               |       |        |   |                |  |  |                |  |  |                |  |  |  |  |
|-----------------------------------|---|---|----------------------|---------------|-------|--------|---|----------------|--|--|----------------|--|--|----------------|--|--|--|--|
| Vendor Customer Code:             | 000000101263  | Requestor Name:   | Andrew C Lore        |               |       |        |   |                |  |  |                |  |  |                |  |  |  |  |
| PITNEY BOWES INC<br>PO BOX 371896 |   | Requestor Phone:  | 304-352-4944         |               |       |        |   |                |  |  |                |  |  |                |  |  |  |  |
| PITTSBURGH PA 152507896           |   | Requestor Email:  | andrew.c.lore@wv.gov |               |       |        |   |                |  |  |                |  |  |                |  |  |  |  |
| US                                |   | <div style="font-size: 48pt; font-weight: bold;">23</div> <div style="font-weight: bold;">FILE LOCATION _____</div> |                      |               |       |        |   |                |  |  |                |  |  |                |  |  |  |  |
| Vendor Contact Phone:             | 999-999-9999 Extension:   |   |                      |               |       |        |   |                |  |  |                |  |  |                |  |  |  |  |
| Discount Details:                 |   |   |                      |               |       |        |   |                |  |  |                |  |  |                |  |  |  |  |
|                                   | <table border="1" style="width: 100%;"><thead><tr><th>Discount Allowed</th><th>Discount Percentage</th><th>Discount Days</th></tr></thead><tbody><tr><td>#1 No</td><td>0.0000</td><td>0</td></tr><tr><td>#2 Not Entered</td><td></td><td></td></tr><tr><td>#3 Not Entered</td><td></td><td></td></tr><tr><td>#4 Not Entered</td><td></td><td></td></tr></tbody></table> | Discount Allowed  | Discount Percentage  | Discount Days | #1 No | 0.0000 | 0 | #2 Not Entered |  |  | #3 Not Entered |  |  | #4 Not Entered |  |  |  |  |
| Discount Allowed                  | Discount Percentage   | Discount Days   |                      |               |       |        |   |                |  |  |                |  |  |                |  |  |  |  |
| #1 No                             | 0.0000  | 0   |                      |               |       |        |   |                |  |  |                |  |  |                |  |  |  |  |
| #2 Not Entered                    |   |   |                      |               |       |        |   |                |  |  |                |  |  |                |  |  |  |  |
| #3 Not Entered                    |   |   |                      |               |       |        |   |                |  |  |                |  |  |                |  |  |  |  |
| #4 Not Entered                    |   |   |                      |               |       |        |   |                |  |  |                |  |  |                |  |  |  |  |

| INVOICE TO  | SHIP TO   |
|---|---|
| DEPARTMENT OF ADMINISTRATION<br>OFFICE OF TECHNOLOGY<br>1900 KANAWHA BLVD E, BLDG 5 10TH FLOOR<br>CHARLESTON WV 25305<br>US | WV OFFICE OF TECHNOLOGY<br>BLDG 5, 10TH FLOOR<br>1900 KANAWHA BLVD E<br>CHARLESTON WV 25305<br>US |

*[Handwritten Signature]*  
 1/18/2023

Purchasing Division's File Copy

|                     |             |
|---------------------|-------------|
| Total Order Amount: | \$55,701.36 |
|---------------------|-------------|

JUH 1/17/23

**ENTERED**

|   |  |   |
|---|--|---|
| PURCHASING DIVISION AUTHORIZATION<br>DATE: <i>[Signature]</i> 1/18/2023<br>ELECTRONIC SIGNATURE ON FILE | ATTORNEY GENERAL APPROVAL AS TO FORM<br>DATE: <i>[Signature]</i><br>ELECTRONIC SIGNATURE ON FILE | ENCUMBRANCE CERTIFICATION<br>DATE: <i>[Signature]</i> 1/19/2023<br>ELECTRONIC SIGNATURE ON FILE |
|---|--|---|

1/19/2023

**Extended Description:**

Change Order 2

Change Order 2 is issued to renew the contract for one (1) year according to all terms and conditions, specifications, and pricing contained in the Original Contract and subsequent Change Orders not modified herein.

Effective Dates: 12/30/2022 - 12/29/2023

Renewals Remaining: 2

All provisions of the Original Contract and subsequent Change Orders not modified herein shall remain in full force and effect.

