

RFP Response for:
State of West Virginia – Department of Administration

January 29, 2018

Submitted by:
Susan Lopinsky
Government/Major Account
Manager
Pitney Bowes Inc.

01/30/18 13:04:06
WV Purchasing Division

State of West Virginia
Department of Administration
Attn: Stephanie Gale
2019 Washington St. E.
Charleston, WV 25305

Re: REQUEST FOR PROPOSAL # CRFQ 0212 SWC18.08
For: STATEWIDE CONTRACT FOR MAILING MACHINES
Due Date: JANUARY 30, 2018

Attachments:

Completed RFP

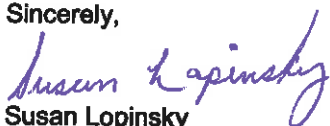
Pitney Bowes Inc. ("PBI") is pleased to submit the enclosed offer in response to the above referenced RFP for Mailing Machines. For more than 97 years, PBI has been helping our clients meet their varied mailing needs at highly competitive prices. As the original equipment manufacturer and service provider of the equipment being offered, we are committed to providing superior customer service, product, quality, value based solutions and technology, innovative cost solutions and outstanding service.

PBI bids in accordance with the terms and conditions set forth in the RFP.

Pitney Bowes would like to note that the pricing file that accompanied Addendum # 5 was not protected/locked. Pitney Bowes did not change any of the information other than to enter our pricing into the document.

We sincerely thank you for the opportunity of providing you with solutions that meet your goals. Pitney Bowes looks forward to a long standing relationship and hopes our response affords us the opportunity to become one of your most valuable vendors. If you should have any questions, please feel free to contact me at 304-881-9298.

Sincerely,



Susan Lopinsky
Government/Major Account
Manager
Pitney Bowes Inc.



Notice of confidentiality

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THE INFORMATION CONTAINED IN THIS DOCUMENT AND THE SOLUTION PROPOSED BY PITNEY BOWES INC. ("PBI") ARE PROPRIETARY AND CONFIDENTIAL TO PBI. THESE MATERIALS CAN BE USED SOLELY FOR THE PURPOSE OF EVALUATING A POSSIBLE TRANSACTION BETWEEN PBI AND ITS PROSPECTIVE CUSTOMER. NO RECIPIENT OF THESE MATERIALS MAY USE THEM FOR ITS OWN COMMERCIAL ADVANTAGE. THE RECIPIENT OF THESE MATERIALS MUST HOLD THEM IN CONFIDENCE AND SHALL NOT DISTRIBUTE THEM, IN WHOLE OR IN PART, TO ANY OTHER INDIVIDUAL OR ENTITY IN ANY FORM WITHOUT THE PRIOR WRITTEN CONSENT OF PBI MANAGEMENT.



Table of contents

1.0 CORPORATE OVERVIEW	5
2.0 ENVIRONMENTAL RESPONSIBILITY.....	9
3.0 THE PITNEY BOWES GUARANTEE	10
4.0 GLOBAL CLIENT CARE	12
5.0 RISK AND BUSINESS CONTINUITY	14
6.0 QUALITY ASSURANCE PLAN.....	15
7.0 DIVERSITY OVERVIEW	16
8.0 COMPETITIVE ADVANTAGE.....	18

1.0 Corporate Overview

Pitney Bowes Inc. (we, us, our, or the company), was incorporated in the state of Delaware in 1920. We are a global technology company offering innovative products and solutions that enable commerce in the areas of customer information management, location intelligence, customer engagement, shipping and mailing, and global ecommerce. More than 1.5 million clients in approximately 100 countries around the world rely on our products, solutions and services.

Our Strategy and Business Segments

Our business is organized around three distinct sets of solutions – Small and Medium Business (SMB) Solutions, Enterprise Business Solutions and Digital Commerce Solutions (DCS).

Small and Medium Business Solutions

We are a global leader in providing a full range of mailing equipment, software, supplies and support services that enable our clients to efficiently create mail and evidence postage. We segment the SMB Solutions group between our North America operations, comprising the U.S. and Canadian businesses, and our International operations, comprising all other SMB businesses globally. We are a leading provider of postage meters and have over 900,000 meters installed in North America and over 300,000 meters installed elsewhere. This business is characterized by a high level of recurring revenue driven by rental, lease and loan arrangements, and contract support services and supplies sales.

Enterprise Business Solutions

Our Enterprise Business Solutions group includes equipment and services that enable large enterprises to process inbound and outbound mail. We segment the Enterprise Business Solutions group between our Production Mail operations and Presort Services operations.

Production Mail

Our product and service offerings enable clients to integrate all areas of print and mail into an end-to-end production environment from message creation to dispatch while realizing cost savings on postage. The core products within this segment include highspeed, high-volume inserting equipment, customized sortation products for mail and parcels and high-speed digital color printing systems that create high-value, relevant and timely communications targeted to our clients' customers.

Presort Services

We are a national outsource provider of mail presort services for first-class, standard class and flat mail in the U.S. and a workshare partner of the United States Postal Service (USPS). Our Presort Services network provides mailers with end-to-end solutions from pick up at their location to delivery into the postal system. Approximately 90 billion pieces of mail are processed annually by third-parties like us or through inhouse operations. Through our network of 32 U.S. locations, and with our fully customized proprietary technology, we process approximately 15 billion pieces of mail annually and are able to expedite mail delivery and optimize postage savings for our clients. Our client volumes represent less than 25% of all automated first-class, standard-class and flat mail.

Digital Commerce Solutions

We provide a broad range of solutions, including customer information management, location intelligence, customer engagement, shipping management and global ecommerce. These solutions are primarily delivered as traditional software licenses, enterprise platforms, software-as-a-service (SaaS) and on-demand applications. The DCS segment is dependent on a relatively small number of clients and business partners for a large portion of its revenue.

Customer information management solutions help businesses harness and deliver a deep and broad understanding of their customers and their context, such as location, relationships, propensity, sentiment and influence. The trusted data and associated insights allow our clients to deliver a personalized customer experience across multiple channels, manage risk and compliance, and improve sales, marketing and service effectiveness. We are one of the market leaders in the data quality segment. Large corporations and government agencies rely on our products in very complex, high volume, transactional environments to support their business processes.

Location intelligence solutions enable our clients to organize and understand the complex relationships between location, geographic and other forms of data to drive business decisions and customer experiences. Our location intelligence solutions use predictive analytics, location, geographic and socio-demographic characteristics, which enable our clients to harness the power of location to better serve their customers, solve business problems, deliver location-based services and ultimately drive business growth.

Customer engagement solutions provide clients with insight and understanding into customer behavior and interactions across the entire customer lifecycle, enabling them to orchestrate impactful, relevant and timely physical and digital interactions. When coupled with our inserting, sortation and digital print products, we are able to provide clients an all-inclusive solution that enables them to create, print and distribute widespread targeted customer communications. Our customer engagement solutions enable our clients to create connected experiences that positively influence future consumer behavior and generate business growth.

Shipping management solutions enable clients to reduce transportation and logistics costs, select the best carrier based on need and cost, improve delivery times and track

packages in real-time. We also offer scalable global logistics management systems that can be integrated into mail centers, as well as desktop and production shipping environments.

Global ecommerce solutions enable full transparency of the fully landed costs by quoting duty, taxes and shipping at checkout, compliance with all import/export complexities, restrictions, regulations and documentation requirements and provide reliable tracking information. Our global ecommerce software platform is currently utilized by over 40 direct merchants and a major online marketplace enabling millions of parcels to be shipped to over 60 countries from the U.S. and more than 15 countries from the U.K.

We also offer targeted direct and digital marketing programs to large advertisers that enable them to connect with movers. Through a contract with the USPS, we produce a "Movers' Guide" in both printed and digital format and a "Welcome Kit" in printed format with targeted advertisers' coupons for movers. We also offer digital advertising programs through MyMove.com, a move related website we own and operate.

Client Service

We have a client care service organization that provides telephone, online and on-site support to diagnose and repair our increasingly complex mailing equipment, production printers and sophisticated software solutions. Most of our support services are provided under annual contracts.

Sales and Marketing


We sell to a variety of business, governmental, institutional and other organizations. We have a broad base of clients and we are not dependent upon any one client or type of client for a significant part of our total revenue.

We market our products and services through a direct and inside sales force, direct mailings, outbound telemarketing, independent dealers and distributors and web channels. We began implementing a phased roll-out of a go-to-market strategy designed to improve the sales process and reduce costs by providing our clients broader access to products and services through expanded inside sales and web channels with less reliance on a direct sales force. We are in the final stages of implementing this go-to-market strategy in our North America businesses and will implement this strategy in our International Mailing and other businesses.

We have made, and are continuing to make, significant investments in the rebranding of the company in order to build market awareness and client demand for our products and services. We are also making investments in marketing in support of the company's brand and business strategy. The brand investments, including a newly launched external website (www.pb.com), are designed to enhance our operational and go-to-market changes, including how we sell to and service clients.

Investment in Research and Development

We invest in research and development programs to develop new products and solutions, enhance the effectiveness and functionality of existing products and solutions



and deliver high value technology, innovative software and differentiated services in high value segments of the market. As a result of our research and development efforts, we have been awarded a number of patents with respect to several of our existing and planned products. However, our businesses are not materially dependent on any one patent or license or group of related patents or licenses.

2.0 – Environmental Responsibility

Pitney Bowes has a long tradition of environmental responsibility, and each year we continue to raise the bar on green manufacturing and energy efficiency, to the benefit of our employees, clients and communities. In addition, we recover and recycle materials used in our products through a comprehensive take-back program that has been in effect for more than 50 years. Last year we recycled more than 10 million pounds of materials. We promote environmentally responsible practices in paper procurement and print production.

Energy Conservation

We work continuously to improve energy efficiency in our facilities and operations. We measure our carbon footprint and seek ways to reduce it. We use every means available to help reduce our carbon footprint, from employee awareness to process innovations and site consolidation, and we continue to place among the top 20 in our industry in the EPA's Green Power Partner ratings.

Environmental Product Compliance

We hold our products to strict environmental standards, and have rigorous processes to ensure compliance at every stage of manufacturing and distribution. We also incorporate environmental compliance into the design and manufacture of our products.

Environment Performance

We report our carbon emissions, product stewardship and recycling tonnage.

For additional information on our environmental responsibility, please visit <http://www.pitneybowes.com/us/our-company/corporate-responsibility/environment.html>

3.0 The Pitney Bowes Guarantee

Pitney Bowes Mailing, North America is committed to providing our customers with the finest products backed by the highest quality care and service. As long as you continually maintain coverage with a Pitney Bowes maintenance agreement for hardware and a software maintenance agreement for software after warranty, Pitney Bowes promises to provide you the following:

Guaranteed product performance

For all new and remanufactured Pitney Bowes branded products provided by Pitney Bowes in the U.S., we guarantee performance to our specifications for the initial term of the lease or three years if purchased. If, during that period, the product does not perform to our specifications, and we cannot repair it, we will replace it with a comparable product. If during the first ninety days after installation the replacement product does not perform as specified, you will be entitled to a refund of payments made to us for the replacement product. If the original or replacement product fails to perform due to the use of a non-Pitney Bowes consumable supply or unapproved software/hardware modification, this guarantee will not apply.

Guaranteed nationwide service

Our nationwide service force will respond to service and preventative maintenance requests as part of your maintenance agreement for hardware. If we find that we cannot return your Pitney Bowes branded equipment to a satisfactory operating condition within a reasonable time, where appropriate, we will provide you with a loaner at no additional cost.

Help line support


For customers with products that are supported through our Diagnostics Center, toll-free telephone technical assistance is available Monday through Friday, 8:00 A.M. until 8:00 P.M. EST exclusive of holidays.

Rate change protection

With our ability to accommodate a wide range of carriers, we are your rate data source. Also, should you select any of our plans that include software rate protection, we guarantee that you will not be charged for unexpected rate changes within the scope of your plan.

Operator productivity and training excellence

For all products that we install, our skilled professionals will effectively deliver the agreed upon installation and training services. Furthermore, if you attend our acclaimed



Mail Management Seminar, we will train your employee(s) on the latest and most efficient use of postal services.

Purchase Power® service

The Pitney Bowes Bank, Inc. provides postage advances to all qualified customers in good standing. You will not have to pay for postage in advance. You can mail now and pay later when you get your bill.

At Pitney Bowes, we are committed to maintaining long-term partnerships with our customers. If our sales and service support team has been unable to satisfy you, I would like to hear from you. Please call my office at 800 622 2296.

We won't be satisfied until you are satisfied.



Harris Warsaw

Senior Vice President of Global Sales, Global SMB Solutions

4.0 – Global Client Care

Keeping your technology running smoothly is vital to your business.

Any interruption can cost you valuable opportunities and lost productivity. To help ensure your business keeps operating at peak efficiency, count on Pitney Bowes.

National expertise in your neighborhood

For over 90 years, Pitney Bowes has delivered industry-leading service and support to millions of customers, from small and medium sized enterprises to Fortune 500 companies, across the U.S. We offer:

- A national network of 1,200 A+ certified representatives – the industry standard for computer support personnel
- Support for our customers in every zip code across the U.S., Alaska and Hawaii
- Our expertise at your fingertips, while providing the quick response and personalized service you expect
- Support online, on the phone or in person

We are featured on TSIA's Service 50 Index as one of 50 of the largest global providers of technology services. Put your business in our capable hands. With an average 97% customer satisfaction rating, our customers trust us with their business.

Industry-leading service

Our Standard and Performance service level agreement options for equipment provide protection from unexpected interruptions and minimize downtime. With uninterrupted equipment solutions from Pitney Bowes, your business can benefit from improved customer communications management.

Turn to Pitney Bowes to:

- Grow your business
- Improve productivity
- Increase customer response rates

First-class™ service, satisfaction guaranteed. At Pitney Bowes, we are committed to providing our customers with the finest products backed by the highest quality service. We won't be satisfied until you are. Ask your Pitney Bowes sales representative for more information about our **Customer Satisfaction Guarantee**.

Our team has demonstrable mastery in diagnosis, prevention and ongoing maintenance of your equipment. They quickly respond to, and resolve your issues. Simply by picking up the phone, or accessing your equipment online, our advanced diagnostics can identify and resolve your service issues; implementing remedies to improve performance



in minutes. Alternatively, we will dispatch our neighborhood service representatives for a personal touch.

Standard Service Level Agreement

Safeguard your business from interruption and guarantee maximum performance with our standard service. With remote, online, or on the phone product support, you can have confidence that your business is protected.

Performance Service Level Agreement

With all the benefits of our standard service, our performance plan offers additional peace of mind with guaranteed response times for on-site service support in addition to our performance package which includes:

- Performance Reports
- Training/Professional services
- Application Support
- Mail management seminars

Our representatives go the extra mile delivering value-added professional services in support of your business.

These include:

- Product installation and support • Database maintenance
- Employee training • On-site assistance during periods of high-production
- Consulting
- Database maintenance
- On-site assistance during periods of high-production

Our services are backed by the full resources of Pitney Bowes, including our continuous investment in leading-edge technology.

5.0 – Risk and Business Continuity

Risk

Pitney Bowes Inc. has a structured consistent and continuous risk management process in place across the organization. This Enterprise Risk Management system identifies and prioritizes potential risks to the business including financial environmental and societal risks. These risks are then assessed in terms of probability severity and status of mitigation plans. The risks identified are reviewed by a senior management Risk Steering Committee and the Board of Directors. The risk management process is reviewed independently by the Audit Committee of the Board.

The result is a strategic approach to risk. By focusing on those issues that can affect how well we achieve our long-term goals management is able to balance risk and reward appropriately and holistically strengthening and aligning the interests of management employees and shareholders. And by integrating this understanding into the company's culture we help transform risk management from a defensive function into a source of competitive advantage.

Business Continuity

Our business continuity program is aligned with our risk management process. The program's primary objective is to support ongoing contingency planning to evaluate the impact of events that may adversely affect clients' assets or employees. We have established processes to support the continuity of our businesses during times of crisis. With a core staff and engagement by our business units we are able to respond appropriately as events arise. We also train our employees run simulation exercises and evaluate our program each year for potential improvements.

6.0 Quality Assurance Plan

Pitney Bowes is an American based company Headquartered in Stamford, CT with operations strategically located throughout the US as well as globally. Our manufacturing capabilities consist of both in-house as well as through sub contract relationships. This methodology is in support of our key provider products that support the small, medium and large customer business segments globally. Our in-house operations are ISO 9000 certified and registered. In addition, Pitney Bowes leverages LEAN manufacturing techniques and Six Sigma methodologies in support of our processes. Furthermore we support multiple distribution points globally. Our most centrally located distribution center for support of our postage meter and scale population with over 120,000 sq. ft. is located in Whitestown, IN.

QUALITY & FULL PROTECTION GUARANTEE

Pitney Bowes refuses to compromise where quality is concerned. Our systems are designed and manufactured as per below:

- Produced in ISO 9002 certified facilities and all facilities are monitored regularly for compliance with our quality assurance standards.
- Backed by our Full Protection Warranty
- Our company has a trusted brand built through over 92 years of producing quality products for our customers. We would not put our name on a product or back it with a comprehensive warranty without having the utmost confidence that it is the best available in the industry today.

At Pitney Bowes' internal manufacturing facility we follow detailed procedures, work instructions, and visual aids that are compliant with the ISO 9000 standards. Our procedures combined with thoroughly trained employees ensure we produce products to our defined specifications and that meet our rigorous quality requirements.

All of our Pitney Bowes locations are compliant to the ISO 9000 standard and we are assessed by British Standards Institute on a regularly scheduled basis. Over the past three years we have not received any major or minor non-conformances against our internal procedures or ISO 9001:2008 standard.

7.0 Diversity Overview

Diversity is not simply an initiative for Pitney Bowes. It is the foundation of our company's success. Our workforce, suppliers and our management team reflect the diversity of the communities in which we do business. Since early in our history, we have seen that the best way to generate new ideas, make better decisions, and create a more productive environment is to draw from a wide variety of perspectives. Pitney Bowes consistently ranks high in studies of corporate diversity, where results are based on metrics ranging from employee demographics to the use of minority-owned suppliers.

Recruiting

We have many diversity-related recruiting initiatives, including:

- Relationships with organizations that help attract diverse employees to Pitney Bowes; we attend career fairs sponsored by organizations such as NSHMBA, NMBAA, NSBE, and SWE
- Advertising our career opportunities in many diverse publications such as Hispanic Business, DiversityInc., National Society of Black Engineers, Society of Women Engineers and Asian Enterprise
- Sponsorship of many conferences that promote diversity, such as the annual conference of the National Urban League
- Internal recruiters are encouraged to compile a diverse list of candidates
- Sponsorship of DiversityInc.'s website and advertisements of our job postings on their website
- Special events such as National Disability Day job shadowing and Junior Achievement job shadowing
- Sponsorship of several college level interns each year through our partnership with INROADS

While hiring diverse talent is one component of our success, it is not the complete solution. To foster a deep culture of diversity, we help our employees access diversity information, education and training on an ongoing basis. We also support minority and women-owned suppliers and commit time and energy to the communities in which we work and live. Pitney Bowes has developed several vehicles to maintain a high level of effort, sensitivity, and awareness throughout the corporation.

Supplier Diversity Development

Pitney Bowes has a long and admirable history of corporate-wide commitment to minority and women-owned supplier development dating back to the 1960s. Pitney Bowes realized the need and importance of a full-time staff of Business Diversity professionals dedicated to creating and implementing various development programs and slates to increase procurement with M/WBEs and formalized its Business Diversity Development department in 1997. This department is also responsible for collecting, formulating, and distributing M/WBE purchase data to our many valued customers who require this type of specialized subcontracting reporting on a scheduled basis. Pitney Bowes has had outstanding success in growing our M/WBE supplier development

program through direct and indirect procurement and participation in meaningful outreach undertakings. Since Pitney Bowes manufactures, sells, and services most of its own products, most attention is given to the indirect type of corporate-wide purchasing. Indirect purchases are those that are not directly related to product but help support the overall Pitney Bowes operation.

Pitney Bowes is extremely proud of the results achieved. For FY 2005, Pitney Bowes purchased over \$49 million from M/WBEs, HUBZone and Disabled Veteran suppliers corporate-wide and we forecast even higher figures for FY 2006.

Reflecting our scope as a corporation that markets its products nationally, Pitney Bowes is an active member on several national and regional minority and women development councils and organizations. We are members of the National Minority Supplier Development Council (NMSDC), Connecticut Minority Supplier Development Council (CMSDC), including Board membership, Latin Business Association of California (LBA), United States Hispanic Chamber of Commerce (USHCC), the Women Business Enterprise National Council (WBENC) including Board membership, and other local and regional diversity organizations. Pitney Bowes annually participates in approximately 15 NMSDC, USHCC and WBENC national and regional trade fairs, conferences and forums. Additionally, Pitney Bowes' supplier diversity achievements have been nationally recognized, i.e., by National Minority Business Council's "Outstanding Corporate Supplier Diversity Award", Div2000 "Top 50 Companies for Diversity" – 2004, 2005 & 2006, and DiversityInc.com's "Top 50 Companies for Diversity" – 2004 and Asian Enterprise Magazine's Top 10 Corporations for Asian Americans –2004, 2005 & 2006.

Internally, Pitney Bowes encourages and fosters a proactive approach to M/WBE procurement.

Each Buyer in the Enterprise Procurement department is assigned very aggressive objectives to increase purchases and to develop strategic alliances with M/WBEs. A portion of each Buyer's performance review is measured against this objective. Pitney Bowes has created and implemented an online registration Website for all M/WBEs to register their company profile data with Pitney Bowes. Pitney Bowes is one of only a few corporations to have this capability. This online database of registered M/WBEs is accessible by all Pitney Bowes buyers and other decision-makers within the corporation.

8.0 Competitive Advantage

In today's competitive market, few companies get a second act, much less a second century. Some of the most iconic companies have survived and prospered for more than 100 years — companies like Procter & Gamble, 3M, ExxonMobil, and General Electric. One study found that fewer than 1 in 10 publicly traded companies in the U.S. are 100 years old or older.

What sets these companies apart? It is the ability to adapt and succeed in the face of changing markets, disruptive technologies and new business models — not just once or twice, but consistently over the decades.

As we approach our second century as an industry leader, you won't find any complacency on our part.

We know there is no manifest destiny for corporations. We have to earn our leadership and continued longevity every day. This is why we're working so hard to transform Pitney Bowes — to achieve our vision of delivering innovative physical and digital products and solutions to our clients around the world.

To us, longevity is less a goal but more a symbol of what we're able to do for our clients and shareholders, day in and day out.

Disruption and Transformation

To build a strong bridge to our second century, we need to have solid footings in both the physical and digital worlds. We have to be successful in our traditional businesses, like mailing, as we build new leadership positions in software and digital commerce. Our clients need us to be great at both.

