



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

State of West Virginia  
**Contract**

Order Date: 02-19-2025

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 0802 5020 DMV2400000003 3	Procurement Folder:	1358546
Document Name:	Certified Mail Tracking Software	Reason for Modification:	CO1 To renew contract
Document Description:	Certified Mail Tracking Software		
Procurement Type:	Central Contract - Fixed Amt		
Buyer Name:	John W Estep		
Telephone:	304-558-2566		
Email:	john.w.estep@wv.gov		
Shipping Method:	Best Way	Effective Start Date:	2024-06-01
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2026-05-31

VENDOR	DEPARTMENT CONTACT																				
Vendor Customer Code: 000000101263 PITNEY BOWES INC 1305 EXECUTIVE BLVD  CHESAPEAKE VA 233203671 US Vendor Contact Phone: 999-999-9999 Extension:  Discount Details: <table><thead><tr><th></th><th>Discount Allowed</th><th>Discount Percentage</th><th>Discount Days</th></tr></thead><tbody><tr><td>#1</td><td>No</td><td>0.0000</td><td>0</td></tr><tr><td>#2</td><td>Not Entered</td><td></td><td></td></tr><tr><td>#3</td><td>Not Entered</td><td></td><td></td></tr><tr><td>#4</td><td>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			Requestor Name: Penny L Leshner Requestor Phone: 304-414-6891 Requestor Email: penny.l.lesher@wv.gov  <b>2025</b> FILE LOCATION _____
	Discount Allowed	Discount Percentage	Discount Days																		
#1	No	0.0000	0																		
#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

202605 GC

Purchasing Division's File Copy

Total Order Amount: \$28,157.28

PURCHASING DIVISION AUTHORIZATION DATE: <i>2.25.25</i> ELECTRONIC SIGNATURE ON FILE	ATTORNEY GENERAL APPROVAL AS TO FORM <i>[Signature]</i> DATE: <i>2/27/2025</i> ELECTRONIC SIGNATURE ON FILE	ENCUMBRANCE CERTIFICATION <i>[Signature]</i> DATE: <i>2-27-25</i> ELECTRONIC SIGNATURE ON FILE
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**Extended Description:**  
CO1

Change Order 1 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: 6/1/25 - 5/31/26

Renewal remaining: 1 (one)

No other changes.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	43231515	12.00000	MO	1173.220000	\$14,078.64
Service From	Service To	Manufacturer		Model No	

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

**Extended Description:**  
Certified Mail Tracking Software Year One

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
2	43231515	12.00000	MO	1173.220000	\$14,078.64
Service From	Service To	Manufacturer		Model No	

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

**Extended Description:**  
Certified Mail Tracking Software Year Two.



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

Everett J. Frazier  
Commissioner  
Division of Motor Vehicles

Stephen T. Rumbaugh P.E.  
Secretary of Transportation  
Commissioner of Highways

January 29, 2025

Pitney Bowes, Inc.  
1305 Executive BLVD.  
Chesapeake VA 23320-3671

**RE: CCT DMV2400000003– Certified Mail Tracking Software Contract Renewal**

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 June 1, 2025 through May 31, 2026. 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](mailto: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 Lopinsky / Susan Lopinsky*  
Name/Signature

*WV Government Account Manager*  
Title

*01-29-24*  
Date

*WV Division of Motor Vehicles*

*[Signature]*  
Name/Signature

Director, Management Services

Title

Date

*1/29/2025*

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West Virginia Secretary of State — Online Data Services

Business and Licensing

Online Data Services Help

Business Organization Detail

*NOTICE: The West Virginia Secretary of State's Office makes every reasonable effort to ensure the accuracy of information. However, we make no representation or warranty as to the correctness or completeness of the information. If information is missing from this page, it is not in the The West Virginia Secretary of State's database.*

PITNEY BOWES INC.