No other changes.

| Line                | Commodity Code    | Quantity            | Unit | Unit Price      | Total Price |
|---------------------|-------------------|---------------------|------|-----------------|-------------|
| 1                   | 44102108          | 4.00000             | QTR  | 4641.780000     | \$18,567.12 |
| <b>Service From</b> | <b>Service To</b> | <b>Manufacturer</b> |      | <b>Model No</b> |             |
|                     |                   |                     |      |                 |             |

**Commodity Line Description:** Business Manager Interface for SendPro P3000- Initial Year

**Extended Description:**

Initial Year

12/30/20 - 12/29/21

| Line                | Commodity Code    | Quantity            | Unit | Unit Price      | Total Price |
|---------------------|-------------------|---------------------|------|-----------------|-------------|
| 2                   | 44102108          | 4.00000             | QTR  | 4641.780000     | \$18,567.12 |
| <b>Service From</b> | <b>Service To</b> | <b>Manufacturer</b> |      | <b>Model No</b> |             |
|                     |                   |                     |      |                 |             |

**Commodity Line Description:** Business Manager Interface for SendPro P3000- YR2

**Extended Description:**

Year 2

12/30/21 - 12/29/22

| Line                | Commodity Code    | Quantity            | Unit | Unit Price      | Total Price |
|---------------------|-------------------|---------------------|------|-----------------|-------------|
| 3                   | 44102108          | 4.00000             | QTR  | 4641.780000     | \$18,567.12 |
| <b>Service From</b> | <b>Service To</b> | <b>Manufacturer</b> |      | <b>Model No</b> |             |
|                     |                   |                     |      |                 |             |

**Commodity Line Description:** Business Manager Interface for SendPro P3000- YR3

**Extended Description:**

Year 3

12/30/22 - 12/29/23



STATE OF WEST VIRGINIA  
DEPARTMENT OF ADMINISTRATION  
OFFICE OF TECHNOLOGY

State Capitol  
Charleston, West Virginia 25305

Mark D. Scott  
Cabinet Secretary

Joshua D. Spence  
Chief Information Officer

**TO:** Jessica Hovanec  
Senior Buyer, Purchasing Division

**FROM:** Andrew Lore *AL*  
WVOT Procurement Manager/ISMII, West Virginia Office of Technology

**SUBJECT:** CCT ISC21\*06 Change Order 2 – Mail Machines Accessories Renewal

**DATE:** January 13, 2023

The WVOT is requesting Change Order 2 to CMA ISC21\*06. This Change Order is to renew the contract under the same pricing, terms and conditions, and specifications contained in the Original Contract and subsequent Change Orders. The WVOT recognizes this request is late; however, the Spending Unit was delayed in getting its request in for processing.

Attached are the Vendor's Memo and other relevant documentation.

Please let me know if you need anything further to support this request.



STATE OF WEST VIRGINIA  
DEPARTMENT OF ADMINISTRATION  
OFFICE OF TECHNOLOGY  
State Capitol  
Charleston, West Virginia 25305

Mark D. Scott  
Cabinet Secretary

Joshua D. Spence  
Chief Information Officer

January 3, 2023

Susan Lopinsky  
Government Account Manager  
[Susan.Lopinsky@pb.com](mailto:Susan.Lopinsky@pb.com)

Subject: Renewal of agreement CCT ISC21 \*06, Mail Machines Accessories Renewal

Dear Mr./Ms. Lopinsky:

Provisions were included, in the original contract documents, to renew subject contract under the same terms, conditions and pricing. The renewal dates are December 30, 2022 through December 29, 2023. If your company agrees to this renewal, please sign below and return to my attention as soon as possible.

Please contact me if you have any questions.

Sincerely,

Andrew Lore  
WVOT Procurement Manager/ISMII  
1900 Kanawha Blvd. E., Bldg. 5, 10<sup>th</sup> Floor  
Charleston, WV 25305  
304-352-4944

Attachment

We agree to renew the contract for the period as stated above under the same terms, conditions and pricing as in the original purchase order and any change orders thereto.

Susan Lopinsky / Susan Lopinsky  
Name/Signature

01-10-23  
Date



Lore, Andrew C <andrew.c.lore@wv.gov>

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## Re: CIO Approval for Renewal of Mail Machines Accessories

1 message

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**Shears, Meghan** <meghan.shears@wv.gov>  
To: "Lore, Andrew C" <andrew.c.lore@wv.gov>

Fri, Jan 13, 2023 at 8:28 AM

The renewal for the mail machine accessories is approved.

Thank you,  
Meghan

On Fri, Jan 13, 2023 at 8:19 AM Lore, Andrew C <andrew.c.lore@wv.gov> wrote:  
Meghan,  
Can you provide CIO Approval to renew mail machine accessories?

Andrew Lore

WVOT Procurement Manager/ISMII

West Virginia Office of Technology

1900 Kanawha Blvd., E.

Building 5, 10<sup>th</sup> Floor

Charleston, WV 25305

T: 304-352-4944



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Meghan S. Shears, AFI  
Chief Financial Officer  
West Virginia Office of Technology  
Building 5, 10th Floor  
1900 Kanawha Blvd., East  
Charleston, West Virginia 25305  
304-352-4942 (o)  
681-317-4605 (m)