Much has changed since Arthur Pitney joined Walter Bowes to commercialize the first postage meter and create the modern mailing industry we lead today. For decades, business was a series of predominantly physical transactions until the Internet and ecommerce disrupted the business models most companies knew best and created a world of vast new possibilities — and new competitors.

Exhibit A - Pricing Page
Pitney Bowes DM300 or equal
Lease Cost, Purchase Cost,

*Estimated Quantities for evaluation purposes only

Lease Cost	Brand Name of Item Bid	Model No. of Item Bid	Cost Per Month	Total Lease Cost	Est. Qty.	Extended Cost
Contract Item 3.1.1 Pitney Bowes DM300 or equal (36 Month Lease)	SendPro C400 w/10lb scale/meter/drop stacker - includes service for the full term	C400/ZH02/1H00/MP81	\$ 93.29	\$ 3,358.44	1	\$ 3,358.44
Contract Item 3.1.1 Pitney Bowes DM300 or equal (48 Month Lease)	SendPro C400 w/10lb scale/meter/drop stacker - includes service for the full term	C400/ZH02/1H00/MP81	\$ 85.27	\$ 4,092.96	1	\$ 4,092.96
Contract Item 3.1.1 Pitney Bowes DM300 or equal (60 Month Lease)	SendPro C400 w/10lb scale/meter/drop stacker - includes service for the full term	C400/ZH02/1H00/MP81	\$ 80.21	\$ 4,812.60	2	\$ 9,625.20
Subtotal (A) Lease Cost						\$ 17,076.60
Purchase Cost plus Warranty Renewals	Brand Name of Item Bid	Model No. of Item Bid	Unit Cost	*Est. Qty.	Extended Cost	
Contract Item 3.1.1 Pitney Bowes DM300 or equal (Purchase Cost)	SendPro C400 w/10lb scale and drop stacker	C400/ZH02/MP81	1395	2	\$ 2,790.00	
Meter Rental (monthly cost per year)	SendPro C400 Meter	1H00	35	12	\$ 420.00	
Year 1 Warranty (service, parts, and labor)	SendPro C400 Warranty	NA	0	2	\$ -	
Year 2 Optional Warranty (services, parts, and labor)	SendPro C400 Warranty	NA	170.8	2	\$ 341.60	
Year 3 Optional Warranty (services, parts, and labor)	SendPro C400 Warranty	NA	170.8	2	\$ 341.60	
Year 4 Optional Warranty (services, parts, and labor)	SendPro C400 Warranty	NA	170.8	2	\$ 341.60	
Subtotal (B) Purchase Cost plus Optional Warranty Renewals						\$ 4,234.80
Optional Items - Lease Price	Brand Name of Item Bid	Model No. of Item Bid	Annual Unit Cost	*Est. Qty.	Extended Cost	
Contract Item 3.1.5.1 Postage Platform Scale for packages up to 30lb (36 Month Lease)	30lb scale-per month price (can be added to the C400) - includes service for full term	ZH08/MP3W	42.52	3	\$ 127.56	
Contract Item 3.1.5.2 12-inch Drop Stacker (36 Month Lease)	Drop Stacker	HZ80001	0	3	\$ -	
Contract Item 3.1.5.3 Minimum 10-inch Color Touch Screen (36 Month Lease)	N/A	N/A	0	3	\$ -	
Contract Item 3.1.5.1 Postage Platform Scale for packages up to 30lb (48 Month Lease)	30lb scale-per month price (can be added to the C400) - includes service for full term	ZH08/MP3W	37	3	\$ 111.00	
Contract Item 3.1.5.2 12-inch Drop Stacker (48 Month Lease)	Drop Stacker	HZ80001	0	3	\$ -	
Contract Item 3.1.5.3 Minimum 10-inch Color Touch Screen (48 Month Lease)	N/A	N/A	0	3	\$ -	
Contract Item 3.1.5.1 Postage Platform Scale for packages up to 30lb (60 Month Lease)	30lb scale-per month price (can be added to the C400) - includes service for full term	ZH08/MP3W	33.51	3	\$ 100.53	
Contract Item 3.1.5.2 12-inch Drop Stacker (60 Month Lease)	Drop Stacker	HZ80001	0	3	\$ -	
Contract Item 3.1.5.3 Minimum 10-inch Color Touch Screen (60 Month Lease)	N/A	N/A	0	3	\$ -	
Subtotal (C) Optional Items - Lease Price						\$ 127.56
Optional Items - Purchase Price with additional warranty	Brand Name of Item Bid	Model No. of Item Bid	Unit Cost	*Est. Qty.	Extended Cost	
Contract Item 3.1.5.1 Postage Platform Scale for packages up to 30lb	30lb scale (can be added to C400)	ZH08/MP3W	987	3	\$ 2,961.00	
Year 1 Warranty (service, parts, and labor)	30lb scale (can be added to C400)	ZH08/MP3W	0	3	\$ -	
Year 2 Optional Warranty (services, parts, and labor)	30lb scale (can be added to C400)	ZH08/MP3W	141.4	3	\$ 424.20	
Year 3 Optional Warranty (services, parts, and labor)	30lb scale (can be added to C400)	ZH08/MP3W	141.4	3	\$ 424.20	
Year 4 Optional Warranty (services, parts, and labor)	30lb scale (can be added to C400)	ZH08/MP3W	141.4	3	\$ 424.20	
Contract Item 3.1.5.2 12-inch Drop Stacker	Drop Stacker	HZ80001	0	3	\$ -	
Year 1 Warranty (service, parts, and labor)	Drop Stacker	HZ80001	0	3	\$ -	
Year 2 Optional Warranty (services, parts, and labor)	Drop Stacker	HZ80001	0	3	\$ -	
Year 3 Optional Warranty (services, parts, and labor)	Drop Stacker	HZ80001	0	3	\$ -	

Year 4 Optional Warranty (services, parts, and labor)	Drop Stacker	HZ80001	0	3	\$	-
Contract Item 3.1.5.3 Minimum 10-inch Color Touch Screen	N/A	N/A	0	3	\$	-
Year 1 Warranty (service, parts, and labor)	N/A	N/A	0	3	\$	-
Year 2 Optional Warranty (services, parts, and labor)	N/A	N/A	0	3	\$	-
Year 3 Optional Warranty (services, parts, and labor)	N/A	N/A	0	3	\$	-
Year 4 Optional Warranty (services, parts, and labor)	N/A	N/A	0	3	\$	-
Subtotal (D) Optional Items - Purchase Price with additional warranty					\$	4,233.60
Total bid amount for Pitney Bowes DM300 Or Equal (If submitting bids electronically, enter this amount in Commodity Line 1)					\$	25,672.56

Exhibit A - Pricing Page
Pitney Bowes SendPro P1000 or equal
Lease Cost, Purchase Cost

*Estimated Quantities for evaluation purposes only

Lease Cost	Brand Name of Item Bid	Model No. of Item Bid	Cost Per Month	Total Lease Cost	Est. Qty.	Extended Cost
Contract Item 3.1.2 Pitney Bowes SendPro P1000 or equal (36 Month Lease)	SendPro P1000/10lb scale/meter/drop stacker - Includes service for full term	AZBA/1FWW/4W00	\$ 208.76	\$ 7,515.36	1	\$ 7,515.36
Contract Item 3.1.2 Pitney Bowes SendPro P1000 or equal (48 Month Lease)	SendPro P1000/10lb scale/meter/drop stacker - Includes service for full term	AZBA/1FWW/4W00	\$ 188.58	\$ 9,051.84	1	\$ 9,051.84
Contract Item 3.1.2 Pitney Bowes SendPro P1000 or equal (60 Month Lease)	SendPro P1000/10lb scale/meter/drop stacker - Includes service for full term	AZBA/1FWW/4W00	\$ 175.82	\$ 10,549.20	2	\$ 21,098.40
Subtotal (A) Lease Cost						\$ 37,665.60
Purchase Cost plus Optional Warranty Renewals	Brand Name of Item Bid	Model No. of Item Bid	Unit Cost	*Est. Qty.	Extended Cost	
Contract Item 3.1.2 Pitney Bowes SendPro P1000 or equal (Purchase Cost)	SendPro P1000/10lb scale and drop stacker	AZBA/1FWW	3590	1	\$ 3,590.00	
Meter Rental (monthly cost per year)	SendPro P1000 Meter	4W00	55	12	\$ 660.00	
Year 1 Warranty (service, parts, and labor)	SendPro P1000 Warranty	NA	0	1	\$ -	
Year 2 Optional Warranty (services, parts, and labor)	SendPro P1000 Warranty	NA	500.24	1	\$ 500.24	
Year 3 Optional Warranty (services, parts, and labor)	SendPro P1000 Warranty	NA	500.24	1	\$ 500.24	
Year 4 Optional Warranty (services, parts, and labor)	SendPro P1000 Warranty	NA	500.24	1	\$ 500.24	
Subtotal (B) Purchase Cost plus Optional Warranty Renewals						\$ 5,750.72
Optional Items - Lease Price	Brand Name of Item Bid	Model No. of Item Bid	Annual Unit Cost	*Est. Qty.	Extended Cost	
Contract Item 3.1.5.1 Postage Platform Scale for packages up to 30lb (36 Month Lease)	30lb scale-per month price (can be added to the P1000) - includes service for full term	1FW6/MP30	42.52	3	\$ 127.56	
Contract Item 3.1.5.2 12-inch Drop Stacker (36 Month Lease)	Drop Stacker	MW90007	0	3	\$ -	
Contract Item 3.1.5.3 Minimum 10-inch Color Touch Screen (36 Month Lease)	N/A	MSD1	0	3	\$ -	
Contract Item 3.1.5.1 Postage Platform Scale for packages up to 30lb (48 Month Lease)	30lb scale-per month price (can be added to the P1000) - includes service for full term	1FW6/MP30	37	3	\$ 111.00	
Contract Item 3.1.5.2 12-inch Drop Stacker (48 Month Lease)	Drop Stacker	MW90007	0	3	\$ -	
Contract Item 3.1.5.3 Minimum 10-inch Color Touch Screen (48 Month Lease)	N/A	MSD1	0	3	\$ -	
Contract Item 3.1.5.1 Postage Platform Scale for packages up to 30lb (60 Month Lease)	30lb scale-per month price (can be added to the P1000) - includes service for full term	1FW6/MP30	33.51	3	\$ 100.53	
Contract Item 3.1.5.2 12-inch Drop Stacker (60 Month Lease)	Drop Stacker	MW90007	0	3	\$ -	
Contract Item 3.1.5.3 Minimum 10-inch Color Touch Screen (60 Month Lease)	N/A	MSD1	0	3	\$ -	
Subtotal (C) Optional Items - Lease Price						\$ 127.56
Optional Items - Purchase Price with additional warranty	Brand Name of Item Bid	Model No. of Item Bid	Unit Cost	*Est. Qty.	Extended Cost	
Contract Item 3.1.5.1 Postage Platform Scale for packages up to 30lb	30lb scale (can be added to the P1000)	1FW6/MP30	987	3	\$ 2,961.00	
Year 1 Warranty (service, parts, and labor)	30lb scale (can be added to the P1000)	1FW6/MP30	0	3	\$ -	
Year 2 Optional Warranty (services, parts, and labor)	30lb scale (can be added to the P1000)	1FW6/MP30	141.4	3	\$ 424.20	
Year 3 Optional Warranty (services, parts, and labor)	30lb scale (can be added to the P1000)	1FW6/MP30	141.4	3	\$ 424.20	
Year 4 Optional Warranty (services, parts, and labor)	30lb scale (can be added to the P1000)	1FW6/MP30	141.4	3	\$ 424.20	

Contract Item 3.1.5.2 12-inch Drop Stacker	Drop Stacker	MW90007	0	3	\$	-
Year 1 Warranty (service, parts, and labor)	Drop Stacker	MW90007	0	3	\$	-
Year 2 Optional Warranty (services, parts, and labor)	Drop Stacker	MW90007	0	3	\$	-
Year 3 Optional Warranty (services, parts, and labor)	Drop Stacker	MW90007	0	3	\$	-
Year 4 Optional Warranty (services, parts, and labor)	Drop Stacker	MW90007	0	3	\$	-
Contract Item 3.1.5.3 Minimum 10-inch Color Touch Screen	10' Touch screen	MSD1	0	3	\$	-
Year 1 Warranty (service, parts, and labor)	10' Touch screen	MSD1	0	3	\$	-
Year 2 Optional Warranty (services, parts, and labor)	10' Touch screen	MSD1	0	3	\$	-
Year 3 Optional Warranty (services, parts, and labor)	10' Touch screen	MSD1	0	3	\$	-
Year 4 Optional Warranty (services, parts, and labor)	10' Touch screen	MSD1	0	3	\$	-
Subtotal (D) Optional Items - Purchase Price with additional warranty					\$	4,233.60
Total bid amount for Pitney Bowes SendPro P1000 Or Equal (if submitting bids electronically, enter this amount in Commodity Line 2)					\$	47,777.48

Exhibit A - Pricing Page
Pitney Bowes SendPro P2000 or equal
Lease Cost, Purchase Cost

*Estimated Quantities for evaluation purposes only

Lease Cost	Brand Name of Item Bid	Model No. of Item Bid	Cost Per Month	Total Lease Cost	Est.	Extended Cost
Contract Item 3.1.3 Pitney Bowes SendPro P2000 or equal (36 Month Lease)	SendPro P2000/10lb scale/meter/drop stacker - includes service for full term	AZBB/1FWW/APSE/4W00	\$ 314.38	\$ 11,317.68	1	\$ 11,317.68
Contract Item 3.1.3 Pitney Bowes SendPro P2000 or equal (48 Month Lease)	SendPro P2000/10lb scale/meter/drop stacker - includes service for full term	AZBB/1FWW/APSE/4W00	\$ 279.45	\$ 13,413.60	1	\$ 13,413.60
Contract Item 3.1.3 Pitney Bowes SendPro P2000 or equal (60 Month Lease)	SendPro P2000/10lb scale/meter/drop stacker - includes service for full term	AZBB/1FWW/APSE/4W00	\$ 257.37	\$ 15,442.20	1	\$ 15,442.20
				Subtotal (A) Lease Cost		\$ 40,173.48
Purchase Cost plus Optional Warranty Renewals	Brand Name of Item Bid	Model No. of Item Bid	Unit Cost	*Est. Qty.	Extended Cost	
Contract Item 3.1.3 Pitney Bowes SendPro P2000 or equal (Purchase Cost)	SendPro P2000/10lb scale/drop stacker	AZBB/1FWW/APSE	6137.25	1	\$	6,137.25
Meter Rental (monthly cost per year)	SendPro P2000 Meter	4W00	55	12	\$	660.00
Year 1 Warranty (service, parts, and labor)	SendPro P2000 Warranty	NA	0	1	\$	-
Year 2 Optional Warranty (services, parts, and labor)	SendPro P2000 Warranty	NA	799.08	1	\$	799.08
Year 3 Optional Warranty (services, parts, and labor)	SendPro P2000 Warranty	NA	799.08	1	\$	799.08
Year 4 Optional Warranty (services, parts, and labor)	SendPro P2000 Warranty	NA	799.08	1	\$	799.08
				Subtotal (B) Purchase Cost plus Optional Warranty Renewals		\$ 9,194.49
Optional Items - Lease Price	Brand Name of Item Bid	Model No. of Item Bid	Annual Unit Cost	*Est. Qty.	Extended Cost	
Contract Item 3.1.5.1 Postage Platform Scale for packages up to 30lb (36 Month Lease)	30lb scale-per month price (can be added to the P2000) - includes service for full term	1FW6/MP30	42.52	3	\$	127.56
Contract Item 3.1.5.2 12-inch Drop Stacker (36 Month Lease)	Drop Stacker	MW90007	0	3	\$	-
Contract Item 3.1.5.3 Minimum 10-inch Color Touch Screen (36 Month Lease)	N/A	MSD1	0	3	\$	-
Contract Item 3.1.5.1 Postage Platform Scale for packages up to 30lb (48 Month Lease)	30lb scale-per month price (can be added to the P2000) - includes service for full term	1FW6/MP30	37	3	\$	111.00
Contract Item 3.1.5.2 12-inch Drop Stacker (48 Month Lease)	Drop Stacker	MW90007	0	3	\$	-
Contract Item 3.1.5.3 Minimum 10-inch Color Touch Screen (48 Month Lease)	N/A	MSD1	0	3	\$	-
Contract Item 3.1.5.1 Postage Platform Scale for packages up to 30lb (60 Month Lease)	30lb scale-per month price (can be added to the P2000) - includes service for full term	1FW6/MP30	33.51	3	\$	100.53
Contract Item 3.1.5.2 12-inch Drop Stacker (60 Month Lease)	Drop Stacker	MW90007	0	3	\$	-
Contract Item 3.1.5.3 Minimum 10-inch Color Touch Screen (60 Month Lease)	N/A	MSD1	0	3	\$	-
				Subtotal (C) Optional Items - Lease Price		\$ 127.56

Optional Items - Purchase Price with additional warranty	Brand Name of Item Bid	Model No. of Item Bid	Unit Cost	*Est. Qty.	Extended Cost
Contract Item 3.1.5.1 Postage Platform Scale for packages up to 30lb	30lb scale (can be added to the P2000)	1FW6/MP30	987	2	\$ 1,974.00
Year 1 Warranty (service, parts, and labor)	30lb scale (can be added to the P2000)	1FW6/MP30	0	2	\$ -
Year 2 Optional Warranty (services, parts, and labor)	30lb scale (can be added to the P2000)	1FW6/MP30	141.4	2	\$ 282.80
Year 3 Optional Warranty (services, parts, and labor)	30lb scale (can be added to the P2000)	1FW6/MP30	141.4	2	\$ 282.80
Year 4 Optional Warranty (services, parts, and labor)	30lb scale (can be added to the P2000)	1FW6/MP30	141.4	2	\$ 282.80
Contract Item 3.1.5.2 12-inch Drop Stacker	Drop Stacker	MW90007	0	2	\$ -
Year 1 Warranty (service, parts, and labor)	Drop Stacker	MW90007	0	2	\$ -
Year 2 Optional Warranty (services, parts, and labor)	Drop Stacker	MW90007	0	2	\$ -
Year 3 Optional Warranty (services, parts, and labor)	Drop Stacker	MW90007	0	2	\$ -
Year 4 Optional Warranty (services, parts, and labor)	Drop Stacker	MW90007	0	2	\$ -
Contract Item 3.1.5.3 Minimum 10-inch Color Touch Screen	10' Touch screen	MSD1	0	2	\$ -
Year 1 Warranty (service, parts, and labor)	10' Touch screen	MSD1	0	2	\$ -
Year 2 Optional Warranty (services, parts, and labor)	10' Touch screen	MSD1	0	2	\$ -
Year 3 Optional Warranty (services, parts, and labor)	10' Touch screen	MSD1	0	2	\$ -
Year 4 Optional Warranty (services, parts, and labor)	10' Touch screen	MSD1	0	2	\$ -
Subtotal (D) Optional Items - Purchase Price with additional warranty					\$ 2,822.40
Total bid amount for Pitney Bowes SendPro P2000 Or Equal (If submitting bids electronically, enter this amount in Commodity Line 3)					\$ 52,317.93

Exhibit A - Pricing Page
Pitney Bowes SendPro P3000 or equal
Lease Cost, Purchase Cost

*Estimated Quantities for evaluation purposes only

Lease Cost	Brand Name of Item Bid	Model No. of Item Bid	Cost Per Month	Total Lease Cost	Est. Qty.	Extended Cost
Contract Item 3.1.4 Pitney Bowes SendPro P3000 or equal (36 Month Lease)	SendPro P3000/10lb scale/meter/drop stacker - includes service for full term	AZBD/1FWW/APSH/4W00	\$ 355.13	\$ 12,784.68	2	\$ 25,569.36
Contract Item 3.1.4 Pitney Bowes SendPro P3000 or equal (48 Month Lease)	SendPro P3000/10lb scale/meter/drop stacker - includes service for full term	AZBD/1FWW/APSH/4W00	\$ 327.46	\$ 15,718.08	2	\$ 31,436.16
Contract Item 3.1.4 Pitney Bowes SendPro P3000 or equal (60 Month Lease)	SendPro P3000/10lb scale/meter/drop stacker - includes service for full term	AZBD/1FWW/APSH/4W00	\$ 309.76	\$ 18,585.60	2	\$ 37,171.20
Subtotal (A) Lease Cost:						\$ 94,176.72
Purchase Cost plus Optional Warranty Renewals						
Contract Item 3.1.4 Pitney Bowes SendPro P3000 or equal (Purchase Cost)	Brand Name of Item Bid	Model No. of Item Bid	Unit Cost	*Est. Qty.	Extended Cost	
Meter Rental (monthly cost per year)	SendPro P3000 Meter	AZBD/1FWW/APSH/4W00	6741	2	\$ 13,482.00	
Year 1 Warranty (service, parts, and labor)	SendPro P3000 Meter	4W00	55	12	\$ 660.00	
Year 2 Optional Warranty (services, parts, and labor)	SendPro P3000 Warranty	NA	0	2	\$ -	
Year 3 Optional Warranty (services, parts, and labor)	SendPro P3000 Warranty	NA	1565.37	2	\$ 3,130.74	
Year 4 Optional Warranty (services, parts, and labor)	SendPro P3000 Warranty	NA	1565.37	2	\$ 3,130.74	
Subtotal (B) Purchase Cost plus Optional Warranty Renewals:						\$ 23,534.22
Optional Items - Lease Price						
Contract Item 3.1.5.1 Postage Platform Scale for packages up to 30lb (36 Month Lease)	Brand Name of Item Bid	Model No. of Item Bid	Annual Unit Cost	*Est. Qty.	Extended Cost	
Contract Item 3.1.5.2 12-inch Drop Stacker (36 Month Lease)	30lb scale-per month price (can be added to the P3000) - includes service for full term	1FW6/MP30	42.52	3	\$ 127.56	
Contract Item 3.1.5.3 Minimum 10-inch Color Touch Screen (36 Month Lease)	Drop Stacker	MW90007	0	3	\$ -	
Contract Item 3.1.5.1 Postage Platform Scale for packages up to 30lb (48 Month Lease)	N/A	MSD1	0	3	\$ -	
Contract Item 3.1.5.2 12-inch Drop Stacker (48 Month Lease)	30lb scale-per month price (can be added to the P3000) - includes service for full term	1FW6/MP30	37	3	\$ 111.00	
Contract Item 3.1.5.3 Minimum 10-inch Color Touch Screen (48 Month Lease)	Drop Stacker	MW90007	0	3	\$ -	
Contract Item 3.1.5.1 Postage Platform Scale for packages up to 30lb (60 Month Lease)	N/A	MSD1	0	3	\$ -	
Contract Item 3.1.5.2 12-inch Drop Stacker (60 Month Lease)	30lb scale-per month price (can be added to the P3000) - includes service for full term	1FW6/MP30	33.51	3	\$ 100.53	
Contract Item 3.1.5.3 Minimum 10-inch Color Touch Screen (60 Month Lease)	Drop Stacker	MW90007	0	3	\$ -	
Subtotal (C) Optional Items - Lease Price:						\$ 127.56
Optional Items - Purchase Price with additional warranty						
Contract Item 3.1.5.1 Postage Platform Scale for packages up to 30lb	Brand Name of Item Bid	Model No. of Item Bid	Unit Cost	*Est. Qty.	Extended Cost	
Year 1 Warranty (service, parts, and labor)	30lb scale (can be added to the P3000)	1FW6/MP30	987	2	\$ 1,974.00	
Year 2 Optional Warranty (services, parts, and labor)	30lb scale (can be added to the P3000)	1FW6/MP30	0	2	\$ -	
Year 3 Optional Warranty (services, parts, and labor)	30lb scale (can be added to the P3000)	1FW6/MP30	141.4	2	\$ 282.80	
Year 4 Optional Warranty (services, parts, and labor)	30lb scale (can be added to the P3000)	1FW6/MP30	141.4	2	\$ 282.80	
Contract Item 3.1.5.2 12-inch Drop Stacker	30lb scale (can be added to the P3000)	1FW6/MP30	141.4	2	\$ 282.80	
Year 1 Warranty (service, parts, and labor)	Drop Stacker	MW90007	0	2	\$ -	
Year 2 Optional Warranty (services, parts, and labor)	Drop Stacker	MW90007	0	2	\$ -	
Year 3 Optional Warranty (services, parts, and labor)	Drop Stacker	MW90007	0	2	\$ -	
Year 4 Optional Warranty (services, parts, and labor)	Drop Stacker	MW90007	0	2	\$ -	
Contract Item 3.1.5.3 Minimum 10-inch Color Touch Screen	Drop Stacker	MW90007	0	2	\$ -	
Year 1 Warranty (service, parts, and labor)	10' Touch Screen	MSD1	0	2	\$ -	
Year 2 Optional Warranty (services, parts, and labor)	10' Touch Screen	MSD1	0	2	\$ -	
Year 3 Optional Warranty (services, parts, and labor)	10' Touch Screen	MSD1	0	2	\$ -	
	10' Touch Screen	MSD1	0	2	\$ -	

Year 4 Optional Warranty (services, parts, and labor)	10' Touch Screen	MSD1	0	2	\$	-
					Subtotal (D) Optional Items - Purchase Price with additional warranty	\$ 2,822.40
					Total bid amount for Pitney Bowes SendPro P3000 Or Equal (if submitting bids electronically, enter this amount in Commodity Line 4)	\$ 120,660.90

ADDENDUM ACKNOWLEDGEMENT FORM
SOLICITATION NO.: SWC1800000008

Instructions: Please acknowledge receipt of all addenda issued with this solicitation by completing this addendum acknowledgment form. Check the box next to each addendum received and sign below. Failure to acknowledge addenda may result in bid disqualification.