Organization Information									
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason	
C   Corporation	1/2/1957		1/2/1957	Foreign	Profit				

Organization Information									
Business Purpose		3399 - Manufacturing - Miscellaneous Manufacturing - Other Miscellaneous Manufacturing (jewelry, silverware, sporting & athletic goods, dolls, toys & games, office supplies (except paper), signs, gasket, packing & sealing, musical instruments, fasteners, buttons, needles & pins, brooms, brushes & mops, burial caskets)			Capital Stock		0.0000		
Charter County					Control Number		0		
Charter State		DE			Excess Acres		0		
At Will Term					Member Managed				
At Will Term Years					Par Value		0.000000		

<b>Authorized Shares</b>	0	<b>Young Entrepreneur</b>	Not Specified

Addresses	
Type	Address
<b>Mailing Address</b>	3001 SUMMER STREET STAMFORD, CT, 06926 USA
<b>Notice of Process Address</b>	Corporation Service Company 808 Greenbrier Street Charleston, WV, 25311
<b>Principal Office Address</b>	3001 SUMMER STREET STAMFORD, CT, 06926 USA
Type	Address

Officers	
Type	Name/Address
<b>Director</b>	JILL SUTTON 3001 SUMMER STREET STAMFORD, CT, 06926
<b>Director</b>	KURT WOLF 3001 SUMMER STREET STAMFORD, CT, 06926
<b>President</b>	DEBORAH D. PFEIFFER 10110 I STREET OMAHA, NE, 68127
<b>Secretary</b>	LAUREN FREEMAN-BOSWORTH 3001 SUMMER STREET STAMFORD, CT, 06926
<b>Treasurer</b>	GEOFF KUPFERSCHMID 3001 SUMMER STREET STAMFORD, CT, 06926
<b>Vice-President</b>	ROBERTA MITTLEMAN 27 WATERVIEW DR SHELTON, CT, 06484
Type	Name/Address

Date	Amendment
3/21/2006	RESTATED CERTIFICATE OF AUTHORITY FILED
6/1/1992	CHANGE OF RESTATED ARTICLES OF INCORPORATION
5/4/1987	AMENDMENT TO ARTICLES OF INCORPORATION
11/21/1986	AMENDMENT TO CERTIFICATE OF INCORPORATION
11/19/1986	AMENDMENT TO CERTIFICATE OF INCORPORATION
7/30/1984	AMENDMENT TO THE ARTICLES OF INCORPORATION.
5/27/1983	AMENDMENT TO THE ARTICLES OF INCORPORATION.
12/1/1981	MERGER: MERGING ARTEC INTERNATIONAL CORPORATION, A CA CORP WITH AND INTO PITNEY-BOWES, INC., THE SURVIVOR FILED ON 11-30-1981
11/30/1981	MERGER: ARTEC INTERNATIONAL CORPORATION, A CALI. CORP., MERGED WITH AND INTO PITNEY BOWES, INC., THE SURVIVOR.
12/23/1980	MERGER: THE DRAWING BOARD, INC., A TENN. CORP., MERGED WITH AND INTO PITNEY BOWES, INC., THE SURVIVOR.
5/23/1979	CHANGE OF NAME FROM PITNEY-BOWES, INC.
5/22/1979	CERTIFICATE OF ADOPTION OF RESOLUTIONS.
5/21/1979	AMENDMENT CERTIFICATE OF INCORPORATION.
3/2/1972	MERGER: PITNEY BOWES-SAGE, INC., A DELA. CORP., MERGED WITH AND INTO PITNEY-BOWES, INC., THE SURVIVOR; ROLL 57.
5/22/1969	AMENDMENT CERTIFICATE OF INCORPORATION; ROLL 23.
5/31/1968	MERGER: THE MONARCH MARKING SYSTEM COMPANY AN OHIO CORP., MERGED WITH AND INTO PITNEY-BOWES, INC., THE SURVIVOR; ROLL 11.
5/12/1967	CERTIFICATE OF DESIGNATION AND TERMS OF 4% CONVERTIBLE CUMULATIVE PREFERRED STOCK; BOOK 254, PAGE 222.
5/11/1967	AMENDMENT TO CERTIFICATE OF INCORPORATION; BOOK 210, PAGE 486.
9/22/1964	CERTIFICATE OF RETIREMENT OF PREFERRED STOCK; BOOK 241, PAGE 500.
5/31/1963	CERTIFICATE OF RETIREMENT OF PREFERRED STOCK; BOOK 237, PAGE 635.
3/4/1960	CERTIFICATE OF RETIREMENT OF PREFERRED STOCK; BOOK 230, PAGE 152.
5/12/1959	AMENDMENT TO CERTIFICATE OF INCORPORATION; BOOK PAGE 226.

