



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

State of West Virginia  
**Contract**

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

Order Date: 03-09-2023

Order Number:	CCT 0802 5020 DMV2000000002 8	Procurement Folder:	676625
Document Name:	Certified Mail Tracking Software	Reason for Modification: Change Order No3 To renew contract	
Document Description:	Certified Mail Tracking Software		
Procurement Type:	Central Contract - Fixed Amt		
Buyer Name:	Linda B Harper		
Telephone:	(304) 558-0468		
Email:	linda.b.harper@wv.gov		
Shipping Method:	Best Way	Effective Start Date:	2020-05-01
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2024-04-30

VENDOR		DEPARTMENT CONTACT																
Vendor Customer Code:	000000101263	Requestor Name:	Christopher A Gerwig															
PITNEY BOWES INC PO BOX 371896		Requestor Phone:	(304) 926-3806															
PITTSBURGH PA 152507896 US		Requestor Email:	christopher.a.gerwig@wv.gov															
Vendor Contact Phone:	999-999-9999 Extension:	<div style="font-size: 48px; font-weight: bold;">23</div> <div style="font-weight: bold;">FILE LOCATION _____</div>																
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		
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#2 Not Entered																		
#3 Not Entered																		
#4 Not Entered																		

INVOICE TO	SHIP TO
MANAGER ACCOUNTS PAYABLE DIVISION OF MOTOR VEHICLES 5707 MACCORKLE AVE. S.E., SUITE 200  CHARLESTON WV 25304 US	304-926-3960 DIVISION OF MOTOR VEHICLES RECEIVING AND PROCESSING 5707 MACCORKLE AVENUE, S.E. SUITE 200 CHARLESTON WV 25317 US

3-15-23 BAT

Total Order Amount:	\$45,504.00
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Purchasing Division's File Copy

ENTERED

PURCHASING DIVISION AUTHORIZATION DATE: <i>Tara [Signature] 3/14/2023</i> ELECTRONIC SIGNATURE ON FILE	ATTORNEY GENERAL APPROVAL AS TO FORM DATE: <i>[Signature] 3/20/2023</i> ELECTRONIC SIGNATURE ON FILE	ENCUMBRANCE CERTIFICATION DATE: <i>[Signature] 3/1/2023</i> ELECTRONIC SIGNATURE ON FILE
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**Extended Description:**

Change Order No. 3 is issued to renew the original contract according to all terms, conditions, prices and specifications contained in the original contract including all authorized change orders.

Effective date of renewal 05/01/2023 through 04/30/2024.

Renewal Years Remaining: (0).

No other changes.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	43231515	48.00000	MO	948.000000	\$45,504.00
<b>Service From</b>	<b>Service To</b>	<b>Manufacturer</b>		<b>Model No</b>	
2020-05-01	2024-04-30				

**Commodity Line Description:** Certified Mail Tracking Software

**Extended Description:**

Certified Mail Tracking Software Year One, Year Two and Year Three..

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
2	43231515	1.00000	EA	0.000000	\$0.00
<b>Service From</b>	<b>Service To</b>	<b>Manufacturer</b>		<b>Model No</b>	

**Commodity Line Description:** Certified Mail Tracking Software Installation & Training

**Extended Description:**

Certified Mail Tracking Software Installation and Training.



WEST VIRGINIA DEPARTMENT OF TRANSPORTATION

Division of Motor Vehicles

5707 MacCorkle Avenue, Southeast
Post Office Box 17300
Charleston, West Virginia 25317-0010 • (304) 558-3900
TDD: (800) 742-6991 • (800) 642-9066

February 22, 2023

Pitney Bowes, Inc.
PO Box 371896
Pittsburgh, PA 15250

RE: CCT DMV2000000002- Certified Mail Tracking Software Renewal Notice

The West Virginia Division of Motor Vehicles is requesting to renew our current contract under the same terms, conditions and pricing as stated in the original contract. The renewal effective dates are May 1, 2023 through April 30, 2024. If you agree to this renewal, please sign below and return to me.

You can return the signed document to me at Georgina.davis@wv.gov. Please let me know if you have any questions.

Thank You.

Georgie Davis

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

Pitney Bowes, Inc.

Susan Lepinsky (handwritten signature)
Name/Signature

WV Government Account Manager
Title

02-23-23
Date

WV Division of Motor Vehicles

Steve Monroney (handwritten signature)
Name/Signature

Director, Management Services
Title

February 23, 2023
Date