Acknowledgment: I hereby acknowledge receipt of the following addenda and have made the necessary revisions to my proposal, plans and/or specification, etc.

Addendum Numbers Received:

(Check the box next to each addendum received)

- | | |
|--|--|
| <input checked="" type="checkbox"/> Addendum No. 1 | <input type="checkbox"/> Addendum No. 6 |
| <input checked="" type="checkbox"/> Addendum No. 2 | <input type="checkbox"/> Addendum No. 7 |
| <input checked="" type="checkbox"/> Addendum No. 3 | <input type="checkbox"/> Addendum No. 8 |
| <input checked="" type="checkbox"/> Addendum No. 4 | <input type="checkbox"/> Addendum No. 9 |
| <input checked="" type="checkbox"/> Addendum No. 5 | <input type="checkbox"/> Addendum No. 10 |

I understand that failure to confirm the receipt of addenda may be cause for rejection of this bid. I further understand that any verbal representation made or assumed to be made during any oral discussion held between Vendor's representatives and any state personnel is not binding. Only the information issued in writing and added to the specifications by an official addendum is binding.

Pitney Bowes, Inc.
Company

Susan Hopkins
Authorized Signature

01-26-18
Date

NOTE: This addendum acknowledgment should be submitted with the bid to expedite document processing.
Revised 6/8/2012



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

State of West Virginia
 Request for Quotation
 28 - Office Equip.

Proc Folder: 400234

Doc Description: Addendum #5 Statewide Contract for Mailing Machines

Proc Type: Central Master Agreement

Date Issued	Solicitation Closes	Solicitation No	Version
2018-01-25	2018-01-30 13:30:00	CRFQ 0212 SWC1800000008	6

BID RECEIVING LOCATION

BID CLERK
 DEPARTMENT OF ADMINISTRATION
 PURCHASING DIVISION
 2019 WASHINGTON ST E
 CHARLESTON WV 25305
 US

VENDOR

Vendor Name, Address and Telephone Number:

Pitney Bowes, Inc.
 8245 Boone Blvd, ste 470
 Vienna, VA 22182
 504-881-9298

FOR INFORMATION CONTACT THE BUYER

Stephanie L Gale
 (304) 558-8801
 stephanie.l.gale@wv.gov

Signature X

Lucem Kapinsky

FEIN # 06-0495050

DATE 01-26-18

All offers subject to all terms and conditions contained in this solicitation

ADDITIONAL INFORMATION:

Addendum # 5 issued for the following reasons:

- 1 To change the quantity of meter rental on Exhibit A Pricing Pages from 2 to 12 to show the monthly cost and annual cost (extended cost).
- ... To add pricing on Exhibit A Pricing Pages for "Optional Items Lease Prices" for 36, 48, and 60 months, and to modify language from "Unit Cost" to "Annual Unit Cost".

No other changes

INVOICE TO		SHIP TO	
ALL STATE AGENCIES VARIOUS LOCATIONS AS INDICATED BY ORDER		STATE OF WEST VIRGINIA VARIOUS LOCATIONS AS INDICATED BY ORDER	
No City	WV99999	No City	WV 99999
US		US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
1	Contract Item 3.1.1 Pitney Bowes DM300 or Equal	6.00000	EA		

Comm Code	Manufacturer	Specification	Model #
44102100			

Extended Description :

Unit price should equal the total bid amount for each machine from the Exhibit A Pricing Page.

INVOICE TO		SHIP TO	
ALL STATE AGENCIES VARIOUS LOCATIONS AS INDICATED BY ORDER		STATE OF WEST VIRGINIA VARIOUS LOCATIONS AS INDICATED BY ORDER	
No City	WV99999	No City	WV 99999
US		US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
2	Contract Item 3.1.2 Pitney Bowes SendPro P1000 or equal	5.00000	EA		

Comm Code	Manufacturer	Specification	Model #
44102100			

Extended Description :

Unit price should equal the total bid amount for each machine from the Exhibit A Pricing Page.

INVOICE TO		SHIP TO	
ALL STATE AGENCIES VARIOUS LOCATIONS AS INDICATED BY ORDER		STATE OF WEST VIRGINIA VARIOUS LOCATIONS AS INDICATED BY ORDER	
No City	WV99999	No City	WV 99999
US		US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
3	Contract Item 3.1.2 Pitney Bowes SendPro P2000 or equal	4.00000	EA		

Comm Code	Manufacturer	Specification	Model #
44102100			

Extended Description :

Unit price should equal the total bid amount for each machine from the Exhibit A Pricing Page.

INVOICE TO		SHIP TO	
ALL STATE AGENCIES VARIOUS LOCATIONS AS INDICATED BY ORDER		STATE OF WEST VIRGINIA VARIOUS LOCATIONS AS INDICATED BY ORDER	
No City	WV99999	No City	WV 99999
US		US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
4	Contract Item 3.1.2 Pitney Bowes SendPro P3000 or equal	4.00000	EA		

Comm Code	Manufacturer	Specification	Model #
44102100			

Extended Description :

Unit price should equal the total bid amount for each machine from the Exhibit A Pricing Page.

SCHEDULE OF EVENTS

Line	Event	Event Date
1	Technical Questions Due	2018-01-11

SWC1800000008	Document Phase Final	Document Description Addendum #5 Statewide Contract for Mailing Machines	Page 4 of 4
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ADDITIONAL TERMS AND CONDITIONS

See attached document(s) for additional Terms and Conditions



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

State of West Virginia
 Request for Quotation
 28 - Office Equip.

Proc Folder: 400234

Doc Description: Addendum #5 Statewide Contract for Mailing Machines

Proc Type: Central Master Agreement

Date Issued	Solicitation Closes	Solicitation No	Version
2018-01-25	2018-01-30 13:30:00	CRFQ 0212 SWC1800000008	6

BID RECEIVING LOCATION

BID CLERK
 DEPARTMENT OF ADMINISTRATION
 PURCHASING DIVISION
 2019 WASHINGTON ST E
 CHARLESTON WV 25305
 US

VENDOR

Vendor Name, Address and Telephone Number:

Pitney Bowes, Inc.
 8245 Boone Blvd., Ste 470
 Vienna, VA 22182
 304-881-9298

FOR INFORMATION CONTACT THE BUYER

Stephanie L Gale
 (304) 558-8801
 stephanie.l.gale@wv.gov

Signature X *Susan Lapinsky*

FEIN # 06-0495050

DATE 01-26-18

All offers subject to all terms and conditions contained in this solicitation

Addendum # 5 issued for the following reasons:

1. To change the quantity of meter rental on Exhibit A Pricing Pages from 2 to 12 to show the monthly cost and annual cost (extended cost).
2. To add pricing on Exhibit A Pricing Pages for "Optional Items Lease Prices" for 36, 48, and 60 months, and to modify language from "Unit Cost" to "Annual Unit Cost".

No other changes

INVOICE TO		SHIP TO	
ALL STATE AGENCIES VARIOUS LOCATIONS AS INDICATED BY ORDER		STATE OF WEST VIRGINIA VARIOUS LOCATIONS AS INDICATED BY ORDER	
No City	WV99999	No City	WV 99999
US		US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
1	Contract Item 3.1.1 Pitney Bowes DM300 or Equal	6.00000	EA		

Comm Code	Manufacturer	Specification	Model #
44102100			

Extended Description :

Unit price should equal the total bid amount for each machine from the Exhibit A Pricing Page.

INVOICE TO		SHIP TO	
ALL STATE AGENCIES VARIOUS LOCATIONS AS INDICATED BY ORDER		STATE OF WEST VIRGINIA VARIOUS LOCATIONS AS INDICATED BY ORDER	
No City	WV99999	No City	WV 99999
US		US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
2	Contract Item 3.1.2 Pitney Bowes SendPro P1000 or equal	5.00000	EA		

Comm Code	Manufacturer	Specification	Model #
44102100			

Extended Description :

Unit price should equal the total bid amount for each machine from the Exhibit A Pricing Page.

ALL STATE AGENCIES VARIOUS LOCATIONS AS INDICATED BY ORDER	STATE OF WEST VIRGINIA VARIOUS LOCATIONS AS INDICATED BY ORDER
No City WV99999	No City WV 99999
US	US

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
3	Contract Item 3.1.2 Pitney Bowes SendPro P2000 or equal	4.00000	EA		

Comm Code	Manufacturer	Specification	Model #
44102100			

Extended Description :
Unit price should equal the total bid amount for each machine from the Exhibit A Pricing Page.

ALL STATE AGENCIES VARIOUS LOCATIONS AS INDICATED BY ORDER	STATE OF WEST VIRGINIA VARIOUS LOCATIONS AS INDICATED BY ORDER
No City WV99999	No City WV 99999
US	US

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
4	Contract Item 3.1.2 Pitney Bowes SendPro P3000 or equal	4.00000	EA		

Comm Code	Manufacturer	Specification	Model #
44102100			

Extended Description :
Unit price should equal the total bid amount for each machine from the Exhibit A Pricing Page.

EVENTS

Line	Event	Event Date
1	Technical Questions Due	2018-01-11

SOLICITATION NUMBER: SWC 1800000008
Addendum Number: 5

The purpose of this addendum is to modify the solicitation identified as ("Solicitation") to reflect the change(s) identified and described below.

Applicable Addendum Category:

- Modify bid opening date and time
- Modify specifications of product or service being sought
- Attachment of vendor questions and responses
- Attachment of pre-bid sign-in sheet
- Correction of error
- Other

Description of Modification to Solicitation:

Addendum # 5 issued for the following reasons:

1. To change the quantity of meter rental on Exhibit A Pricing Pages from 2 to 12 to show the monthly cost and annual cost (extended cost).
2. To add pricing on Exhibit A Pricing Pages for "Optional Items Lease Prices" for 36, 48, and 60 months, and to modify language from "Unit Cost" to "Annual Unit Cost".

No other changes

Additional Documentation: Documentation related to this Addendum (if any) has been included herewith as Attachment A and is specifically incorporated herein by reference.

Terms and Conditions:

1. All provisions of the Solicitation and other addenda not modified herein shall remain in full force and effect.
2. Vendor should acknowledge receipt of all addenda issued for this Solicitation by completing an Addendum Acknowledgment, a copy of which is included herewith. Failure to acknowledge addenda may result in bid disqualification. The addendum acknowledgement should be submitted with the bid to expedite document processing.

**Exhibit A - Pricing Page
Pitney Bowes DM300 or equal
Lease Cost, Purchase Cost,**

*Estimated Quantities for evaluation purposes only

Lease Cost	Brand Name of Item Bid	Model No. of Item Bid	Cost Per Month	Total Lease Cost	Est. Qty.	Extended Cost
Contract Item 3.1.1 Pitney Bowes DM300 or equal (36 Month Lease)				\$ -	1	\$ -
Contract Item 3.1.1 Pitney Bowes DM300 or equal (48 Month Lease)				\$ -	1	\$ -
Contract Item 3.1.1 Pitney Bowes DM300 or equal (60 Month Lease)				\$ -	2	\$ -
Subtotal (A) Lease Cost						\$ -
Purchase Cost plus Warranty Renewals	Brand Name of Item Bid	Model No. of Item Bid	Unit Cost	*Est. Qty.	Extended Cost	
Contract Item 3.1.1 Pitney Bowes DM300 or equal (Purchase Cost)				2	\$ -	
Meter Rental (monthly cost per year)				12	\$ -	
Year 1 Warranty (service, parts, and labor)				2	\$ -	
Year 2 Optional Warranty (services, parts, and labor)				2	\$ -	
Year 3 Optional Warranty (services, parts, and labor)				2	\$ -	
Year 4 Optional Warranty (services, parts, and labor)				2	\$ -	
Subtotal (B) Purchase Cost plus Optional Warranty Renewals						\$ -
Optional Items - Lease Price	Brand Name of Item Bid	Model No. of Item Bid	Annual Unit Cost	*Est. Qty.	Extended Cost	
Contract Item 3.1.5.1 Postage Platform Scale for packages up to 30lb (36 Month Lease)				3	\$ -	
Contract Item 3.1.5.2 12-inch Drop Stacker (36 Month Lease)				3	\$ -	
Contract Item 3.1.5.3 Minimum 10-inch Color Touch Screen (36 Month Lease)				3	\$ -	
Contract Item 3.1.5.1 Postage Platform Scale for packages up to 30lb (48 Month Lease)				3	\$ -	
Contract Item 3.1.5.2 12-inch Drop Stacker (48 Month Lease)				3	\$ -	
Contract Item 3.1.5.3 Minimum 10-inch Color Touch Screen (48 Month Lease)				3	\$ -	
Contract Item 3.1.5.1 Postage Platform Scale for packages up to 30lb (60 Month Lease)				3	\$ -	
Contract Item 3.1.5.2 12-inch Drop Stacker (60 Month Lease)				3	\$ -	
Contract Item 3.1.5.3 Minimum 10-inch Color Touch Screen (60 Month Lease)				3	\$ -	
Subtotal (C) Optional Items - Lease Price						\$ -
Optional Items - Purchase Price with additional warranty	Brand Name of Item Bid	Model No. of Item Bid	Unit Cost	*Est. Qty.	Extended Cost	
Contract Item 3.1.5.1 Postage Platform Scale for packages up to 30lb				3	\$ -	
Year 1 Warranty (service, parts, and labor)				3	\$ -	
Year 2 Optional Warranty (services, parts, and labor)				3	\$ -	
Year 3 Optional Warranty (services, parts, and labor)				3	\$ -	
Year 4 Optional Warranty (services, parts, and labor)				3	\$ -	
Contract Item 3.1.5.2 12-inch Drop Stacker				3	\$ -	

Year 1 Warranty (service, parts, and labor)				3	\$	-
Year 2 Optional Warranty (services, parts, and labor)				3	\$	-
Year 3 Optional Warranty (services, parts, and labor)				3	\$	-
Year 4 Optional Warranty (services, parts, and labor)				3	\$	-
Contract Item 3.1.5.3 Minimum 10-inch Color Touch Screen				3	\$	-
Year 1 Warranty (service, parts, and labor)				3	\$	-
Year 2 Optional Warranty (services, parts, and labor)				3	\$	-
Year 3 Optional Warranty (services, parts, and labor)				3	\$	-
Year 4 Optional Warranty (services, parts, and labor)				3	\$	-
Subtotal (D) Optional Items - Purchase Price with additional warranty					\$	-
Total bid amount for Pitney Bowes DM300 Or Equal (If submitting bids electronically, enter this amount in Commodity Line 1)					\$	-

Exhibit A - Pricing Page
Pitney Bowes SendPro P1000 or equal
Lease Cost, Purchase Cost

*Estimated Quantities for evaluation purposes only

Lease Cost	Brand Name of Item Bid	Model No. of Item Bid	Cost Per Month	Total Lease Cost	Est. Qty.	Extended Cost
Contract Item 3.1.2 Pitney Bowes SendPro P1000 or equal (36 Month Lease)				\$ -	1	\$ -
Contract Item 3.1.2 Pitney Bowes SendPro P1000 or equal (48 Month Lease)				\$ -	1	\$ -
Contract Item 3.1.2 Pitney Bowes SendPro P1000 or equal (60 Month Lease)				\$ -	2	\$ -
Subtotal (A) Lease Cost						\$ -
Purchase Cost plus Optional Warranty Renewals	Brand Name of Item Bid	Model No. of Item Bid	Unit Cost	*Est. Qty.	Extended Cost	
Contract Item 3.1.2 Pitney Bowes SendPro P1000 or equal (Purchase Cost)				1	\$ -	
Meter Rental (monthly cost per year)				12	\$ -	
Year 1 Warranty (service, parts, and labor)				1	\$ -	
Year 2 Optional Warranty (services, parts, and labor)				1	\$ -	
Year 3 Optional Warranty (services, parts, and labor)				1	\$ -	
Year 4 Optional Warranty (services, parts, and labor)				1	\$ -	
Subtotal (B) Purchase Cost plus Optional Warranty Renewals						\$ -
Optional Items - Lease Price	Brand Name of Item Bid	Model No. of Item Bid	Annual Unit Cost	*Est. Qty.	Extended Cost	
Contract Item 3.1.5.1 Postage Platform Scale for packages up to 30lb (36 Month Lease)				3	\$ -	
Contract Item 3.1.5.2 12-inch Drop Stacker (36 Month Lease)				3	\$ -	
Contract Item 3.1.5.3 Minimum 10-inch Color Touch Screen (36 Month Lease)				3	\$ -	
Contract Item 3.1.5.1 Postage Platform Scale for packages up to 30lb (48 Month Lease)				3	\$ -	
Contract Item 3.1.5.2 12-inch Drop Stacker (48 Month Lease)				3	\$ -	
Contract Item 3.1.5.3 Minimum 10-inch Color Touch Screen (48 Month Lease)				3	\$ -	
Contract Item 3.1.5.1 Postage Platform Scale for packages up to 30lb (60 Month Lease)				3	\$ -	
Contract Item 3.1.5.2 12-inch Drop Stacker (60 Month Lease)				3	\$ -	
Contract Item 3.1.5.3 Minimum 10-inch Color Touch Screen (60 Month Lease)				3	\$ -	
Subtotal (C) Optional Items - Lease Price						\$ -
Optional Items - Purchase Price with additional warranty	Brand Name of Item Bid	Model No. of Item Bid	Unit Cost	*Est. Qty.	Extended Cost	
Contract Item 3.1.5.1 Postage Platform Scale for packages up to 30lb				3	\$ -	
Year 1 Warranty (service, parts, and labor)				3	\$ -	
Year 2 Optional Warranty (services, parts, and labor)				3	\$ -	
Year 3 Optional Warranty (services, parts, and labor)				3	\$ -	
Year 4 Optional Warranty (services, parts, and labor)				3	\$ -	

Contract Item 3.1.5.2 12-inch Drop Stacker				3	\$	-
Year 1 Warranty (service, parts, and labor)				3	\$	-
Year 2 Optional Warranty (services, parts, and labor)				3	\$	-
Year 3 Optional Warranty (services, parts, and labor)				3	\$	-
Year 4 Optional Warranty (services, parts, and labor)				3	\$	-
Contract Item 3.1.5.3 Minimum 10-inch Color Touch Screen				3	\$	-
Year 1 Warranty (service, parts, and labor)				3	\$	-
Year 2 Optional Warranty (services, parts, and labor)				3	\$	-
Year 3 Optional Warranty (services, parts, and labor)				3	\$	-
Year 4 Optional Warranty (services, parts, and labor)				3	\$	-
Subtotal (D) Optional Items - Purchase Price with additional warranty					\$	-
Total bid amount for Pitney Bowes SendPro P1000 Or Equal (if submitting bids electronically, enter this amount in Commodity Line 2)					\$	-

Exhibit A - Pricing Page
Pitney Bowes SendPro P2000 or equal
Lease Cost, Purchase Cost