11/2/1957	CERTIFICATE OF RETIREMENT OF PREFERRED STOCK; BOOK 222, PAGE 195.
2/11/1957	CERTIFICATE OF RETIREMENT OF PREFERRED STOCK; BOOK 220, PAGE 476.
Date	Amendment

Annual Reports

Filed For

2024

2023

2022

2021

2020

2019

2018

2017x

2017x

2017

2016

2015

2014

2013

2012

2011

2010

2009

2008

2007

2006

2005

2004

2003

2002

2001

2000
1999
1998
1997
1996
1995
1994
1993
1992
1990
1989
Date filed

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For more information, please contact the Secretary of State's Office at 304-558-8000.

Wednesday, February 19, 2025 — 2:08 PM

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## Vendor/Customer

[Menu](#)

### Address

	Address Type	Street 1	City	State/Province	Zip/Postal Code	Principal Contact
✓	Payment	PO BOX 981026	BOSTON	MA	02298-1026	Susan Lopinsky
	Ordering	8245 Boone Blvd Suite 470	Vienna	VA	22182-3832	Susan Lopinsky
	Ordering	1305 EXECUTIVE BLVD	CHESAPEAKE	VA	233203671	Default Contact Name
	Payment	PO BOX 856390	LOUISVILLE	KY	402856390	Default Contact Name
	Payment	PO BOX 371896	PITTSBURGH	PA	152507896	Default Contact Name
	Ordering	PO BOX 371896	PITTSBURGH	PA	152507896	Default Contact Name

[First](#) [Prev](#) [Next](#) [Last](#)Save [Undo](#) Delete Insert [Copy](#) Paste  **Vendor/Customer :** 000000101263  
PITNEY BOWES INC**Address Type :** Payment ▼**Division/Department :****Additional Address Info. :****Prevent New Spending :****Default Currency :** USD - US Dollar ▼**Active From :** 11/17/2022 **Active To :** **Default Record :****Mail Returned :****Active Address :** Yes

#### ▼ Address Information

**Address ID :** AD000014 **Country Phone Code :** 1**Street 1 :** PO BOX 981026**Phone :** 000-000-0000**Street 2 :****Phone Extension :****City :** BOSTON**County :** **State/Province :** MA **County Name :****Zip/Postal Code :** 02298-1026**Country :** US **DUNS :****Extended DUNS :****Unique Entity Identifier :****CAGE Code :**

#### ► Prenote/EFT

#### ► Remittance Advice

#### ► Contact Information

#### ► Contact Address Information

#### ► Geographic Designation

#### ► Change Management

[Top](#)[Modify Existing Record](#) [Add New Address](#)[Master Address](#)[Master Contacts](#)[Languages](#)[Vendor Transaction History](#)

## Vendor/Customer

[Menu](#)

## Address

Address Type	Street 1	City	State/Province	Zip/Postal Code	Principal Contact
✓ Billing	27 WATERVIEW DR	SHELTON	CT	06484	Susan Lopinsky
Payment	27 WATERVIEW DR	SHELTON	CT	06484	
Billing	PO BOX 371896	PITTSBURGH	PA	15250-7896	
Payment	Purchase Power PO Box 371874	Pittsburgh	PA	15250-7874	
Payment	120 HILLS PLAZA	CHARLESTON	WV	25387	
Payment	PO BOX 371887	PITTSBURGH	PA	15250 7887	
Payment	2225 AMERICAN DR	NEENAH	WI	54956 1005	Susan Lopinsky
Payment	PO BOX 981022	BOSTON	MA	02298 1022	
Ordering	PO BOX 981022	BOSTON	MA	02298 1022	
Payment	PO BOX 981039	BOSTON	MA	02298-1039	

First Prev [Next](#) [Last](#)Save [Undo](#) Delete Insert [Copy](#) Paste 

Vendor/Customer : 000000101263

PITNEY BOWES INC

Address Type : Billing ▼

Division/Department :

Additional Address Info. :

Prevent New Spending :

Default Currency : USD - US Dollar ▼

Active From : 03/06/2024 Active To : 

Default Record :

Mail Returned :