*Estimated Quantities for evaluation purposes only

Lease Cost	Brand Name of Item Bid	Model No. of Item Bid	Cost Per Month	Total Lease Cost	Est.	Extended Cost
Contract Item 3.1.3 Pitney Bowes SendPro P2000 or equal (36 Month Lease)				\$ -	1	\$ -
Contract Item 3.1.3 Pitney Bowes SendPro P2000 or equal (48 Month Lease)				\$ -	1	\$ -
Contract Item 3.1.3 Pitney Bowes SendPro P2000 or equal (60 Month Lease)				\$ -	1	\$ -
Subtotal (A) Lease Cost						\$ -
Purchase Cost plus Optional Warranty Renewals	Brand Name of Item Bid	Model No. of Item Bid	Unit Cost	*Est. Qty.	Extended Cost	
Contract Item 3.1.3 Pitney Bowes SendPro P2000 or equal (Purchase Meter Rental (monthly cost per year)				1	\$	-
Year 1 Warranty (service, parts, and labor)				12	\$	-
Year 2 Optional Warranty (services, parts, and labor)				1	\$	-
Year 3 Optional Warranty (services, parts, and labor)				1	\$	-
Year 4 Optional Warranty (services, parts, and labor)				1	\$	-
Subtotal (B) Purchase Cost plus Optional Warranty Renewals						\$ -
Optional Items - Lease Price	Brand Name of Item Bid	Model No. of Item Bid	Annual Unit Cost	*Est. Qty.	Extended Cost	
Contract Item 3.1.5.1 Postage Platform Scale for packages up to 30lb (36 Month Lease)				3	\$	-
Contract Item 3.1.5.2 12-inch Drop Stacker (36 Month Lease)				3	\$	-
Contract Item 3.1.5.3 Minimum 10-inch Color Touch Screen (36 Month Lease)				3	\$	-
Contract Item 3.1.5.1 Postage Platform Scale for packages up to 30lb (48 Month Lease)				3	\$	-
Contract Item 3.1.5.2 12-inch Drop Stacker (48 Month Lease)				3	\$	-
Contract Item 3.1.5.3 Minimum 10-inch Color Touch Screen (48 Month Lease)				3	\$	-
Contract Item 3.1.5.1 Postage Platform Scale for packages up to 30lb (60 Month Lease)				3	\$	-
Contract Item 3.1.5.2 12-inch Drop Stacker (60 Month Lease)				3	\$	-
Contract Item 3.1.5.3 Minimum 10-inch Color Touch Screen (60 Month Lease)				3	\$	-
Subtotal (C) Optional Items - Lease Price						\$ -

Optional Items - Purchase Price with additional warranty	Brand Name of Item Bid	Model No. of Item Bid	Unit Cost	*Est. Qty.	Extended Cost
Contract Item 3.1.5.1 Postage Platform Scale for packages up to 30lb				2	\$ -
Year 1 Warranty (service, parts, and labor)				2	\$ -
Year 2 Optional Warranty (services, parts, and labor)				2	\$ -
Year 3 Optional Warranty (services, parts, and labor)				2	\$ -
Year 4 Optional Warranty (services, parts, and labor)				2	\$ -
Contract Item 3.1.5.2 12-inch Drop Stacker				2	\$ -
Year 1 Warranty (service, parts, and labor)				2	\$ -
Year 2 Optional Warranty (services, parts, and labor)				2	\$ -
Year 3 Optional Warranty (services, parts, and labor)				2	\$ -
Year 4 Optional Warranty (services, parts, and labor)				2	\$ -
Contract Item 3.1.5.3 Minimum 10-inch Color Touch Screen				2	\$ -
Year 1 Warranty (service, parts, and labor)				2	\$ -
Year 2 Optional Warranty (services, parts, and labor)				2	\$ -
Year 3 Optional Warranty (services, parts, and labor)				2	\$ -
Year 4 Optional Warranty (services, parts, and labor)				2	\$ -
Subtotal (D) Optional Items - Purchase Price with additional warranty					\$ -
Total bid amount for Pitney Bowes SendPro P2000 Or Equal (If submitting bids electronically, enter this amount in Commodity Line 3)					\$ -

Exhibit A - Pricing Page
Pitney Bowes SendPro P3000 or equal
Lease Cost, Purchase Cost

*Estimated Quantities for evaluation purposes only

Lease Cost	Brand Name of Item Bid	Model No. of Item Bid	Cost Per Month	Total Lease Cost	Est. Qty.	Extended Cost
Contract Item 3.1.4 Pitney Bowes SendPro P3000 or equal (36 Month Lease)				\$ -	2	\$ -
Contract Item 3.1.4 Pitney Bowes SendPro P3000 or equal (48 Month Lease)				\$ -	2	\$ -
Contract Item 3.1.4 Pitney Bowes SendPro P3000 or equal (6 Month Lease)				\$ -	2	\$ -
Subtotal (A) Lease Cost						\$ -
Purchase Cost plus Optional warranty renewals	Brand Name of Item Bid	Model No. of Item Bid	Unit Cost	*Est. Qty.	Extended Cost	
Contract Item 3.1.4 Pitney Bowes SendPro P3000 or equal (Purchase Meter Rental (monthly cost per year)				2	\$	-
Year 1 Warranty (service, parts, and labor)				12	\$	-
Year 2 Optional Warranty (services, parts, and labor)				2	\$	-
Year 3 Optional Warranty (services, parts, and labor)				2	\$	-
Year 4 Optional Warranty (services, parts, and labor)				2	\$	-
Subtotal (B) Purchase Cost plus Optional Warranty Renewals						\$ -
Optional Items - Lease Price	Brand Name of Item Bid	Model No. of Item Bid	Annual Unit Cost	*Est. Qty.	Extended Cost	
Contract Item 3.1.5.1 Postage Platform Scale for packages up to 30lb (36 Month Lease)				3	\$	-
Contract Item 3.1.5.2 12-inch Drop Stacker (36 Month Lease)				3	\$	-
Contract Item 3.1.5.3 Minimum 10-inch Color Touch Screen (36 Month Lease)				3	\$	-
Contract Item 3.1.5.1 Postage Platform Scale for packages up to 30lb (48 Month Lease)				3	\$	-
Contract Item 3.1.5.2 12-inch Drop Stacker (48 Month Lease)				3	\$	-
Contract Item 3.1.5.3 Minimum 10-inch Color Touch Screen (48 Month Lease)				3	\$	-
Contract item 3.1.5.1 Postage Platform Scale for packages up to 30lb (60 Month Lease)				3	\$	-
Contract Item 3.1.5.2 12-inch Drop Stacker (60 Month Lease)				3	\$	-
Contract Item 3.1.5.3 Minimum 10-inch Color Touch Screen (60 Month Lease)				3	\$	-
Subtotal (C) Optional Items - Lease Price						\$ -
Optional Items - Purchase Price with additional warranty	Brand Name of Item Bid	Model No. of Item Bid	Unit Cost	*Est. Qty.	Extended Cost	
Contract Item 3.1.5.1 Postage Platform Scale for packages up to 30lb				2	\$	-
Year 1 Warranty (service, parts, and labor)				2	\$	-
Year 2 Optional Warranty (services, parts, and labor)				2	\$	-
Year 3 Optional Warranty (services, parts, and labor)				2	\$	-
Year 4 Optional Warranty (services, parts, and labor)				2	\$	-
Contract Item 3.1.5.2 12-inch Drop Stacker				2	\$	-

Year 1 Warranty (service, parts, and labor)				2	\$	-
Year 2 Optional Warranty (services, parts, and labor)				2	\$	-
Year 3 Optional Warranty (services, parts, and labor)				2	\$	-
Year 4 Optional Warranty (services, parts, and labor)				2	\$	-
Contract Item 3.1.5.3 Minimum 10-inch Color Touch Screen				2	\$	-
Year 1 Warranty (service, parts, and labor)				2	\$	-
Year 2 Optional Warranty (services, parts, and labor)				2	\$	-
Year 3 Optional Warranty (services, parts, and labor)				2	\$	-
Year 4 Optional Warranty (services, parts, and labor)				2	\$	-
Subtotal (D) Optional Items - Purchase Price with additional warranty					\$	-
Total bid amount for Pitney Bowes SendPro P3000 Or Equal (If submitting bids electronically, enter this amount in Commodity Line 4)					\$	-



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

State of West Virginia
 Request for Quotation
 28 – Office Equip.

Proc Folder: 400234

Doc Description: Addendum #4 Statewide Contract for Mailing Machines

Proc Type: Central Master Agreement

Date Issued	Solicitation Closes	Solicitation No	Version
2018-01-25	2018-01-30 13:30:00	CRFQ 0212 SWC1800000008	5

BID RECEIVING LOCATION

BID CLERK
 DEPARTMENT OF ADMINISTRATION
 PURCHASING DIVISION
 2019 WASHINGTON ST E
 CHARLESTON WV 25305
 US

VENDOR

Vendor Name, Address and Telephone Number:

Pitney Bowes, Inc.
 8245 Boone Blvd., Ste 470
 Vienna, VA 22182
 304-881-9298

FOR INFORMATION CONTACT THE BUYER

Stephanie L Gale
 (304) 558-8801
 stephanie.l.gale@wv.gov

Signature X

Susan Lopinsky

FEIN # 06-0495050

DATE 01-26-18

All offers subject to all terms and conditions contained in this solicitation

ADDITIONAL INFORMATION:

Addendum # 4 issued for the following reasons:

1. To extend the bid opening date and time to Tuesday, January 30, 2018, 1:30 p.m.

No other changes at this time

INVOICE TO		SHIP TO	
ALL STATE AGENCIES VARIOUS LOCATIONS AS INDICATED BY ORDER		STATE OF WEST VIRGINIA VARIOUS LOCATIONS AS INDICATED BY ORDER	
No City	WV99999	No City	WV 99999
US		US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
1	Contract Item 3.1.1 Pitney Bowes DM300 or Equal	6.00000	EA		

Comm Code	Manufacturer	Specification	Model #
44102100			

Extended Description :

Unit price should equal the total bid amount for each machine from the Exhibit A Pricing Page.

INVOICE TO		SHIP TO	
ALL STATE AGENCIES VARIOUS LOCATIONS AS INDICATED BY ORDER		STATE OF WEST VIRGINIA VARIOUS LOCATIONS AS INDICATED BY ORDER	
No City	WV99999	No City	WV 99999
US		US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
2	Contract Item 3.1.2 Pitney Bowes SendPro P1000 or equal	5.00000	EA		

Comm Code	Manufacturer	Specification	Model #
44102100			

Extended Description :

Unit price should equal the total bid amount for each machine from the Exhibit A Pricing Page.

INVOICE TO		SHIP TO	
ALL STATE AGENCIES VARIOUS LOCATIONS AS INDICATED BY ORDER		STATE OF WEST VIRGINIA VARIOUS LOCATIONS AS INDICATED BY ORDER	
No City	WV99999	No City	WV 99999
US		US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
3	Contract Item 3.1.2 Pitney Bowes SendPro P2000 or equal	4.00000	EA		

Comm Code	Manufacturer	Specification	Model #
44102100			

Extended Description :

Unit price should equal the total bid amount for each machine from the Exhibit A Pricing Page.

INVOICE TO		SHIP TO	
ALL STATE AGENCIES VARIOUS LOCATIONS AS INDICATED BY ORDER		STATE OF WEST VIRGINIA VARIOUS LOCATIONS AS INDICATED BY ORDER	
No City	WV99999	No City	WV 99999
US		US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
4	Contract Item 3.1.2 Pitney Bowes SendPro P3000 or equal	4.00000	EA		

Comm Code	Manufacturer	Specification	Model #
44102100			

Extended Description :

Unit price should equal the total bid amount for each machine from the Exhibit A Pricing Page.

SCHEDULE OF EVENTS

Line	Event	Event Date
1	Technical Questions Due	2018-01-11

SOLICITATION NUMBER: SWC1800000008

Addendum Number: 4

The purpose of this addendum is to modify the solicitation identified as ("Solicitation") to reflect the change(s) identified and described below.

Applicable Addendum Category:

- Modify bid opening date and time
- Modify specifications of product or service being sought
- Attachment of vendor questions and responses
- Attachment of pre-bid sign-in sheet
- Correction of error
- Other

Description of Modification to Solicitation:

Addendum # 4 issued for the following reasons:

1. To extend the bid opening date and time to Tuesday, January 30, 2018, 1:30 p.m.

No other changes at this time

Additional Documentation: Documentation related to this Addendum (if any) has been included herewith as Attachment A and is specifically incorporated herein by reference.

Terms and Conditions:

1. All provisions of the Solicitation and other addenda not modified herein shall remain in full force and effect.
2. Vendor should acknowledge receipt of all addenda issued for this Solicitation by completing an Addendum Acknowledgment, a copy of which is included herewith. Failure to acknowledge addenda may result in bid disqualification. The addendum acknowledgement should be submitted with the bid to expedite document processing.



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

State of West Virginia
 Request for Quotation
 28 -- Office Equip.

Proc Folder: 400234

Doc Description: Addendum #3 Statewide Contract for Mailing Machines

Proc Type: Central Master Agreement

Date Issued	Solicitation Closes	Solicitation No	Version
2018-01-24	2018-01-26 13:30:00	CRFQ 0212 SWC1800000008	4

BID CLERK
 DEPARTMENT OF ADMINISTRATION
 PURCHASING DIVISION
 2019 WASHINGTON ST E
 CHARLESTON WV 25305
 US

VENDOR
 Vendor Name, Address and Telephone Number:
 Pitney Bowes, Inc.
 8245 Boone Blvd., Ste. 470
 Vienna, VA 22182
 304-881-9298

FOR INFORMATION CONTACT THE BUYER

Stephanie L Gale
 (304) 558-8801
 stephanie.l.gale@wv.gov

Signature X *Lucern Lapinsky*

FEIN # 06-0495050

DATE 01-26-18

All offers subject to all terms and conditions contained in this solicitation

Addendum #3 issued to:

1. Modify specifications 3.1.1.9, 3.1.2.9, 3.1.3.9, and 3.1.3.9 to read "Lease pricing must include a warranty covering all service, parts, and labor as well as meter rental for the life of the lease. Purchase pricing must include a one year warranty covering all service, parts, and labor, and pricing for additional optional renewal years 2, 3, and 4 as well as meter rental for the life of the contract." and modify the pricing pages to reflect this change.

End of Addendum #3

SHIP TO	
ALL STATE AGENCIES VARIOUS LOCATIONS AS INDICATED BY ORDER	STATE OF WEST VIRGINIA VARIOUS LOCATIONS AS INDICATED BY ORDER
No City WV99999	No City WV 99999
US	US

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
1	Contract Item 3.1.1 Pitney Bowes DM300 or Equal	6.00000	EA		

Comm Code	Manufacturer	Specification	Model #
44102100			

Extended Description :
Unit price should equal the total bid amount for each machine from the Exhibit A Pricing Page.

SHIP TO	
ALL STATE AGENCIES VARIOUS LOCATIONS AS INDICATED BY ORDER	STATE OF WEST VIRGINIA VARIOUS LOCATIONS AS INDICATED BY ORDER
No City WV99999	No City WV 99999
US	US

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
2	Contract Item 3.1.2 Pitney Bowes SendPro P1000 or equal	5.00000	EA		

Comm Code	Manufacturer	Specification	Model #
44102100			

Extended Description :
Unit price should equal the total bid amount for each machine from the Exhibit A Pricing Page.

ALL STATE AGENCIES VARIOUS LOCATIONS AS INDICATED BY ORDER		STATE OF WEST VIRGINIA VARIOUS LOCATIONS AS INDICATED BY ORDER	
No City	WV99999	No City	WV 99999
US		US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
3	Contract Item 3.1.2 Pitney Bowes SendPro P2000 or equal	4.00000	EA		

Comm Code	Manufacturer	Specification	Model #
44102100			

Extended Description :
Unit price should equal the total bid amount for each machine from the Exhibit A Pricing Page.

ALL STATE AGENCIES VARIOUS LOCATIONS AS INDICATED BY ORDER		STATE OF WEST VIRGINIA VARIOUS LOCATIONS AS INDICATED BY ORDER	
No City	WV99999	No City	WV 99999
US		US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
4	Contract Item 3.1.2 Pitney Bowes SendPro P3000 or equal	4.00000	EA		

Comm Code	Manufacturer	Specification	Model #
44102100			

Extended Description :
Unit price should equal the total bid amount for each machine from the Exhibit A Pricing Page.

SCHEDULE OF EVENTS		
Line	Event	Event Date
1	Technical Questions Due	2018-01-11

SOLICITATION NUMBER: CRFQ SWC1800000008
Addendum Number: 3

The purpose of this addendum is to modify the solicitation identified as ("Solicitation") to reflect the change(s) identified and described below.

Applicable Addendum Category:

- Modify bid opening date and time
- Modify specifications of product or service being sought
- Attachment of vendor questions and responses
- Attachment of pre-bid sign-in sheet
- Correction of error
- Other

Description of Modification to Solicitation:

Addendum #3 issued to:

1. Modify specifications 3.1.1.8, 3.1.2.9, 3.1.3.9, and 3.1.3.9 to read "Lease pricing must include a warranty covering all service, parts, and labor as well as meter rental for the life of the lease. Purchase pricing must include a one year warranty covering all service, parts, and labor, and pricing for additional optional renewal years 2, 3, and 4 as well as meter rental for the life of the contract." and modify the pricing pages to reflect this change.

End of Addendum #3

Additional Documentation: Documentation related to this Addendum (if any) has been included herewith as Attachment A and is specifically incorporated herein by reference.

Terms and Conditions:

1. All provisions of the Solicitation and other addenda not modified herein shall remain in full force and effect.
2. Vendor should acknowledge receipt of all addenda issued for this Solicitation by completing an Addendum Acknowledgment, a copy of which is included herewith. Failure to acknowledge addenda may result in bid disqualification. The addendum acknowledgement should be submitted with the bid to expedite document processing.

REQUEST FOR QUOTATION
Mailing Machine Systems

SPECIFICATIONS

1. **PURPOSE AND SCOPE:** The West Virginia Purchasing Division is soliciting bids on behalf of The State of West Virginia to establish an open-end contract(s) for digital mailing machine systems. The contract may be utilized by West Virginia State agencies and all political subdivisions of the State in all 55 counties.

2. **DEFINITIONS:** The terms listed below shall have the meanings assigned to them below. Additional definitions can be found in section 2 of the General Terms and Conditions.
 - 2.1 **“Contract Item” or “Contract Items”** means the list of items identified in Section 3.1 below and on the Pricing Pages.

 - 2.2 **“Pricing Pages”** means the schedule of prices, estimated order quantity, and totals contained in wvOASIS or attached hereto as Exhibit A, and used to evaluate the Solicitation responses.

 - 2.3 **“Solicitation”** means the official notice of an opportunity to supply the State with goods or services that is published by the Purchasing Division.

 - 2.4 **“Business Hours”** means Monday through Friday, 8:00am to 5:00pm EST, with the exception of Federal Holidays.

 - 2.5 **“Remanufactured, refurbished, used or demo”** means old or used computer equipment that has been restored to like-new working condition and/or appearance or equipment that has been sent back to the factory to fix a flaw.

 - 2.6 **“Vendor”** means any entity submitting a bid in response to this solicitation, the entity that has been selected as the lowest responsible vendor, or the entity that has been awarded the Contract as context requires.

 - 2.7 **“Mandatory Requirements”** The terms “must”, “will”, “shall”, “minimum”, “maximum”, or “is/are required” identify a mandatory item or factor. Decisions regarding compliance with any mandatory requirements shall be at the sole discretion of the State. Failure on the part of the Vendor to meet any of the mandatory specifications shall result in the disqualification of the bid.

REQUEST FOR QUOTATION
Mailing Machine Systems

3. GENERAL REQUIREMENTS:

3.1 Contract Items and Mandatory Requirements: Vendor shall provide Agency with the Contract Items listed below on an open-end and continuing basis. Contract Items must meet or exceed the mandatory requirements as shown below.

3.1.1 Pitney Bowes DM300 or equal digital mailing machine system.

3.1.1.1 Must process a minimum of 65 letters per minute.

3.1.1.2 Must process envelopes up to 9mm thickness.

3.1.1.3 Must be new. Remanufactured, refurbished, used or demo machines will not be acceptable.

3.1.1.4 Must be inclusive of all hardware, software, and licensing.

3.1.1.5 Must include semi-automatic feeder deck, scale that will weigh up to 10 pounds, meter rental, and stacker.

3.1.1.6 Must include initial and annual on-site training in the operation of the system and the procedures involved in preventative maintenance and troubleshooting. Initial training to be provided once the installation of equipment is completed. All associated travel costs must be included in the contract price. Vendor must provide manufacturer user manuals.

3.1.1.7 Must provide phone support during regular business hours. Vendor must dispatch a representative within 24 hours once phone support has been exhausted and/or if maintenance is required.

3.1.1.8 Lease pricing must include a warranty covering all service, parts, and labor as well as meter rental for the life of the lease. Purchase pricing must include a one year warranty covering all service, parts, and labor, and pricing for additional optional renewal years 2, 3, and 4 as well as meter rental for the life of the contract.

3.1.2 Pitney Bowes SendPro P1000 or equal digital mailing machine system.

REQUEST FOR QUOTATION
Mailing Machine Systems

- 3.1.2.1** Must process a minimum of 130 same sized letters per minute with the ability to deal envelopes up to 5/8 inch thickness.
 - 3.1.2.2** Must include automatic feeder deck, meter rental, scale that will weigh up to 10 pounds, and stacker.
 - 3.1.2.3** Must be new. Remanufactured, refurbished, used or demo machines will not be acceptable.
 - 3.1.2.4** Must provide the option of manually setting the date for pre-posting of mail.
 - 3.1.2.5** Must be able to print labels for larger packages.
 - 3.1.2.6** Must be inclusive of all hardware, software, and licensing.
 - 3.1.2.7** Must include initial and annual on-site training in the operation of the system and the procedures involved in preventative maintenance and troubleshooting. Initial training to be provided once the installation of equipment is completed. All associated travel costs must be included in the contract price. Vendor must provide manufacturer user manuals.
 - 3.1.2.8** Must provide phone support during regular business hours. Vendor must dispatch a representative within 24 hours once phone support has been exhausted and/or if maintenance is required.
 - 3.1.2.9** Lease pricing must include a warranty covering all service, parts, and labor as well as meter rental for the life of the lease. Purchase pricing must include a one year warranty covering all service, parts, and labor, and pricing for additional optional renewal years 2, 3, and 4 as well as meter rental for the life of the contract.
- 3.1.3 Pitney Bowes SendPro P2000 or equal digital mailing machine system.**

REQUEST FOR QUOTATION
Mailing Machine Systems

- 3.1.3.1** Must process a minimum of 75 mixed sized letters and a minimum of 135 same sized letters per minute with the ability to seal envelopes up to 5/8 inch thickness.
- 3.1.3.2** Must include automatic feeder deck, meter rental, scale that will weigh up to 10 pounds, and stacker.
- 3.1.3.3** Must be new. Remanufactured, refurbished, used or demo machines will not be acceptable.
- 3.1.3.4** Must provide the option of manually setting the date for pre-posting of mail.
- 3.1.3.5** Must be able to print labels for larger packages.
- 3.1.3.6** Must be inclusive of all hardware, software, and licensing.
- 3.1.3.7** Must include initial and annual on-site training in the operation of the system and the procedures involved in preventative maintenance and troubleshooting. Initial training to be provided once the installation of equipment is completed. All associated travel costs must be included in the contract price. Vendor must provide manufacturer user manuals.
- 3.1.3.8** Must provide phone support during regular business hours. Vendor must dispatch a representative within 24 hours once phone support has been exhausted and/or if maintenance is required.
- 3.1.3.9** Lease pricing must include a warranty covering all service, parts, and labor as well as meter rental for the life of the lease. Purchase pricing must include a one year warranty covering all service, parts, and labor, and pricing for additional optional renewal years 2, 3, and 4 as well as meter rental for the life of the contract.
- 3.1.4 Pitney Bowes SendPro P3000 or equal digital mailing machine system.**
 - 3.1.4.1** Must process a minimum of 120 mixed sized letters and a minimum of 210 same sized letters per minute.

REQUEST FOR QUOTATION
Mailing Machine Systems

- 3.1.4.2** Must include automatic feeder deck, meter rental, scale that will weigh up to 10 pounds, and stacker.
 - 3.1.4.3** Must be new. Remanufactured, refurbished, used or demo machines will not be acceptable.
 - 3.1.4.4** Must provide the option of manually setting the date for pre-posting of mail.
 - 3.1.4.5** Must be able to print labels for larger packages.
 - 3.1.4.6** Must be inclusive of all hardware, software, and licensing.
 - 3.1.4.7** Must include initial and annual on-site training in the operation of the system and the procedures involved in preventative maintenance and troubleshooting. Initial training to be provided once the installation of equipment is completed. All associated travel costs must be included in the contract price. Vendor must provide manufacturer user manuals.
 - 3.1.4.8** Must provide phone support during regular business hours. Vendor must dispatch a representative within 24 hours once phone support has been exhausted and/or if maintenance is required.
 - 3.1.3.9** Lease pricing must include a warranty covering all service, parts, and labor as well as meter rental for the life of the lease. Purchase pricing must include a one year warranty covering all service, parts, and labor, and pricing for additional optional renewal years 2, 3, and 4 as well as meter rental for the life of the contract.
- 3.1.5 Optional Items:**
- 3.1.5.1** Postage Platform Scale for packages up to 30lb.
 - 3.1.5.2** Minimum 12-inch Drop Stacker.
 - 3.1.5.3** Minimum 10-inch Color Touch Screen

REQUEST FOR QUOTATION
Mailing Machine Systems

4. CONTRACT AWARD:

- 4.1 Contract Award:** The Contract or Contracts is intended to provide Agencies with a purchase and lease price on all Contract Items. The Contract or Contracts shall be awarded per individual machine to the Vendor that provides the Contract Items meeting the required specifications for the lowest overall Total Bid Amount per machine (Sum of Subtotals A, B, C, D, and E) as shown on the Pricing Page for that machine.
- 4.2 Pricing Pages:** Vendors should complete the Exhibit A Pricing Page(s) in their entirety as failure to do so may result in Vendor's bids being disqualified.

For Lease Cost, Vendors should complete the Exhibit A Pricing Page by entering the Brand Name of each Item Bid, Model No. of Item Bid, entering the Cost Per Month for each leasing option (36, 48, 60), entering the Total Lease Cost for each leasing option (for example Total Lease Cost for 36 months would be the 36 Month Lease Cost Per Month x 36), if the Vendor is entering the cost electronically in the Excel document provided, the Total Lease Cost for each item will sum automatically. The Extended Lease Cost equals the Total Lease Cost multiplied by the Estimated Quantity (once again the Excel document will sum the Extended Cost automatically).

For Purchase Cost plus Optional Warranty Renewals, Optional Items - Lease Price, Optional Items - Purchase Price with additional warranty, and Consumable, Vendors should enter the Brand Name of each Item Bid, Model No. of Item Bid, entering the Unit Cost, and Extended Cost (Extended Cost equals Unit Cost multiplied by the Estimated Quantity).

The Exhibit A Pricing Pages contain a list of the Contract Items and estimated purchase volume. The estimated purchase volume for each item represents the approximate volume of anticipated purchases only. No future use of the Contract or any individual item is guaranteed or implied.

For Vendors submitting bids in wvOASIS, Vendors should enter the total bid amount for the machines in the commodity lines of wvOASIS and upload the completed Exhibit A Pricing Pages (or print and scan a copy of) as an attachment. If submitting a paper bid, print the Exhibit A Pricing Pages and include with your bid.

5. ORDERING AND PAYMENT:

REQUEST FOR QUOTATION
Mailing Machine Systems

- 5.1 Ordering:** Vendor shall accept orders through wvOASIS, regular mail, facsimile, e-mail, or any other written form of communication. Vendor may, but is not required to, accept on-line orders through a secure internet ordering portal/website. If Vendor has the ability to accept on-line orders, it should include in its response a brief description of how Agencies may utilize the on-line ordering system. Vendor shall ensure that its on-line ordering system is properly secured prior to processing Agency orders on-line.
- 5.2 Payment:** Vendor shall accept payment in accordance with the payment procedures of the State of West Virginia.

6. DELIVERY AND RETURN:

- 6.1 Delivery Time:** Vendor shall deliver standard orders within thirty (30) calendar days after orders are received. Vendor shall deliver emergency orders within fifteen (15) calendar day after orders are received. Vendor shall ship all orders in accordance with the above schedule and shall not hold orders until a minimum delivery quantity is met.
- 6.2 Late Delivery:** The Agency placing the order under this Contract must be notified in writing if orders will be delayed for any reason. Any delay in delivery that could cause harm to an Agency will be grounds for cancellation of the delayed order, and/or obtaining the items ordered from a third party.

Any Agency seeking to obtain items from a third party under this provision must first obtain approval of the Purchasing Division.

- 6.3 Delivery Payment/Risk of Loss:** Standard order delivery shall be F.O.B. destination to the Agency's location. Vendor shall include the cost of standard order delivery charges in its bid pricing/discount and is not permitted to charge the Agency separately for such delivery. The Agency will pay delivery charges on all emergency orders provided that Vendor invoices those delivery costs as a separate charge with the original freight bill attached to the invoice.
- 6.4 Return of Unacceptable Items:** If the Agency deems the Contract Items to be unacceptable, the Contract Items shall be returned to Vendor at Vendor's expense and with no restocking charge. Vendor shall either make arrangements for the return within five (5) days of being notified that items are unacceptable, or permit the Agency to arrange for the return and reimburse Agency for delivery expenses. If the original packaging cannot be utilized for the return, Vendor will supply the Agency with appropriate return packaging upon request. All returns of unacceptable items shall be F.O.B. the Agency's location. The returned product shall either be replaced, or the Agency shall receive a full credit or refund for the purchase price, at the

REQUEST FOR QUOTATION
Mailing Machine Systems

Agency's discretion.

- 6.5 Return Due to Agency Error:** Items ordered in error by the Agency will be returned for credit within 30 days of receipt, F.O.B. Vendor's location. Vendor shall not charge a restocking fee if returned products are in a resalable condition. Items shall be deemed to be in a resalable condition if they are unused and in the original packaging. Any restocking fee for items not in a resalable condition shall be the lower of the Vendor's customary restocking fee or 5% of the total invoiced value of the returned items.

7. VENDOR DEFAULT:

7.1 The following shall be considered a vendor default under this Contract.

- 7.1.1** Failure to provide Contract Items in accordance with the requirements contained herein.
- 7.1.2** Failure to comply with other specifications and requirements contained herein.
- 7.1.3** Failure to comply with any laws, rules, and ordinances applicable to the Contract Services provided under this Contract.
- 7.1.4** Failure to remedy deficient performance upon request.

7.2 The following remedies shall be available to Agency upon default.

- 7.2.1** Immediate cancellation of the Contract.
- 7.2.2** Immediate cancellation of one or more release orders issued under this Contract.

**REQUEST FOR QUOTATION
Mailing Machine Systems**

7.2.3 Any other remedies available in law or equity.

8. MISCELLANEOUS:

- 8.1 No Substitutions:** Vendor shall supply only Contract Items submitted in response to the Solicitation unless a contract modification is approved in accordance with the provisions contained in this Contract.
- 8.2 Vendor Supply:** Vendor must carry sufficient inventory of the Contract Items being offered to fulfill its obligations under this Contract. By signing its bid, Vendor certifies that it can supply the Contract Items contained in its bid response.
- 8.3 Reports:** Vendor shall provide quarterly reports and annual summaries to the Agency showing the Agency's items purchased, quantities of items purchased, and total dollar value of the items purchased. Vendor shall also provide reports, upon request, showing the items purchased during the term of this Contract, the quantity purchased for each of those items, and the total value of purchases for each of those items. Failure to supply such reports may be grounds for cancellation of this Contract.
- 8.4 Contract Manager:** During its performance of this Contract, Vendor must designate and maintain a primary contract manager responsible for overseeing Vendor's responsibilities under this Contract. The Contract manager must be available during normal business hours to address any customer service or other issues related to this Contract. Vendor should list its Contract manager and his or her contact information below.

Contract Manager: _____
Telephone Number: _____
Fax Number: _____
Email Address: _____

Exhibit A - Pricing Page - PAGE ONE
*** Pitney Bowes DM300 or equal**
Lease Cost, Purchase Cost,

*Estimated Quantities for evaluation purposes only

Lease Cost	Brand Name of Item Bid	Model No. of Item Bid	Cost Per Month	Total Lease Cost	Est. Qty.	Extended Cost
Contract Item 3.1.1 Pitney Bowes DM300 or equal (36 Month Lease)				\$ -	1	\$ -
Contract Item 3.1.1 Pitney Bowes DM300 or equal (48 Month Lease)				\$ -	1	\$ -
Contract Item 3.1.1 Pitney Bowes DM300 or equal (60 Month Lease)				\$ -	2	\$ -
Subtotal (A) Lease Cost						\$ -
Purchase Cost plus Warranty Renewals	Brand Name of Item Bid	Model No. of Item Bid	Unit Cost	*Est. Qty.	Extended Cost	
Contract Item 3.1.1 Pitney Bowes DM300 or equal (Purchase Cost)				2	\$ -	
Meter Rental				2	\$ -	
Year 1 Warranty (service, parts, and labor)				2	\$ -	
Year 2 Optional Warranty (services, parts, and labor)				2	\$ -	
Year 3 Optional Warranty (services, parts, and labor)				2	\$ -	
Year 4 Optional Warranty (services, parts, and labor)				2	\$ -	
Subtotal (B) Purchase Cost plus Optional Warranty Renewals						\$ -
Optional Items - Lease Price	Brand Name of Item Bid	Model No. of Item Bid	Unit Cost	*Est. Qty.	Extended Cost	
Contract Item 3.1.5.1 Postage Platform Scale for packages up to 30lb				3	\$ -	
Contract Item 3.1.5.2 12-inch Drop Stacker				3	\$ -	
Contract Item 3.1.5.3 Minimum 10-inch Color Touch Screen				3	\$ -	
Subtotal (C) Optional Items - Lease Price						\$ -
Optional Items - Purchase Price with additional warranty	Brand Name of Item Bid	Model No. of Item Bid	Unit Cost	*Est. Qty.	Extended Cost	
Contract Item 3.1.5.1 Postage Platform Scale for packages up to 30lb				3	\$ -	
Year 1 Warranty (service, parts, and labor)				3	\$ -	
Year 2 Optional Warranty (services, parts, and labor)				3	\$ -	
Year 3 Optional Warranty (services, parts, and labor)				3	\$ -	
Year 4 Optional Warranty (services, parts, and labor)				3	\$ -	
Contract Item 3.1.5.2 12-inch Drop Stacker				3	\$ -	
Year 1 Warranty (service, parts, and labor)				3	\$ -	
Year 2 Optional Warranty (services, parts, and labor)				3	\$ -	
Year 3 Optional Warranty (services, parts, and labor)				3	\$ -	
Year 4 Optional Warranty (services, parts, and labor)				3	\$ -	
Contract Item 3.1.5.3 Minimum 10-inch Color Touch Screen				3	\$ -	
Year 1 Warranty (service, parts, and labor)				3	\$ -	
Year 2 Optional Warranty (services, parts, and labor)				3	\$ -	
Year 3 Optional Warranty (services, parts, and labor)				3	\$ -	
Year 4 Optional Warranty (services, parts, and labor)				3	\$ -	
Subtotal (D) Optional Items - Purchase Price with additional warranty						\$ -

Exhibit A - Pricing Page - PAGE ONE
Pitney Bowes SendPro P1000 or equal
Lease Cost, Purchase Cost

*Estimated Quantities for evaluation purposes only

Lease Cost	Brand Name of Item Bid	Model No. of Item Bid	Cost Per Month	Total Lease Cost	Est. Qty.	Extended Cost
Contract Item 3.1.2 Pitney Bowes SendPro P1000 or equal (36 Month Lease)				\$ -	1	\$ -
Contract Item 3.1.2 Pitney Bowes SendPro P1000 or equal (48 Month Lease)				\$ -	1	\$ -
Contract Item 3.1.2 Pitney Bowes SendPro P1000 or equal (60 Month Lease)				\$ -	2	\$ -
Subtotal (A) Lease Cost						
Purchase Cost plus Optional Warranty Renewals	Brand Name of Item Bid	Model No. of Item Bid	Unit Cost	*Est. Qty.	Extended Cost	
Contract Item 3.1.2 Pitney Bowes SendPro P1000 or equal (Purchase)				1	\$	-
Meter Rental				1	\$	-
Year 1 Warranty (service, parts, and labor)				1	\$	-
Year 2 Optional Warranty (services, parts, and labor)				1	\$	-
Year 3 Optional Warranty (services, parts, and labor)				1	\$	-
Year 4 Optional Warranty (services, parts, and labor)				1	\$	-
Subtotal (B) Purchase Cost plus Optional Warranty Renewals						\$ -
Optional items - Lease Price	Brand Name of Item Bid	Model No. of Item Bid	Unit Cost	*Est. Qty.	Extended Cost	
Contract Item 3.1.5.1 Postage Platform Scale for packages up to 30lb				3	\$	-
Contract Item 3.1.5.2 12-Inch Drop Stacker				3	\$	-
Contract Item 3.1.5.3 Minimum 10-Inch Color Touch Screen				3	\$	-
Subtotal (C) Optional Items - Lease Price						\$ -
Optional Items - Purchase Price with additional warranty	Brand Name of Item Bid	Model No. of Item Bid	Unit Cost	*Est. Qty.	Extended Cost	
Contract Item 3.1.5.1 Postage Platform Scale for packages up to 30lb				3	\$	-
Year 1 Warranty (service, parts, and labor)				3	\$	-
Year 2 Optional Warranty (services, parts, and labor)				3	\$	-
Year 3 Optional Warranty (services, parts, and labor)				3	\$	-
Year 4 Optional Warranty (services, parts, and labor)				3	\$	-
Contract Item 3.1.5.2 12-Inch Drop Stacker				3	\$	-
Year 1 Warranty (service, parts, and labor)				3	\$	-
Year 2 Optional Warranty (services, parts, and labor)				3	\$	-
Year 3 Optional Warranty (services, parts, and labor)				3	\$	-
Year 4 Optional Warranty (services, parts, and labor)				3	\$	-
Contract Item 3.1.5.3 Minimum 10-Inch Color Touch Screen				3	\$	-
Year 1 Warranty (service, parts, and labor)				3	\$	-
Year 2 Optional Warranty (services, parts, and labor)				3	\$	-
Year 3 Optional Warranty (services, parts, and labor)				3	\$	-
Year 4 Optional Warranty (services, parts, and labor)				3	\$	-
Subtotal (D) Optional Items - Purchase Price with additional warranty						\$ -

Exhibit A - Pricing Page - PAGE ONE
Pitney Bowes SendPro P2000 or equal
Lease Cost, Purchase Cost

*Estimated Quantities for evaluation purposes only

Lease Cost	Brand Name of Item Bid	Model No. of Item Bid	Cost Per Month	Total Lease Cost	Est. Qty.	Extended Cost
Contract Item 3.1.3 Pitney Bowes SendPro P2000 or equal (36 Month Lease)				\$ -	1	\$ -
Contract Item 3.1.3 Pitney Bowes SendPro P2000 or equal (48 Month Lease)				\$ -	1	\$ -
Contract Item 3.1.3 Pitney Bowes SendPro P2000 or equal (60 Month Lease)				\$ -	1	\$ -
				Subtotal (A) Lease Cost:		\$ -
Purchase Cost plus Optional Warranty Renewals	Brand Name of Item Bid	Model No. of Item Bid	Unit Cost	*Est. Qty.	Extended Cost	
Contract Item 3.1.3 Pitney Bowes SendPro P2000 or equal (Purchase)				1	\$ -	-
Meter Rental				1	\$ -	-
Year 1 Warranty (service, parts, and labor)				1	\$ -	-
Year 2 Optional Warranty (services, parts, and labor)				1	\$ -	-
Year 3 Optional Warranty (services, parts, and labor)				1	\$ -	-
Year 4 Optional Warranty (services, parts, and labor)				1	\$ -	-
				Subtotal (B) Purchase Cost plus Optional Warranty Renewals:		\$ -
Optional Items - Lease Price	Brand Name of Item Bid	Model No. of Item Bid	Unit Cost	*Est. Qty.	Extended Cost	
Contract Item 3.1.5.1 Postage Platform Scale for packages up to 30lb				3	\$ -	-
Contract Item 3.1.5.2 12-Inch Drop Stacker				3	\$ -	-
Contract Item 3.1.5.3 Minimum 10-Inch Color Touch Screen				3	\$ -	-
				Subtotal (C) Optional Items - Lease Price:		\$ -
Optional Items - Purchase Price with additional warranty	Brand Name of Item Bid	Model No. of Item Bid	Unit Cost	*Est. Qty.	Extended Cost	
Contract Item 3.1.5.1 Postage Platform Scale for packages up to 30lb				2	\$ -	-
Year 1 Warranty (service, parts, and labor)				2	\$ -	-
Year 2 Optional Warranty (services, parts, and labor)				2	\$ -	-
Year 3 Optional Warranty (services, parts, and labor)				2	\$ -	-
Year 4 Optional Warranty (services, parts, and labor)				2	\$ -	-
Contract Item 3.1.5.2 12-Inch Drop Stacker				2	\$ -	-
Year 1 Warranty (service, parts, and labor)				2	\$ -	-
Year 2 Optional Warranty (services, parts, and labor)				2	\$ -	-
Year 3 Optional Warranty (services, parts, and labor)				2	\$ -	-
Year 4 Optional Warranty (services, parts, and labor)				2	\$ -	-
Contract Item 3.1.5.3 Minimum 10-Inch Color Touch Screen				2	\$ -	-
Year 1 Warranty (service, parts, and labor)				2	\$ -	-
Year 2 Optional Warranty (services, parts, and labor)				2	\$ -	-
Year 3 Optional Warranty (services, parts, and labor)				2	\$ -	-
Year 4 Optional Warranty (services, parts, and labor)				2	\$ -	-
				Subtotal (D) Optional Items - Purchase Price with additional warranty:		\$ -

Exhibit A - Pricing Page - PAGE ONE
Pitney Bowes SendPro P3000 or equal
Lease Cost, Purchase Cost

*Estimated Quantities for evaluation purposes only

Lease Cost	Brand Name of Item Bid	Model No. of Item Bid	Cost Per Month	Total Lease Cost	Est. Qty.	Extended Cost
Contract Item 3.1.4 Pitney Bowes SendPro P3000 or equal (36 Month)				\$ -	2	\$ -
Contract Item 3.1.4 Pitney Bowes SendPro P3000 or equal (36 Month)				\$ -	2	\$ -
Contract Item 3.1.4 Pitney Bowes SendPro P3000 or equal (6 Month)				\$ -	2	\$ -
Subtotal (A) Lease Cost						\$ -
Purchase Cost plus Optional Warranty Renewals	Brand Name of Item Bid	Model No. of Item Bid	Unit Cost	*Est. Qty.	Extended Cost	
Contract Item 3.1.4 Pitney Bowes SendPro P3000 or equal (Purchase)				2	\$ -	
Meter Rental				2	\$ -	
Year 1 Warranty (service, parts, and labor)				2	\$ -	
Year 3 Optional Warranty (services, parts, and labor)				2	\$ -	
Year 4 Optional Warranty (services, parts, and labor)				2	\$ -	
Subtotal (B) Purchase Cost plus Optional Warranty Renewals						\$ -
Optional Items - Lease Price	Brand Name of Item Bid	Model No. of Item Bid	Unit Cost	*Est. Qty.	Extended Cost	
Contract Item 3.1.5.1 Postage Platform Scale for packages up to 30lb				2	\$ -	
Contract Item 3.1.5.2 12-inch Drop Stacker				2	\$ -	
Contract Item 3.1.5.3 Minimum 10-inch Color Touch Screen				2	\$ -	
Subtotal (C) Optional Items - Lease Price						\$ -
Optional Items - Purchase Price with additional warranty	Brand Name of Item Bid	Model No. of Item Bid	Unit Cost	*Est. Qty.	Extended Cost	
Contract Item 3.1.5.1 Postage Platform Scale for packages up to 30lb				2	\$ -	
Year 1 Warranty (service, parts, and labor)				2	\$ -	
Year 2 Optional Warranty (services, parts, and labor)				2	\$ -	
Year 3 Optional Warranty (services, parts, and labor)				2	\$ -	
Year 4 Optional Warranty (services, parts, and labor)				2	\$ -	
Contract Item 3.1.5.2 12-inch Drop Stacker				2	\$ -	
Year 1 Warranty (service, parts, and labor)				2	\$ -	
Year 2 Optional Warranty (services, parts, and labor)				2	\$ -	
Year 3 Optional Warranty (services, parts, and labor)				2	\$ -	
Year 4 Optional Warranty (services, parts, and labor)				2	\$ -	
Contract Item 3.1.5.3 Minimum 10-inch Color Touch Screen				2	\$ -	
Year 1 Warranty (service, parts, and labor)				2	\$ -	
Year 2 Optional Warranty (services, parts, and labor)				2	\$ -	
Year 3 Optional Warranty (services, parts, and labor)				2	\$ -	
Year 4 Optional Warranty (services, parts, and labor)				2	\$ -	
Subtotal (D) Optional Items - Purchase Price with additional warranty						\$ -



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

State of West Virginia
 Request for Quotation
 28 - Office Equip.

Proc Folder: 400234

Doc Description: Addendum #2 Statewide Contract for Mailing Machines

Proc Type: Central Master Agreement

Date Issued	Solicitation Closes	Solicitation No	Version
2018-01-19	2018-01-26 13:30:00	CRFQ 0212 SWC1800000008	3

BID CLERK

DEPARTMENT OF ADMINISTRATION

PURCHASING DIVISION

2019 WASHINGTON ST E

CHARLESTON

WV 25305

US

Vendor Name, Address and Telephone Number:

Pitney Bowes, Inc.
 8245 Boone Blvd, Ste 470
 Vienna, VA 22182
 304-881-9298

FOR INFORMATION CONTACT THE BUYER

Stephanie L Gale
 (304) 558-8801
 stephanie.l.gale@wv.gov

Signature X

Susan Kojinichy

FEIN # 06-0495050

DATE 01-26-18

All offers subject to all terms and conditions contained in this solicitation

ADDITIONAL INFORMATION

Addendum #2 issued to:

1. Provide responses to vendor questions.
2. Amend specifications according to attached responses.
3. Provide a copy of updated terms and Conditions, Specifications and Pricing Pages, as well as the confidentiality policies.