Active Address : Yes

## ▼ Address Information

Address ID : AD000001



Country Phone Code : 1

Street 1 : 27 WATERVIEW DR

Phone : 000-000-0000

Street 2 :

Phone Extension :

City : SHELTON

County :

State/Province : CT 

County Name :

Zip/Postal Code : 06484 Country : US 

DUNS :

Extended DUNS :

Unique Entity Identifier :

CAGE Code :

## ▶ Prenote/EFT

## ▶ Remittance Advice

## ▶ Contact Information

## ▶ Contact Address Information

## ▶ Geographic Designation

## ▶ Change Management

[Top](#)[Modify Existing Record](#) [Add New Address](#)[Master Address](#)[Master Contacts](#)[Languages](#)[Vendor Transaction History](#)



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Select Domain  
Entity Information



All Entity Information

Entities

Disaster Response Registry

Responsibility / Qualification

Exclusions

Filter By



Keyword Search

For more information on how to use our keyword search, visit our [help guide](#)

Simple Search

Search Editor

☐ Any Words



☒ All Words



☐ Exact Phrase



E.g. 123456789, Smith Corp

Pitney Bowes Inc



Entity



Entity Name

No results found



Unique Entity ID

E.g. H11R23456789



CAGE / NCAGE



## No matches found

We couldn't find a match for your search criteria.

Please try another search or go back to previous results.

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# COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>J. ESTEP</u> Date: <u>2/19/25</u>  Solicitation No. <u>CCT DMV24#03</u> <u>CO#1</u>	Agency: WV Division of Motor Vehicles <hr/> Procurement Officer Submitting Requisition: Kristy James <hr/> Requisition No. CCT DMV2400000003 CO1 <hr/> PF No.: 1358546
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This checklist **MUST** be completed by a state agency's designated procurement officer and submitted with the Purchase Requisition to the Purchasing Division. The purpose of the checklist is to verify that an agency procurement officer has obtained and included required documentation necessary for the Purchasing Division to process the requisition without future processing disruptions. At the agency's preference, the agency **MUST** either submit the checklist by attaching it to the requisition's Header **OR** by placing it in the requisition's Procurement Folder.

## FOR ALL SOLICITATION TYPES:

	Compliance Check Type	Required	Provided, if Required	Not Required	Purch. Div. Confirmation
1	Specifications and Pricing Page included	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2	Use of correct specification template	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3	Use of correct requisition type [CRQS → CCT or CPO] or [CRQM → CMA]	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4	Use of most current terms and conditions ( <a href="http://www.state.wv.us/admin/purchase/TCP.pdf">www.state.wv.us/admin/purchase/TCP.pdf</a> )	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5	Maximum budgeted amount in wvOASIS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6	Suggested vendors in wvOASIS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
7	Capitol Building Commission pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
8	Financing (Governor's Office) pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
9	Fleet Management Division pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

	Compliance Check Type	Required	Provided, if Required	Not Required	Purch. Div. Confirmation
<b>10</b>	Insurance requirements				
	Commercial General Liability	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Automobile Liability	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Workers' Compensation/Employer's Liability	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Cyber Liability	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Builder's Risk/Installation Floater	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Professional Liability	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Other (specify)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>11</b>	Office of Technology CIO pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>12</b>	Treasurer's Office (banking) pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

#### FOR CHANGE ORDERS/RENEWALS:

<b>1</b>	Two-party agreement	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>2</b>	Standard change order language	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>3</b>	Office of Technology CIO approval	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>4</b>	Justification for price increases/backdating/other	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>5</b>	Bond Rider (Construction)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>6</b>	Secretary of State Verification	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>7</b>	State debarment verification	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>8</b>	Federal debarment verification	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

\*The items pre-checked are required before a Purchase Requisition may be submitted to the Purchasing Division. Failure to complete and verify this documentation may result in rejection of the requisition back to the agency. It is up to the agency procurement officer to determine if pre-approvals, insurance, or other documentation is needed for the purchase. The referenced information below may be used to make this determination.

#### For Purchasing Division Use Only:

I have reviewed the requisition identified above and find that it is sufficient to advertise publicly to the vendor community. My review does not preclude the possibility that the vendor community, or some other entity, will identify an area of concern; however, should such issues or concerns arise, they will be reviewed and addressed as may be appropriate.

Signature: \_\_\_\_\_