End of Addendum #2

BILL TO		SHIP TO	
ALL STATE AGENCIES VARIOUS LOCATIONS AS INDICATED BY ORDER		STATE OF WEST VIRGINIA VARIOUS LOCATIONS AS INDICATED BY ORDER	
No City	WV99999	No City	WV 99999
US		US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
1	Contract Item 3.1.1 Pitney Bowes DM300 or Equal	6.00000	EA		

Comm Code	Manufacturer	Specification	Model #
44102100			

Extended Description :

Unit price should equal the total bid amount for each machine from the Exhibit A Pricing Page.

BILL TO		SHIP TO	
ALL STATE AGENCIES VARIOUS LOCATIONS AS INDICATED BY ORDER		STATE OF WEST VIRGINIA VARIOUS LOCATIONS AS INDICATED BY ORDER	
No City	WV99999	No City	WV 99999
US		US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
2	Contract Item 3.1.2 Pitney Bowes SendPro P1000 or equal	5.00000	EA		

Comm Code	Manufacturer	Specification	Model #
44102100			

Extended Description :

Unit price should equal the total bid amount for each machine from the Exhibit A Pricing Page.

SHIP TO	
ALL STATE AGENCIES VARIOUS LOCATIONS AS INDICATED BY ORDER No City WV99999 US	STATE OF WEST VIRGINIA VARIOUS LOCATIONS AS INDICATED BY ORDER No City WV 99999 US

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
3	Contract Item 3.1.2 Pitney Bowes SendPro P2000 or equal	4.00000	EA		

Comm Code	Manufacturer	Specification	Model #
44102100			

Extended Description :
 Unit price should equal the total bid amount for each machine from the Exhibit A Pricing Page.

SHIP TO	
ALL STATE AGENCIES VARIOUS LOCATIONS AS INDICATED BY ORDER No City WV99999 US	STATE OF WEST VIRGINIA VARIOUS LOCATIONS AS INDICATED BY ORDER No City WV 99999 US

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
4	Contract Item 3.1.2 Pitney Bowes SendPro P3000 or equal	4.00000	EA		

Comm Code	Manufacturer	Specification	Model #
44102100			

Extended Description :
 Unit price should equal the total bid amount for each machine from the Exhibit A Pricing Page.

SCHEDULE OF EVENTS

Line	Event	Event Date
1	Technical Questions Due	2018-01-11

SOLICITATION NUMBER: SWC 1800000008
Addendum Number: 2

The purpose of this addendum is to modify the solicitation identified as ("Solicitation") to reflect the change(s) identified and described below.

Applicable Addendum Category:

- Modify bid opening date and time
- Modify specifications of product or service being sought
- Attachment of vendor questions and responses
- Attachment of pre-bid sign-in sheet
- Correction of error
- Other

Description of Modification to Solicitation:

Addendum #2 issued to:

1. Provide responses to vendor questions.
2. Amend specifications according to attached responses.
3. Provide a copy of updated terms and Conditions, Specifications and Pricing Pages, as well as the confidentiality policies.

End of Addendum #2

Additional Documentation: Documentation related to this Addendum (if any) has been included herewith as Attachment A and is specifically incorporated herein by reference.

Terms and Conditions:

1. All provisions of the Solicitation and other addenda not modified herein shall remain in full force and effect.
2. Vendor should acknowledge receipt of all addenda issued for this Solicitation by completing an Addendum Acknowledgment, a copy of which is included herewith. Failure to acknowledge addenda may result in bid disqualification. The addendum acknowledgement should be submitted with the bid to expedite document processing.

- Q.1. When/If this contract is awarded, will it be mandatory for all agencies to buy off this contract?**
- A.1. Per Legislative Rule 148CSR1, Section 7.4.c. all spending units are required to use statewide contracts.**
- Q.2. 3.1.3.1 "Must process a minimum of 110 mixed size letters per minute." Does this mean that this system must include a dynamic weigh platform?**
- A.2. Yes**
- Q.3. 3.1.3.1 ""Must process a minimum of 110 mixed size letters per minute." If a dynamic weigh platform is required and this speed requirement were reduced to 75 letters per minute, a more affordable solution could be offered. This would save money for the State of WV. Is this possible?**
- A.3. Yes, section 3.1.3.1 has been modified to read, "Must process a minimum of 75 mixed sized letters and a minimum of 135 same sized letters per minute with the ability to seal envelopes up to 5/8-inch thickness.**
- Q.4. 3.1.4.1 "Must process a minimum of 135 mixed size letters per minute." Does this mean that this system must include a dynamic weigh platform?**
- A.4. Yes**
- Q.5. 3.1.4.1 "Must process a minimum of 135 mixed size letters per minute" This specification is vendor specific and restricts competition. If a dynamic weigh platform is required and this speed requirement were reduced to 120 mixed sized and 210 same sized, a more affordable solution could be offered and allow other vendors to compete. Please modify this specification.**
- A.5. Yes, section 3.1.4.1 has been modified to read, "Must process a minimum of 120 mixed sized letters and a minimum of 210 same sized letters per minute.**
- Q.6. 3.1.5 Optional Items: 3.1.5.2, 3.1.5.3 and 3.1.5.4 are all vendor specific and restrict competition. Please exclude these optional items as they are not needed for processing mail.**
- A.6. 3.1.5.2 Minimum 12-inch Drop Stacker, 3.1.5.3 Minimum 10-inch Color Touch Screen, are required due to agency needs and will be kept as requirements to avoid extra costs after award. Item 3.1.5.3 and 3.1.5.4 are duplicates, therefore 3.1.5.4 will be removed from the specifications.**

Q.7. 3.1.6.1 Drop in roll tape: This feature is vendor specific and restricts competition. Please modify this requirement to include meter strips, which provides the same functionality of Drop in roll tape.

A.7. All consumables have been removed from this solicitation.

Q.8. 3.1.6.2 Color/Black Ink bundle: Most government entities do not need and/or require these color cartridges and this option is specific to one vendor and restricts competition. Also, color printers being required is not listed in any of the specifications. Please modify this specification.

A.8. All consumables have been removed from this solicitation.

Q.9. 3.1.6.3, .5, .6, .7 Ink Cartridges: Please see Questions # 8

A.9. S All consumables have been removed from this solicitation.

Q.10. 3.1.6 .8, .9 Moistener solution and Adhesive: Most moistener solutions have an adhesive chemical built in. Can you reword this and/or eliminate one?

A.10. All consumables have been removed from this solicitation.

Q.11. 4.2 Paragraph #4: Estimated purchase volume - Is this the estimated purchase volume for Year One of this contract? Are the numbers listed for each "model #" specific to known locations that will be purchasing/leasing these particular models? If so, what are the specific locations?

A.11. Quantities are estimates only for year one of the contract and for evaluation purposes only. No known locations are available.

Q.12. 6.1 Standard Delivery Time: Because of weekends, holidays, freight transit times, etc. please change five working days to fifteen. Most WV ARFQ's require thirty days or less.

A.12. Section 6.1 of the specifications has been modified to read, "Vendor shall deliver standard orders within thirty (30) calendar days after orders are received.

Q.13. 6.1 Standard Delivery Time: Emergency orders - what is meant by this? Does this mean for systems that are already installed and are inoperable, a replacement should be provided within one day? If not can this requirement be changed to five days? The reason for this is that the USPS meter must also be replaced and registered with USPS which does take additional time.

- A.13.** Section 6.1 of the specifications has been modified to read, "Vendor shall deliver emergency orders within fifteen (15) calendar day after orders are received".
- Q.14.** All Systems/Models, Optional Items: Please see Question #6.
- A.14.** All optional items were added as they are most often requested by the agencies, therefore, will remain requirements of this solicitation.
- Q.15.** All Systems/Models - Purchase, Optional Items: Please see Question #6.
- A.15.** All optional items were added as they are most often requested by the agencies, therefore will remain requirements of this solicitation.
- Q.16.** All Systems/Models, Consumables: Please see Questions #7, #8, and #10.
- A.16.** All consumables have been removed from this solicitation.
- Q.17.** Solicitation Close Date: asked, along with a limited amount of time to respond after the questions have been answered, we respectfully request the Solicitation Close Date be changed to 1/26/18.
- A.17.** The close date has been extended to 1/26/2018 at 1:30pm.
- Q.18.** Renewal term: Are the provisions built in for possible price adjustment at renewal of each year of the contract? Is this Request for Quotation asking for fixed providing for up to four years? Please elaborate.
- A.18.** The solicitation requires up-front costs for both lease and purchase prices. The Lease Prices for each machine shall be a set monthly cost to include a warranty covering all service, parts, and labor for the length of the lease. The Purchase Price shall be one cost for the machine which will include an initial year warranty covering all service, parts, and labor. There are separate lines provided for optional warranty renewal for years 2, 3, and 4, which is fixed pricing.
- Q.19.** Section 11 – Liquidated Damages – This section does not include any dollar value for liquidated damages. We are assuming there are no liquidated damages included in this contract. Is that correct?
- A.19.** This is correct, no liquidated damages will be included in this contract.
- Q.20.** Section 13 – Pricing – This section states: "The pricing set forth herein is firm for the life of the contract, unless specified elsewhere within this Solicitation/Contract by the State. A Vendor's inclusion of price adjustment provisions in its bid, without an express

authorization from the State in the Solicitation to do so, may result in bid disqualification.” Does this mean prices would need to be firm for the one-year contract period and the vendor would have the right to adjust pricing upon extension of any option years? If not, would the State consider annual economic price adjustments?

A.20. See response to question 18.

Q.21. Section 31 – Privacy, Security and Confidentiality – this section states: “The Vendor agrees that it will not disclose to anyone, directly or indirectly, any such personally identifiable information or other confidential information gained from the Agency, unless the individual who is the subject of the information consents to the disclosure in writing or the disclosure is made pursuant to the Agency’s policies, procedures, and rules. Vendor further agrees to comply with the Confidentiality Policies and Information Security Accountability Requirements, set forth in <http://www.state.wv.us/admin/purchase/privacy/default.html>.” The link provided does not work. Can you please provide your policy?

A.21. This link appears to be working by copying and pasting into the navigation bar, but a copy of this policy will be included with this Addendum.

Q.22. Under specifications – Section 4.2 – Contract Award – This section states: “Contract Award: The Contract or Contracts is intended to provide Agencies with a purchase and lease price on all Contract Items. The Contract or Contracts shall be awarded per individual machine to the Vendor that provides the Contract Items meeting the required specifications for the lowest overall total cost as shown on the Pricing Page for that machine.” Does the State plan on making this a multiple awarded by individual machine or is this going to be a single vendor award?

A.22. This will be awarded per machine to the Vendor with the lowest overall total cost for that machine and all its mandatory requirements. It is possible that this request for quotation will result in multiple awards.

Q.23. Under Specifications – Section 7 – Vendor Default – Would the State consider giving the vendors a 30-day cure period before termination the contract?

A.23. Please see below Legislative Rule 148CSR1 which speaks to vendor remedies:

5.2.b. The Director may cancel a purchase or contract for any reason or no reason, upon providing the vendor with 30 days’ notice of the cancellation.

5.2.c. Opportunity to Cure. In the event that a vendor fails to honor any contractual term or condition, or violates any provision of federal, state, or local law, regulation, or

ordinance, the Director may request that the vendor remedy the contract breach or legal violation within a time frame the Director determines to be appropriate. If the vendor fails to remedy the contract breach or legal violation or the Director determines, at his or her sole discretion, that such a request is unlikely to yield a satisfactory result, then he or she may cancel immediately without providing the vendor an opportunity to perform a remedy.

Q.24. Would the State consider supplying the vendors with an unprotected version of Exhibit A so that we may add rows to incorporate all of our supply options for each mailing machine option?

A.24. The Pricing Pages will remain protected to ensure their integrity. Vendors are permitted and encouraged to submit multiple, individual bids for each machine should they feel they have more than one option that meets the requirements of this solicitation.

Q.25. Would the State of West Virginia consider providing a two-week response extension to this bid? Request is for extension of responsible deadline to February 2, 2018.

A.25. The close date has been extended to 1/26/2018 at 1:30pm.

Q.26. The apparent successful vendor shall furnish proof of the insurance identified by a checkmark below prior to Contract award. Subsequent to contract award, and prior to the insurance expiration date, vendor shall provide the Agency with proof that the insurance mandated herein has been continued. Vendor must also provide Agency with immediate notice of any changes in its insurance policies mandated herein, including but not limited to, policy cancelation, policy reduction, or change in insurers. The insurance coverages identified below must be maintained throughout the life of this contract. The apparent successful Vendor shall furnish proof of any additional insurance requirements contained in the specifications prior to Contract award regardless of whether or not that insurance requirement is listed in this section.

Vendor must maintain:

Commercial General Liability Insurance in at least an amount of:

Automobile Liability Insurance in at least an amount of:

Professional/Malpractice/Errors and Omission Insurance in at least an amount of:

Commercial Crime and Third Party Fidelity Insurance in an amount of:

Cyber Liability Insurance in an amount of:

Builders Risk Insurance in an amount equal to 100% of the amount of the Contract.

There are no Dollar Limits laid out in this section, would it be safe to say that a vendor's normal limits for their standard certification of insurance coverage is acceptable?

- A.26. The State will require Commercial General Liability Insurance at a minimum of \$500,000.00. An updated copy of the General Terms and Conditions is included with this addendum.**
- Q.27. What will be the state's position relation to optional accessories associated with awarded mailing machines that have not been requested in this solicitation? For example: what if an agency needs a 70lb scale? Would the state allow a respondent to submit an accessories pricebook upon award?**
- A.27. The State of West Virginia is unable to award any items that were not specifically requested and/or required in this solicitation.**
- Q.28. Under section 3.1.1.5: Specifications for a DM300. The DM300 class model is a semi-automatic mailing machine. It will automatically process one piece of mail at a time in a continuous fashion. 3.1.1.5: This section requires an automatic feed, which under industry standards is the ability to process a stack of mail automatically in continuous fashion. However, if the state desired a DM300 or equivalent, which as a semi-automatic system with up to 65 letters per minute processing speed, can handle many mail applications and is smaller than automatic systems, that machine is semi-automatic. Can the specification be changed to "semi-automatic feed" to maintain equivalency?**
- A.28. Section 3.1.1.5 has been modified to read, "Must include semi-automatic feeder deck, scale that will weigh up to 10 pounds, meter rental, and stacker"**
- Q.29. Under section 3.1.2: Specifications for a Pitney Bowes P1000 3.1.2.1 specification is for 135 LPM. The bid calls for a Pitney Bowes SendPro P1000 or equivalent. The Pitney Bowes P1000 provides a 130 LPM speed with the ability to seal envelopes up to 5/8" thickness. To maintain equivalency, Pitney Bowes respectfully requests the bid specification to be changed to 130 LPM with the ability to seal envelopes up to 5/8" thickness to conform to the Pitney Bowes P1000 machine. There is no availability of a 135 LPM speed option on the Pitney Bowes P1000 machine.**
- A.29. Section 3.1.2.1 has been modified to read, "Must process a minimum of 130 same sized letters per minute with the ability to deal envelopes up to 5/8 inch thickness"**
- Q.30. Under section 3.1.3: Specification for a Pitney Bowes P2000. Subsection 301.3.1 requires a minimum processing speed of 110LPM for mixed sized letters and a minimum of 135 LPM for same sized letters. Typical industry specs for equipment processing all application in this category include processing speeds of 95 LPM for mixed sized letters and 160 LPM for same sized letters, the ability to seal envelopes up to 5/8" thick to a**

minimum of a 10-inch touch screen display for efficient user operation. Can bid spec 3.1.2.1 be amended to 95 LPM for mixed sized letters and ability to seal envelopes up to 5/8" thickness with a minimum 10-inch touch screen? A 110 LPM by industry standard would be an optional add on resulting in increased service and equipment cost to a user for an unnoticeable speed increase.

A.31. Section 3.1.3.1 has been modified to read, "Must process a minimum of 75 mixed sized letters and a minimum of 135 same sized letters per minute with the ability to seal envelopes up to 5/8 inch thickness."

Q.32. Will bidders' responses be made available for viewing to respondents at the bid opening on January 19th?

A.32. All bids received will be made available for vendors to view online, usually within 24 hours of bid opening.

Q.33. Will bid pricing be tabulated and made available on OASIS after the bid opening?

A.33. All bids received for this solicitation will be made available for vendors to view online, usually within 24 hours of bid opening. The only bid tabulations that will be made available at this time will be the Pricing Pages submitted by each vendor with their bid.

Bids are available to view on the Purchasing Division website under "Site Map", "Bid Information", "Bids Received"

Q.34. What applications are the various ink colors used for? Will they be used in the postage meter for color printing? If so, those specs are restrictive to one vendor. Can those specs be changed to allow other vendors to compete?

Further information upon request for clarification:

The consumables? There is a request for multiple colors. Are these meant to be used in the current equipment (Pitney Bowes)? Only one provider has the full color envelope printing built into the postage meter.

Ours use red ink and can print a logo and text with the stamp. No color printing inside the postage meter operations.

A.34. All consumables have been removed from this solicitation.

Q.35. What is the expected volume per month or year for each machine? This information is needed to accurately determine ink and label cost for quoting the consumables.

A.35. All consumables have been removed from this solicitation.



Purchasing Division
 2019 Washington Street East
 Post Office Box 50130
 Charleston, WV 25308-0130

State of West Virginia
 Request for Quotation
 28 - Office Equip.

Proc Folder: 400234

Doc Description: Addendum #1 Statewide Contract for Mailing Machines

Proc Type: Central Master Agreement

Date Issued	Solicitation Closes	Solicitation No	Version
2018-01-16	2018-01-26 13:30:00	CRFQ 0212 SWC1800000008	2

BID RECEIVING LOCATION

BID CLERK
 DEPARTMENT OF ADMINISTRATION
 PURCHASING DIVISION
 2019 WASHINGTON ST E
 CHARLESTON WV 25305
 US

VENDOR

Vendor Name, Address and Telephone Number:

Pitney Bowes, Inc.
 8245 Boore Blvd., Ste 470
 Vienna, VA 22182
 304-881-9298

FOR INFORMATION CONTACT THE BUYER

Stephanie L Gale
 (304) 558-8801
 stephanie.l.gale@wv.gov

Signature X *Sharon Kopinsky* FEIN # 06-0495050 DATE 01-26-18
 All offers subject to all terms and conditions contained in this solicitation

ADDITIONAL INFORMATION

Addendum #1 issued to:

1. Move bid opening date to 1/26/17 @ 1:30pm. Subsequent addendum to follow.

End of Addendum #1

INVOICE TO		BILL TO	
ALL STATE AGENCIES VARIOUS LOCATIONS AS INDICATED BY ORDER		STATE OF WEST VIRGINIA VARIOUS LOCATIONS AS INDICATED BY ORDER	
No City	WV99999	No City	WV 99999
US		US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
1	Contract Item 3.1.1 Pitney Bowes DM300 or Equal	6.00000	EA		

Comm Code	Manufacturer	Specification	Model #
44102100			

Extended Description :

Unit price should equal the total bid amount for each machine from the Exhibit A Pricing Page.

INVOICE TO		BILL TO	
ALL STATE AGENCIES VARIOUS LOCATIONS AS INDICATED BY ORDER		STATE OF WEST VIRGINIA VARIOUS LOCATIONS AS INDICATED BY ORDER	
No City	WV99999	No City	WV 99999
US		US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
2	Contract Item 3.1.2 Pitney Bowes SendPro P1000 or equal	5.00000	EA		

Comm Code	Manufacturer	Specification	Model #
44102100			

Extended Description :

Unit price should equal the total bid amount for each machine from the Exhibit A Pricing Page.

INVOICE TO		SHIP TO	
ALL STATE AGENCIES VARIOUS LOCATIONS AS INDICATED BY ORDER		STATE OF WEST VIRGINIA VARIOUS LOCATIONS AS INDICATED BY ORDER	
No City	WV99999	No City	WV 99999
US		US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
3	Contract Item 3.1.2 Pitney Bowes SendPro P2000 or equal	4.00000	EA		

Comm Code	Manufacturer	Specification	Model #
44102100			

Extended Description :

Unit price should equal the total bid amount for each machine from the Exhibit A Pricing Page.

INVOICE TO		SHIP TO	
ALL STATE AGENCIES VARIOUS LOCATIONS AS INDICATED BY ORDER		STATE OF WEST VIRGINIA VARIOUS LOCATIONS AS INDICATED BY ORDER	
No City	WV99999	No City	WV 99999
US		US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
4	Contract Item 3.1.2 Pitney Bowes SendPro P3000 or equal	4.00000	EA		

Comm Code	Manufacturer	Specification	Model #
44102100			

Extended Description :

Unit price should equal the total bid amount for each machine from the Exhibit A Pricing Page.

SCHEDULE OF EVENTS

Line	Event	Event Date
1	Technical Questions Due	2018-01-11

SOLICITATION NUMBER: SWC1800000008

Addendum Number: 1

The purpose of this addendum is to modify the solicitation identified as ("Solicitation") to reflect the change(s) identified and described below.

Applicable Addendum Category:

- Modify bid opening date and time
- Modify specifications of product or service being sought
- Attachment of vendor questions and responses
- Attachment of pre-bid sign-in sheet
- Correction of error
- Other

Description of Modification to Solicitation:

Addendum #1 issued to:

1. Move bid opening date to 1/26/17 @ 1:30pm. Subsequent addendum to follow.

End of Addendum #1

Additional Documentation: Documentation related to this Addendum (if any) has been included herewith as Attachment A and is specifically incorporated herein by reference.

Terms and Conditions:

1. All provisions of the Solicitation and other addenda not modified herein shall remain in full force and effect.
2. Vendor should acknowledge receipt of all addenda issued for this Solicitation by completing an Addendum Acknowledgment, a copy of which is included herewith. Failure to acknowledge addenda may result in bid disqualification. The addendum acknowledgement should be submitted with the bid to expedite document processing.

REQUEST FOR QUOTATION
Mailing Machine Systems

- 8.3 Reports:** Vendor shall provide quarterly reports and annual summaries to the Agency showing the Agency's items purchased, quantities of items purchased, and total dollar value of the items purchased. Vendor shall also provide reports, upon request, showing the items purchased during the term of this Contract, the quantity purchased for each of those items, and the total value of purchases for each of those items. Failure to supply such reports may be grounds for cancellation of this Contract.
- 8.4 Contract Manager:** During its performance of this Contract, Vendor must designate and maintain a primary contract manager responsible for overseeing Vendor's responsibilities under this Contract. The Contract manager must be available during normal business hours to address any customer service or other issues related to this Contract. Vendor should list its Contract manager and his or her contact information below.

Contract Manager: Susan Lopinsky
Telephone Number: 304-881-9298
Fax Number: 203-617-6852
Email Address: Susan.Lopinsky@pb.com

DESIGNATED CONTACT: Vendor appoints the individual identified in this Section as the Contract Administrator and the initial point of contact for matters relating to this Contract.

Susan Lopinsky, WV Government Account Manager
(Name, Title)
Susan Lopinsky, WV Government Account Manager
(Printed Name and Title)
8245 Boone Blvd., Ste. 470, Vienna, VA 22182
(Address)
304-881-9298 / 203-617-6825
(Phone Number) / (Fax Number)
susan.lopinsky@pb.com
(email address)

CERTIFICATION AND SIGNATURE: By signing below, or submitting documentation through wvOASIS, I certify that I have reviewed this Solicitation in its entirety; that I understand the requirements, terms and conditions, and other information contained herein; that this bid, offer or proposal constitutes an offer to the State that cannot be unilaterally withdrawn; that the product or service proposed meets the mandatory requirements contained in the Solicitation for that product or service, unless otherwise stated herein; that the Vendor accepts the terms and conditions contained in the Solicitation, unless otherwise stated herein; that I am submitting this bid, offer or proposal for review and consideration; that I am authorized by the vendor to execute and submit this bid, offer, or proposal, or any documents related thereto on vendor's behalf; that I am authorized to bind the vendor in a contractual relationship; and that to the best of my knowledge, the vendor has properly registered with any State agency that may require registration.

Pitney Bowes, Inc.
(Company)

Susan Lopinsky, Susan Lopinsky, WV Government Account Manager
(Authorized Signature) / (Representative Name, Title)

Susan Lopinsky, WV Government Account Manager
(Printed Name and Title of Authorized Representative)

01-26-18
(Date)

304-881-9298 / 203-617-6852
(Phone Number) (Fax Number)

Non-Applicable

WV-10
Approved / Revised
09/15/17

State of West Virginia VENDOR PREFERENCE CERTIFICATE

Certification and application is hereby made for Preference in accordance with *West Virginia Code, §5A-3-37*. (Does not apply to construction contracts). *West Virginia Code, §5A-3-37*, provides an opportunity for qualifying vendors to request (at the time of bid) preference for their residency status. Such preference is an evaluation method only and will be applied only to the cost bid in accordance with the *West Virginia Code*. This certificate for application is to be used to request such preference. The Purchasing Division will make the determination of the Vendor Preference, if applicable.

1. Application is made for 2.5% vendor preference for the reason checked:
Bidder is an individual resident vendor and has resided continuously in West Virginia, or bidder is a partnership, association or corporation resident vendor and has maintained its headquarters or principal place of business continuously in West Virginia, for four (4) years immediately preceding the date of this certification; or,
 - Bidder is a resident vendor partnership, association, or corporation with at least eighty percent of ownership interest of bidder held by another entity that meets the applicable four year residency requirement; or,
 - Bidder is a nonresident vendor which has an affiliate or subsidiary which employs a minimum of one hundred state residents and which has maintained its headquarters or principal place of business within West Virginia continuously for the four (4) years immediately preceding the date of this certification; or,
2. Application is made for 2.5% vendor preference for the reason checked:
Bidder is a resident vendor who certifies that, during the life of the contract, on average at least 75% of the employees working on the project being bid are residents of West Virginia who have resided in the state continuously for the two years immediately preceding submission of this bid; or,
3. Application is made for 2.5% vendor preference for the reason checked:
Bidder is a nonresident vendor that employs a minimum of one hundred state residents, or a nonresident vendor which has an affiliate or subsidiary which maintains its headquarters or principal place of business within West Virginia and employs a minimum of one hundred state residents, and for purposes of producing or distributing the commodities or completing the project which is the subject of the bidder's bid and continuously over the entire term of the project, on average at least seventy-five percent of the bidder's employees or the bidder's affiliate's or subsidiary's employees are residents of West Virginia who have resided in the state continuously for the two immediately preceding years and the vendor's bid; or,
4. Application is made for 5% vendor preference for the reason checked:
Bidder meets either the requirement of both subdivisions (1) and (2) or subdivision (1) and (3) as stated above; or,
5. Application is made for 3.5% vendor preference who is a veteran for the reason checked:
Bidder is an individual resident vendor who is a veteran of the United States armed forces, the reserves or the National Guard and has resided in West Virginia continuously for the four years immediately preceding the date on which the bid is submitted; or,
6. Application is made for 3.5% vendor preference who is a veteran for the reason checked:
Bidder is a resident vendor who is a veteran of the United States armed forces, the reserves or the National Guard, if, for purposes of producing or distributing the commodities or completing the project which is the subject of the vendor's bid and continuously over the entire term of the project, on average at least seventy-five percent of the vendor's employees are residents of West Virginia who have resided in the state continuously for the two immediately preceding years.
7. Application is made for preference as a non-resident small, women- and minority-owned business, in accordance with *West Virginia Code §5A-3-59* and *West Virginia Code of State Rules*.
Bidder has been or expects to be approved prior to contract award by the Purchasing Division as a certified small, women- and minority-owned business.

Bidder understands if the Secretary of Revenue determines that a Bidder receiving preference has failed to continue to meet the requirements for such preference, the Secretary may order the Director of Purchasing to: (a) rescind the contract or purchase order; or (b) assess a penalty against such Bidder in an amount not to exceed 5% of the bid amount and that such penalty will be paid to the contracting agency or deducted from any unpaid balance on the contract or purchase order.

By submission of this certificate, Bidder agrees to disclose any reasonably requested information to the Purchasing Division and authorizes the Department of Revenue to disclose to the Director of Purchasing appropriate information verifying that Bidder has paid the required business taxes, provided that such information does not contain the amounts of taxes paid nor any other information deemed by the Tax Commissioner to be confidential.

Bidder hereby certifies that this certificate is true and accurate in all respects; and that if a contract is issued to Bidder and if anything contained within this certificate changes during the term of the contract, Bidder will notify the Purchasing Division in writing immediately.

Bidder: Pitney Bowes, Inc

Signed: Susan L. Givinsky

Date: 01-26-18

Title: WV Government Account Manager

*Check any combination of preference consideration(s) indicated above, which you are entitled to receive.

PURCHASING AFFIDAVIT

CONSTRUCTION CONTRACTS: Under W. Va. Code § 5-22-1(i), the contracting public entity shall not award a construction contract to any bidder that is known to be in default on any monetary obligation owed to the state or a political subdivision of the state, including, but not limited to, obligations related to payroll taxes, property taxes, sales and use taxes, fire service fees, or other fines or fees.

ALL OTHER CONTRACTS: Under W. Va. Code §5A-3-10a, no contract or renewal of any contract may be awarded by the state or any of its political subdivisions to any vendor or prospective vendor when the vendor or prospective vendor or a related party to the vendor or prospective vendor is a debtor and: (1) the debt owed is an amount greater than one thousand dollars in the aggregate; or (2) the debtor is in employer default.

EXCEPTION: The prohibition listed above does not apply where a vendor has contested any tax administered pursuant to chapter eleven of the W. Va. Code, workers' compensation premium, permit fee or environmental fee or assessment and the matter has not become final or where the vendor has entered into a payment plan or agreement and the vendor is not in default of any of the provisions of such plan or agreement.

DEFINITIONS:

"Debt" means any assessment, premium, penalty, fine, tax or other amount of money owed to the state or any of its political subdivisions because of a judgment, fine, permit violation, license assessment, defaulted workers' compensation premium, penalty or other assessment presently delinquent or due and required to be paid to the state or any of its political subdivisions, including any interest or additional penalties accrued thereon.

"Employer default" means having an outstanding balance or liability to the old fund or to the uninsured employers' fund or being in policy default, as defined in W. Va. Code § 23-2c-2, failure to maintain mandatory workers' compensation coverage, or failure to fully meet its obligations as a workers' compensation self-insured employer. An employer is not in employer default if it has entered into a repayment agreement with the Insurance Commissioner and remains in compliance with the obligations under the repayment agreement.

"Related party" means a party, whether an individual, corporation, partnership, association, limited liability company or any other form or business association or other entity whatsoever, related to any vendor by blood, marriage, ownership or contract through which the party has a relationship of ownership or other interest with the vendor so that the party will actually or by effect receive or control a portion of the benefit, profit or other consideration from performance of a vendor contract with the party receiving an amount that meets or exceeds five percent of the total contract amount.

AFFIRMATION: By signing this form, the vendor's authorized signer affirms and acknowledges under penalty of law for false swearing (W. Va. Code §61-5-3) that: (1) for construction contracts, the vendor is not in default on any monetary obligation owed to the state or a political subdivision of the state, and (2) for all other contracts, that neither vendor nor any related party owe a debt as defined above and that neither vendor nor any related party are in employer default as defined above, unless the debt or employer default is permitted under the exception above.

WITNESS THE FOLLOWING SIGNATURE:

Vendor's Name: Pitney Bowes Inc.

Authorized Signature: *Luseen Lapinsky* Date: 01-26-18

State of West Virginia

County of Kanawha, to-wit:

Taken, subscribed, and sworn to before me this 26 day of January, 2018.

My Commission expires September 12, 2021.



NOTARY PUBLIC *Kristin Adkins*

REQUEST FOR QUOTATION SWC180000007-

West Virginia Ethics Commission
Disclosure of Interested Parties to Contracts

(Required by W. Va. Code § 6D-1-2)

Contracting Business Entity: Pitney Bowes Inc. Address: 3001 Summer Street
Stamford, CT 06926

Authorized Agent: _____ Address: _____

Contract Number: _____ Contract Description: Statewide Contract for Mailing
Machines

Governmental agency awarding contract: Department of Administration Purchasing Division

Check here if this is a Supplemental Disclosure

List the Names of Interested Parties to the contract which are known or reasonably anticipated by the contracting business entity for each category below (attach additional pages if neces sary):

1. Subcontractors or other entities performing work or service under the Contract

Check here if none, otherwise list entity/individual names below.

2. Any person or entity who owns 25% or more of contracting entity (not applicable to publicly traded entities)

Check here if none, otherwise list entity/individual names below.

3. Any person or entity that facilitated, or negotiated the terms of, the applicable contract (excluding legal services related to the negotiation or drafting of the applicable contract)

Check here if none, otherwise list entity/individual names below.

Signature: Susan Lopinsky

Date Signed: 01-26-18

Notary Verification

State of West Virginia, County of Kanawha:

I, Susan Lopinsky, the authorized agent of the contracting business entity listed above, being duly sworn, acknowledge that the Disclosure herein is being made under oath and under the penalty of perjury.

Taken, sworn to and subscribed before me this 26 day of January, 18.

Kristin Adkins
Notary Public's Signature

To be completed by State Agency:

Date Received by State Agency: _____

Date submitted to Ethics Commission: _____

Governmental agency submitting Disclosure: _____



AGREEMENT ADDENDUM

In the event of conflict between this addendum and the agreement, this addendum shall control:

1. **DISPUTES** – Any references in the agreement to arbitration or to the jurisdiction of any court are hereby deleted. Disputes arising out of the agreement shall be presented to the West Virginia Court of Claims.
2. **HOLD HARMLESS** – Any provision requiring the Agency to indemnify or hold harmless any party is hereby deleted in its entirety.
3. **GOVERNING LAW** – The agreement shall be governed by the laws of the State of West Virginia. This provision replaces any references to any other State’s governing law.
4. **TAXES** – Provisions in the agreement requiring the Agency to pay taxes are deleted. As a State entity, the Agency is exempt from Federal, State, and local taxes and will not pay taxes for any Vendor including individuals, nor will the Agency file any tax returns or reports on behalf of Vendor.
5. **PAYMENT** – Any reference to prepayment are deleted. Payment will be in arrears.
6. **INTEREST** – Any provision for interest or charges on late payments is deleted. The Agency has no statutory authority to pay interest or late fees.
7. **NO WAIVER** – Any language in the agreement requiring the Agency to waive any rights, claims or defenses is hereby deleted.
8. **FISCAL YEAR FUNDING** – Service performed under the agreement may be continued in succeeding fiscal years for the term of the agreement, contingent upon funds being appropriated by the Legislature or otherwise being available for this service. In the event funds are not appropriated or otherwise available for this service, the agreement shall terminate without penalty on June 30. After that date, the agreement becomes of no effect and is null and void. However, the Agency agrees to use its best efforts to have the amounts contemplated under the agreement included in its budget. Non-appropriation or non-funding shall not be considered an event of default.
9. **STATUTE OF LIMITATIONS** – Any clauses limiting the time in which the Agency may bring suit against the Vendor, lessor, individual, or any other party are deleted.
10. **SIMILAR SERVICES** – Any provisions limiting the Agency’s right to obtain similar services or equipment in the event of default or non-funding during the term of the agreement are hereby deleted.
11. **FEES OR COSTS** – The Agency recognizes an obligation to pay attorney’s fees or costs only when assessed by a court of competent jurisdiction. Any other provision is invalid and considered null and void.
12. **ASSIGNMENT** – Notwithstanding any clause to the contrary, the Agency reserves the right to assign the agreement to another State of West Virginia agency, board or commission upon thirty (30) days written notice to the Vendor and Vendor shall obtain the written consent of Agency prior to assigning the agreement.
13. **LIMITATION OF LIABILITY** – The Agency, as a State entity, cannot agree to assume the potential liability of a Vendor. Accordingly, any provision limiting the Vendor’s liability for direct damages to a certain dollar amount or to the amount of the agreement is hereby deleted. Limitations on special, incidental or consequential damages are acceptable. In addition, any limitation is null and void to the extent that it precludes any action for injury to persons or for damages to personal property.
14. **RIGHT TO TERMINATE** – Agency shall have the right to terminate the agreement upon thirty (30) days written notice to Vendor. Agency agrees to pay Vendor for services rendered or goods received prior to the effective date of termination.
15. **TERMINATION CHARGES** – Any provision requiring the Agency to pay a fixed amount or liquidated damages upon termination of the agreement is hereby deleted. The Agency may only agree to reimburse a Vendor for actual costs incurred or losses sustained during the current fiscal year due to wrongful termination by the Agency prior to the end of any current agreement term.
16. **RENEWAL** – Any references to automatic renewal is hereby deleted. The agreement may be renewed only upon mutual written agreement of the parties.
17. **INSURANCE** – Any provision requiring the Agency to purchase insurance for Vendor’s property is deleted. The State of West Virginia is insured through the Board of Risk and Insurance Management, and will provide a certificate of property insurance upon request.
18. **RIGHT TO NOTICE** – Any provision for repossession of equipment without notice is hereby deleted. However, the Agency does recognize a right of repossession with notice.
19. **ACCELERATION** – Any reference to acceleration of payments in the event of default or non-funding is hereby deleted.
20. **CONFIDENTIALITY** – Any provision regarding confidentiality of the terms and conditions of the agreement is hereby deleted. State contracts are public records under the West Virginia Freedom of Information Act.
21. **AMENDMENTS** – All amendments, modifications, alterations or changes to the agreement shall be in writing and signed by both parties. No amendment, modification, alteration or change may be made to this addendum without the express written approval of the Purchasing Division and the Attorney General.
22. **DELIVERY** – All deliveries under the agreement will be FOB destination unless otherwise stated in the State’s original solicitation. Any contrary delivery terms are hereby deleted.

ACCEPTED BY:
STATE OF WEST VIRGINIA

Spending Unit: _____
 Signed: _____
 Title: _____
 Date: _____

VENDOR

Company Name: Pitney Bowes, Inc.
 Signed: *Insom Lepinsky*
 Title: WV Government Account Manager
 Date: 01/25/18

Customer Satisfaction Guarantee

Pitney Bowes Mailing, North America is committed to providing our customers with the finest products backed by the highest quality care and service. As long as you continually maintain coverage with a Pitney Bowes maintenance agreement for hardware and a software maintenance agreement for software after warranty, Pitney Bowes promises to provide you the following:

Guaranteed product performance

For all new and remanufactured Pitney Bowes branded products provided by Pitney Bowes in the U.S., we guarantee performance to our specifications for the initial term of the lease or three years if purchased. If, during that period, the product does not perform to our specifications, and we cannot repair it, we will replace it with a comparable product. If during the first ninety days after installation the replacement product does not perform as specified, you will be entitled to a refund of payments made to us for the replacement product. If the original or replacement product fails to perform due to the use of a non-Pitney Bowes consumable supply or unapproved software/hardware modification, this guarantee will not apply.

Guaranteed nationwide service

Our nationwide service force will respond to service and preventative maintenance requests as part of your maintenance agreement for hardware. If we find that we cannot return your Pitney Bowes branded equipment to a satisfactory operating condition within a reasonable time, where appropriate, we will provide you with a loaner at no additional cost.

Help line support

For customers with products that are supported through our Diagnostics Center, toll-free telephone technical assistance is available Monday through Friday, 8:00 A.M. until 8:00 P.M. EST exclusive of holidays.

Rate change protection

With our ability to accommodate a wide range of carriers, we are your rate data source. Also, should you select any of our plans that include software rate protection, we guarantee that you will not be charged for unexpected rate changes within the scope of your plan.

Operator productivity and training excellence

For all products that we install, our skilled professionals will effectively deliver the agreed upon installation and training services. Furthermore, if you attend our acclaimed Mail Management Seminar, we will train your employee(s) on the latest and most efficient use of postal services.

Purchase Power® service

The Pitney Bowes Bank, Inc. provides postage advances to all qualified customers in good standing. You will not have to pay for postage in advance. You can mail now and pay later when you get your bill.

At Pitney Bowes, we are committed to maintaining long-term partnerships with our customers. If our sales and service support team has been unable to satisfy you, I would like to hear from you. Please call my office at 800 622 2296.

We won't be satisfied until you are satisfied.



Harris Warsaw
Senior Vice President of Global Sales, Global SMB Solutions



SendPro® C400

A complete office sending solution.

Consistently choose the best options for mailing and shipping.

The SendPro C400 is an innovative, all-in-one technology for office mailing and package shipping. It's a complete sending solution that makes it easy to process mail and send packages all from one place. With the C400, you'll be able to:

- Process daily mail and flats at up to 65 letters per minute.
- Access USPS® shipping rates which offer discounts of up to 39% off retail rates*.
- Compare options from three major carriers such as USPS and UPS®.
- Weigh packages and print shipping labels right from the system.
- Track packages and costs in one consolidated report.

With an easy-to-use color touchscreen display, the C400 makes it easy to consistently choose the ideal mailing or shipping option. The integrated 15 lbs. scale accurately calculates postage and shipping charges for all of your letters, flats and packages. And to complete the process, an integrated label printer will print a shipping label from the three major carriers right from the system.

Eliminate guesswork every time you send.

The C400 makes your selections of carrier, class and services simple and accurate. For letter mail, simply select the class and services then print and seal your envelope in one easy step. Plus, an option for electronic Return Receipt helps reduce your Certified Mail® spending. For packages, you get accurate rates across carriers so you can control your budget and eliminate trips to the post office.



*Actual savings may vary depending on weight, zone and services requested.

Ship and track from anywhere.

Access SendPro® C400's shipping and tracking capabilities away from your mail area with secure access from your desktop computer. You'll always have a consolidated view and tracking information including your cost history and tracking information for carrier shipments. By having all information on a single platform, the C400 eliminates having to use each carrier's website to process a package or track a shipment.



Make the confident choice, no matter what you send.

With the C400, you can consistently choose the ideal carrier, class or service to get your items delivered—all at the best price for your needs. Just weigh the item to see your carrier's options with a cost and estimated delivery time. A common address book works across all three carriers and verifies the recipient addresses to ensure accurate delivery. Then, after selecting the ideal choice for your unique business needs, print a shipping label from the attached label printer or your network printer.

Maximize savings and eliminate overspend every time you send.

The C400 is designed to save you and your office staff, time and money in many ways. When shipping, you immediately save by getting access to USPS® shipping discounts for Priority Mail® and other package services. As a certified Ready Provider of UPS®, Pitney Bowes offers savings of 18% on UPS Next Day Air® and 9% off UPS Ground Commercial and Residential. With the C400, you are connected directly to your established carrier accounts for access to your prenegotiated rates.

Specifications

User display	Color touchscreen
Envelope processing	Up to 65 letters per minute; semi-automatic feeding
Envelope moistener	Standard
Integrated scale	Standard: Up to 15 lbs.
External scale	Optional: Up to 30 lbs. or 70 lbs (Weights & Measures options also available)
USPS retail rates and extra services	Standard
Electronic return receipt	Optional
USPS shipping (Commercial Base Pricing)	Standard
Multi-carrier shipping	Optional: Use existing business account (UPS and other carrier)
Multi-user access	Optional
Shipping label printer (4" x 6")	Optional: Compliant to USPS and alternate carriers
Label and report printing	Standard: Print to network printer Optional: Laser printer for reports
Cost accounting	Optional: 25 accounts, 100, 500 or more
Connectivity	Standard: LAN (wired) or Wi-Fi (wireless)
Envelope sizes	Up to 3/8" thickness. Media sizes: 3" x 5" up to 13" x 15"
Differential weighing	Optional
Electrical and approvals	100 – 120 VAC, 50/60 Hz, 1.0A
Dimensions	16 1/2" L x 15 1/2" D x 11 1/2" H (with integrated scale)

For more information, visit us online: pitneybowes.com/us/sendpro-c-series



United States
3001 Summer Street
Stamford, CT 06926-0700



Shipping & Mailing
Postage Meters

SendPro™ P1000

Take control of everyday challenges.

Integrate the sending process.

Shipping and receiving packages, and sending daily letter mail are all a necessary part of doing business. Yet, these seemingly simple tasks are actually complicated processes that demand proper attention.

The SendPro P1000 simplifies the process by integrating mailing, shipping and receiving into a single processing system. With this integration, the P1000 provides a simpler, more streamlined way to send letter mail and large envelopes as well as ship packages using your USPS®, FedEx® and UPS® business accounts.

Plus, with sending costs rising and shipping becoming more complex, the SendPro P1000 can also quickly improve productivity and cost efficiency in your office.

Mail, ship and track with ease.

For letter mail, the SendPro P1000 will seal and print postage for your short and longer runs at up to 180 letters per minute. It handles thin or thick mail as well as small or large envelopes.

For packages, the P1000 takes away guesswork, by allowing you to review services provided by USPS, FedEx or UPS. Now, you can get your packages delivered with the best cost and delivery options available.

With the receiving application, you can accurately log all of your incoming packages' information so that you have an accurate history of every package that has been delivered to your office.



For more information, visit us online: pitneybowes.com

Desktop shipping

The SendPro™ P1000 enables users outside the mail area to ship packages from their individual PCs. Office workers simply log in to ship—without having to leave their desk to send or track a package delivery. The optional integrated scale and label printer allow your office staff to weigh rate and print professional shipping labels. No matter how many people in your office ship, equip them with desktop capabilities.

Manage inbound deliveries.

Automate and streamline the receipt and management of incoming packages using your P1000 and its integrated barcode scanner. The P1000 instantly logs package information, including carrier, recipient, sender, tracking number and date and time of receipt, keeping a history report of all your incoming packages. You will then know when each and every package was delivered.

Simple user display

The modern, color touch screen display of the P1000 enables anyone in your office to pick the ideal service and complete each job quickly and accurately. The system guides the user with its easy-to-follow menus for processing mail and shipments with each of the three carriers: USPS®, FedEx® and UPS®.

Flexible printing

The P1000 also gives you unique control over envelope printing. From any desktop PC, you can upload your graphics, enabling the P1000 print a business logo, return address, or

promotional message in full color on outbound envelopes. Print just one or print a thousand. The savings add up. It's quick changeover gives you printing flexibility and can eliminate the premiums you pay for special envelope stock.

Specifications

Max processing speed (letters per minute)	130 standard. Up to 160 or 180 lpm
Weigh-on-the-Way® (WOW®)	WOW not available: See SendPro 1500
Envelope processing	Thickness: feed and seal up to 3/4" Media size: 3 1/2" x 5" up to 10" x 14" Envelope flap depth: min 1", max 3 1/8"
Shipping: USPS-approved IMpb label printing	Standard: Print USPS shipping labels from attached adhesive label printer using Commercial Base Pricing discounts.
Shipping: Integrated FedEx and UPS	Optional: FedEx and UPS with existing discounted business account. Print shipping labels from attached adhesive label printer.
Shipping: Desktop access	Optional: Integrated scale and printer attach to any PC with a USB connection.
Receiving: Inbound Package Management	Integrated software with reporting from base system. Optional: Scanning hardware, number of recipients, email notification capability
Full color printing	Optional: Print return address, custom logo, or promotional message. CMYK @ 1200 dpi
Envelope sealing system	Pump-fed pad, closed flap feeding. Seal only mode.
Weighing (large envelopes and packages)	Optional: 5-10-15 lb small platform with stand; 15-30 lb tabletop platform; 70-149 lb shipping platform. Differential weighing.
Postage accounting	Optional: Up to 100, 500, 1000, 2000, 3000 max accounts for postal meter analytics
Expanded analytics	Optional: INVIEW® Analytics (web-based), Business Manager, SendSuite® shipping solutions.
Package tape printing	Adhesive roll tape (for large envelopes and packages using non-discounted USPS Retail rates)
Color touch screen display	Standard: 10.2" (WSVGA); Optional: 15" detachable display (XGA)
Peripheral hardware options	Account barcode scanner, laser report printer, power stacker, portrait flats kit for a power stacker, wireless keyboard (for quick alpha-numeric entries)
Dimensions	37.5"L x 22.5"D x 24"H (with basic apps display). Drop stacker adds 12" to L. Power stacker adds 31" to L. Color adds 6.5" to L. 15" display adds 2" to H.



United States
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Shipping & Mailing
Postage Meters

SendPro™ P2000

Have the right tools for your staff.

Integrate the sending process.

Shipping and receiving packages and sending daily letter mail are all a necessary part of doing business. Yet, these seemingly simple tasks can be complicated processes that demand proper attention.

The SendPro P2000 simplifies the process by integrating mailing, shipping and receiving into a single system. With this integration, the P2000 provides a simpler, more streamlined way to send letter mail and large envelopes as well as ship packages using your USPS®, FedEx® and UPS® business accounts. With the receiving application, you can accurately log all of your incoming packages' information so that you have a history of every package that has been delivered to your office.

Plus, with sending costs rising and shipping becoming more complex, the P2000 can also quickly improve productivity and cost efficiency in your office.

Mail, ship and track with ease.

For letter mail, the SendPro 2000 will seal and print postage for mail up to 5/8" thick at up to 180 letters per minute.

With the Weigh-on-the-Way® feature, sorting mixed size mail is no longer necessary. The P2000 can process a stack of mixed size mail at up to 110 letters per minute applying the correct postage for each piece.

For package shipments, the P2000 allows you to review services provided by USPS, FedEx or UPS in order to pick which one is best for you. With the integrated scale and label printer, you can weigh, rate and ship right from your system. Now, you can get your packages delivered with the best cost and delivery options available.



For more information, visit us online: pitneybowes.com

Desktop shipping

The SendPro™ P2000 enables users outside the mail area to ship packages from their individual PCs. Office workers simply log in to or track a package delivery. The optional integrated scale and label printer allow your office staff to weigh, rate and print professional shipping labels. No matter how many people in your office ship, equip them all with desktop capabilities that link to a central, controlled account that captures shipping history, carrier spend and package tracking details.

Manage inbound deliveries.

Automate and streamline the receipt and management of incoming packages using your P2000 and its integrated barcode scanner. The P2000 instantly logs package information, including carrier, recipient, sender, tracking number and date and time of receipt, keeping a history report of all your incoming packages so you know when each package was delivered. You also have the option to automatically alert the intended recipient with email notifications, making the entire process more accurate and efficient.

Simple user display

The modern, color touch screen display of the P2000 enables anyone in your office to pick the ideal service and complete each job quickly and accurately. The system guides the user with its easy-to-follow menus for processing mail and shipments with each of the three carriers: USPS®, FedEx® and UPS®.

Flexible printing

The P2000 also gives you unique control over envelope printing. From any desktop PC, you can upload your graphics to print a business logo, return address, or promotional

message in full color on outbound envelopes. Print just one or print a thousand. The savings add up. Its quick changeover gives you printing flexibility and can eliminate the premiums you pay for special envelope stock.

Specifications

Max processing speed (letters per minute)	Three WOW/Non-WOW pairings: Up to 70/130 LPM, 90/160 LPM, 110/180 LPM
Weigh-on-the-Way® (WOW®)	Standard: Up to 16 oz. (500 g). Shape based rating is automatic.
Envelope processing	Thickness: feed and seal up to 3/8" Media size: 3 1/2" x 5" up to 10" x 14" Envelope flap depth: min. 1", max. 3 7/8"
Shipping: USPS-approved IMpb label printing	Standard: Print USPS shipping labels from attached adhesive label printer using Commercial Base Pricing discounts.
Shipping: Integrated FedEx and UPS	Optional: FedEx and UPS with existing discounted business account. Print shipping labels from attached adhesive label printer.
Shipping: Desktop access	Optional: Integrated scale and printer attach to any PC with a USB connection.
Receiving Inbound Package Management	Included: integrated software with reporting from base system. Optional: Scanning hardware, number of recipients, email notification capability.
Full color printing	Optional: Print return address, custom logo or promotional message. CMYK @ 1200 dpi
Envelope sealing system	Pump-fed pad, closed flap feeding. Seal only mode.
Weighing (large envelopes and packages)	Optional: 5-10-15 lb small platform with stand; 15-30 lb tabletop platform; 70-149 lb shipping platform. Differential weighing – optional.
Postage accounting	Optional: Up to 100, 500, 1000, 2000, 3000 max accounts for postal meter analytics.
Expanded analytics	Optional: INVIEW® Analytics (web-based), Business Manager, SendSuite® shipping solutions
Package tape printing	Adhesive roll tape (for large envelopes and packages using non-discounted USPS Retail rates)
Color touch screen display	Standard: 10.2" (WSVGA); Optional: 15" detachable display (XGA)
Peripheral hardware options	Account barcode scanner, laser report printer, power stacker, portrait flats kit for a power stacker, wireless keyboard (for quick alpha-numeric entries)
Dimensions	53"L x 25"D x 24"H (with Basic Apps Display). Drop Stacker adds 12" to L. Power Stacker adds 31" to L. 15" Display adds 2" to H.



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Shipping & Mailing
Postage Meters

SendPro™ P3000

Set a new standard for performance.

Make critical gains in productivity and efficiency.

Shipping and receiving packages and sending daily letter mail are all a necessary part of doing business. Yet, these seemingly simple tasks can be complicated processes that demand proper attention.

The SendPro P3000 simplifies the process by integrating mailing, shipping and receiving into a single system. With this integration, the P3000 provides a simpler, more streamlined way to send letter mail and large envelopes as well as ship packages using your USPS®, FedEx® and UPS® business accounts. With the receiving application, you can accurately log all of your incoming packages' information so that you have a history of every package that has been delivered to your office.

Plus, with sending costs rising and shipping becoming more complex, the SendPro P3000 can also quickly improve productivity and cost efficiency in your office.

Mail, ship and track with ease.

For letter mail, the SendPro 3000 will seal and print postage for mail up to 3/4" thick at up to 310 letters per minute.

With the Weigh-on-the-Way® feature, sorting mixed size mail is no longer necessary. The P3000 can process a stack of mixed size mail at up to 205 letters per minute applying the correct postage for each piece.

For package shipments, the P3000 allows you to review services provided by USPS, FedEx or UPS in order to pick which one is best for you. With the integrated scale and label printer, you can weigh, rate and ship right from your system. Now, you can get your packages delivered with the best cost and delivery options available.



For more information, visit us online: pitneybowes.com

Desktop shipping

The SendPro™ P3000 enables users outside the mail area to ship packages from their individual PCs. Office workers simply log in to send or track a package delivery. The optional integrated scale and label printer, allows your office staff to weigh rate and print professional shipping labels. No matter how many people in your office ship, equip them all with desktop capabilities that link to a central, controlled account that captures shipping history, carrier spend and package tracking details.

Manage inbound deliveries.

Automate and streamline the receipt and management of incoming packages using your P3000 and its integrated barcode scanner. The P3000 instantly logs package information, including carrier, recipient, sender, tracking number and date and time of receipt, keeping a history report of all your incoming packages so you know when each package was delivered. You also have the option to automatically alert the intended recipient with email notifications, making the entire process more accurate and efficient.

Simple user display

The modern, color touch screen display of the P3000 enables anyone in your office to pick the ideal service and complete each job quickly and accurately. The system guides the user with its easy-to-follow menus for processing mail and shipments with each of the three carriers: USPS®, FedEx® and UPS®.

Flexible printing

The P3000 also gives you unique control over envelope printing. From any desktop PC, you can upload your graphics to print a business logo, return address, or promotional

message in full color on outbound envelopes. Print just one or print a thousand. The savings add up. Its quick changeover gives you printing flexibility and can eliminate the premiums you pay for special envelope stock.

Specifications

Max processing speed (letters per minute)	Four WOW/Non-WOW pairings: Up to 105/165 LPM, 135/220 LPM, 170/270 LPM, 205/310 LPM
Weigh-on-the-Way® (WOW®)	Standard: Up to 16 oz. (500 g). Shape based rating is automatic.
Shipping USPS-approved IMPB label printing	Standard: Print USPS shipping labels from attached adhesive label printer using Commercial Base Pricing discounts.
Shipping: Integrated FedEx and UPS	Optional: FedEx and UPS with existing discounted business account. Print shipping labels from attached adhesive label printer
Shipping: Desktop access	Optional: Integrated scale and printer attach to any PC with a USB connection.
Receiving: Inbound Package Management	Included: Integrated software with reporting from base system. Optional: scanning hardware, number of recipients, email notification capability.
Full color printing	Optional: print return address, custom logo, or promotional message. CMYK @ 1200 dpi
Envelope sealing system	Pump-fed pad; open and closed flap feeding. Seal only mode.
Weighing (large envelopes and packages)	Optional: 5-10-15 lb small platform with stand, 15-30 lb tabletop platform, 70-149 lb shipping platform. Differential weighing – optional
Postage accounting	Optional: Up to 100, 500, 1000, 2000, 3000 max accounts for postal meter analytics.
Expanded analytics	Optional: INVIEW® Analytics (web-based), Business Manager, SendSuite® shipping solutions
Package tape printing	Adhesive roll tape or gummed roll tape (for large envelopes and packages using non-discounted USPS Retail rates)
Color touch screen display	Standard: 10.2" (WSVGA), Optional: 15" detachable display (XGA)
Peripheral hardware options	Account barcode scanner, laser report printer, P3000 flats feeding guide, power stacker, portrait flats kit for a power stacker, wireless keyboard (for quick alpha-numeric entries)
Dimensions	61.5"L x 25.5"D x 24"H (with Basic Apps Display). Drop Stacker adds 12" to L. Power Stacker adds 31" to L. Color adds 6.5" to L. 15" Display adds 2" to H.



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Shipping & Mailing
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SendPro® C-Series

Connectivity Guide

Introduction	2
Basic Installation Requirements	2
Power Outlet Requirements	2
Advanced Network Requirements	3
Ports and Communication Requirements	4
URL Information	6
FAQs	9



Introduction

The SendPro® C-Series is a new generation office shipping and mailing system from Pitney Bowes that uses a LAN or Wi-Fi connection versus an old-style analog phone line. Step-by-step instructions are included with your shipment so that your C-Series device will connect to Pitney Bowes during the installation process. If you have extensive network security restrictions at your site, you may need assistance from your IT or network specialist. In this case, refer to the [Advanced Network Requirements](#) section of this document for more information.

If you requested our Professional Service, your installation will be supported onsite by a trained Pitney Bowes professional.

Basic Installation Requirements

In most cases, you connect your meter as described in the installation instructions included in the box. If you use the direct LAN connection, you just plug the network cable into the back of the SendPro C-Series. If you use Wi-Fi, a wizard will take you through the procedure for setting up the Wi-Fi connection.

Your online connection provides you quick postage refills, automatic rate updates and access to additional Pitney Bowes support services. In addition to printing postage on outgoing mail, the C-Series system can connect you to your preferred carriers including USPS®, FedEx® and UPS®.

Power Outlet Requirements

The standard system requires a minimum of 1 electric outlet and up to 3 electric outputs depending on the options purchased.

- SendPro C-Series meter (Envelope Printing only) - one electric outlet
- SendPro C-Series meter and label printer - two electric outlets
- SendPro C-Series meter, label printer, and laser (report) printer - three electric outlets

Advanced Network Requirements

SendPro C-Series initiates all communication (via HTTP or TLS), so it can safely sit behind most corporate firewalls

- High-speed network connection
- SendPro C-Series supports 802.11n WiFi WPA, WPA-2 PSK protocols. It currently supports 2.4 GHz frequency band.
- SendPro C-Series communicates to external web services via HTTP over Port 80
- SendPro C-Series communicates to PB secure server(s) via TLS over port 443
- SendPro C-Series uses Port 53 for DNS lookup
- Pitney Bowes requires a minimum network bandwidth of 384 kbps (upstream and downstream) to operate, but we recommend 1 Mbit/sec for best performance
- Pitney Bowes recommends that DSL or cellular devices are not shared across multiple SendPro C-Series systems
- Customer owned web filtering devices or software, as well as SSL packet inspection should be disabled for these ports as they can affect performance or could prevent functionality.

Ports and Communication Requirements

The SendPro C-Series connection uses these ports and protocols. The system will require access through your network and firewall.

Communications

- All communication is initiated from the system via ports 80 (HTTP) and 443 (TLS)
- All communications from the system to the back end system are in the form of XML messages.

Ports

Port 80 (HTTP)

- Web Services
- TeamViewer (remote access software)

Port 443 (TLS)

- SendPro C-Series sends requests to refill or audit its PSD (Postal Security Device) when the user requests it or an inspection is required. Audits occur if the PSD inspection date has expired.
- During initial install, the system will automatically request an Operational Block, from the infrastructure, for the PSD.
- On PSD replacement the system will automatically request the configuration data for the replacement PSD.
- Transaction records from the SendPro C-Series are automatically uploaded when a user message appears (within three days of the mail being generated).
- O/S updates and PB Application Software and Rates Data updates.

Port 53

- DNS lookup

IMPORTANT:

IT departments that use a "rules based" method for allowing specific ports to pass traffic on their network for port 53, allow for both UDP and TCP traffic to this port.

URL Information

These URLs must be accessible from the device, without any obstructions. This includes being free of any SSL packet inspection, web filtering devices or software monitoring.

Required URLs

- **Distributor** - main PB Server that authenticates machine for access to other PB web services
 - <http://distservp1.pb.com/csd/dstproduct> (Port 80)
 - <https://distservp1.pb.com/csd/dstproduct> (Port 443)
- **Funds (Funds Management & Refills)** - funds are managed through a separate Funds Server
 - http://cometservp1.pb.com/csd/t3cometserver_03.asp (Port 80)
 - https://cometservp1.pb.com/csd/t3cometserver_03.asp (Port 443)
- **Rates and Updates (Download Services)** - Downloads new software, graphics, rate prices
 - *Main Download Services entry*
 - <https://dlsdlp1.pb.com> (Port 443)
 - *File Processing*
 - <https://pbdlsp1.pb.com/prdupdate.dll> (Port 443)
 - <https://pbdlsp1.pb.com/prdconfirm.dll> (Port 443)
 - *OS Updates*
 - <https://pb-ota.redbend.com> (Port 443)
- **Manage Accounts (Accounting)** - separate PB Server that manages accounting including account creation, reports etc.
 - *Accounting Web Application:*
<https://ms1app.pb.com/> (Port 443)
 - *Accounting Web Services:*
<https://ms1app.pb.com/ms1atweb/services/> (Port 443)
- **Online Help** - online support website
 - http://support.pb.com/help_videos/SV63242-help/default.htm (Port 80)
- **Health Data Update** - machine health Information upload
 - <https://s3.amazonaws.com> (Port 443)
- **Network Connectivity Test Site** - used by tablet's Android O/S to confirm connectivity
 - http://connectivitycheck.gstatic.com/generate_204 (Port 80)
 - **Note:** Connectivity tests also use Google DNS explicitly (8.8.8.8 Port 53)

- **PB Web Services Support** - used by several PB applications including Shipping
 - <https://api.pitneybowes.com> (Port 443)
 - <https://pitneybowes.okta.com> (Port 443)
 - <http://microsoft.com/SoftwareDistribution/Server/SimpleAuthWebService> (Port 80)
 - <http://mail.o365.pb.com> (Port 80)

Recommended URLs

We recommend these URLs are left open, but if this presents a security issue, they can remain blocked. They are enabled by default.

Remote Access

TeamViewer is an application that lets Pitney Bowes Service access your device remotely, when you authorize it. (A TeamViewer session can only be initiated by someone on your end, therefore the system cannot be accessed without your knowledge.)

There are two ways to unblock TeamViewer:

- General unblocking of Port 5938 TCP for outgoing connections (recommended). *Port 5938 is only used by a few applications and therefore there is no security risk. This traffic should be filtered or cached.*
- Unblocking URLs of the following formats (to any server) GET:
 - `/din.aspx?s=...&client=DynGate... GET`
 - `/dout.aspx?s=...&client=DynGate... POST`
 - `/dout.aspx?s=...&client=DynGate...`

Note:

Regardless of which method you choose to unblock TeamViewer, verify there are no content filters or anything similar blocking one of these URLs:

- *.TeamViewer.com
- *.dyngate.com

-
- **Postal Advisor (PB hosted site)** - utility website that offers helpful hints on postal regulations
 - http://www.pb.com/postal_advisor (Port 80)

- **Universal Tracking (PB partner hosted site)** - carrier independent web tracking site for packages
 - <http://www.pb.boxoh.com/> (Port 80)
- **USPS Mobile** - convenient link to USPS mobile website
 - <https://m.usps.com/m/Home> (Port 443)
- **Trackable Labels (PB hosted shipping site)** - Shipping Trackable Labels Web Services Support
 - <https://foundation.us.sending.pitneybowes.com/> (Port 443)
 - <https://shipping.us.sending.pitneybowes.com/> (Port 443)
 - <https://sendpro.us.pitneybowes.com/addressbook> (Port 443)
 - <https://sendpro.us.pitneybowes.com/preferences/costaccounts> (Port 443)
 - <https://sendpro.pitneybowes.com/preferences/printing> (Port 443)
 - <https://sendpro.pitneybowes.com/history> (Port 443)

FAQs

Question

Answer

What OS does this device run?

Android 6.1

What controls are in place to protect this device against network-based malware threats?

Controls include:

- White list of URLs
- TLS
- Only executes services needed to perform activities
- OS distribution has been optimized and locked down

Does it have a firewall?

No

Who controls the firewall rules?

Not applicable

How are the firewall rules configured?

Allow only the ports Http, TLS and DNS

What is the security patch process?

SendPro® C-Series security patches are applied by emergency updates via PB only, and on a regular schedule through PB services.

What is the software update process, and how often does this occur?

As required with periodic feature additions and bug fixes

- What is the network traffic flow to and from the SendPro C-Series system?
- What firewall rules need to be in place to allow the necessary communication?

- Outgoing contact initiated (no push) utilizing TLS, URLs provided by PB services
- Outgoing - transactional data
- Incoming is both transactional data and files and Web Services

Can you identify suspicious activity affecting SendPro C-Series?

Yes. An audit process exists to validate the financial integrity of the system. Error logs are available and can be uploaded to the PB data center.

What are the access controls in place to secure SendPro C-Series?

The application access is managed by the customer using an access code. The system operates in a Kiosk mode where access to the underlying Android operating system is prevented.

How do you authenticate an individual or a service ?

Tracking Labels "Shipping" application access is managed by the customer using User IDs and passwords to authenticate.

Question

Answer

Are there audit trails in place?

Yes. PSD transactional audits, extensive logs and all financial transactions are audited by the PB infrastructure. The SendPro C-Series logs all error conditions, and maintains ink usage logs, print usage logs, etc.

Is data stored on the device?

Yes. SendPro C-Series stores transactional data, graphic images, customer profiles and settings, files (rates, etc.). Transactional usage data is uploaded and then deleted when confirmed upon receipt by PB Infrastructure over TLS channel.

What controls protect the data?

All files and data interface utilizing TLS. Incoming data and files are signed and verified prior to use. If consumed by the printer, it is verified on each use. If used by the application, it is verified on load.

Does the SendPro C-Series allow remote administration?

Pitney Bowes will use TeamViewer to troubleshoot system problems remotely. The end user will initiate the session using a special session code which is generated by the TeamViewer application and changes each session.



Shipping & Mailing
Postage Meters

Connect+/SendPro™ P Series

Networking Technical Specification

Introduction	2
Network Requirements	2
Port/Communication Requirements	2
URL	3
FAQs	9
Appendix: Network Evaluation Forms	11

Introduction

This document details the networking technical considerations for the Connect+/SendPro™ P Series.

Network Requirements

- The Connect+/SendPro system will require a high-speed network connection.
- The Connect+/SendPro system will initiate all communication.
- The Connect+/SendPro system will initiate all communication (via HTTP or HTTPS), so it can safely sit behind most corporate firewalls.
- The Connect+/SendPro system will communicate to external Web Services via HTTP over Port 80.
- The Connect+/SendPro system will communicate to PB secure server(s) via HTTPS over port 443.
- The Connect+/SendPro system will use Port 53 for DNS lookup.
- Pitney Bowes requires a minimum network bandwidth of 384 kbps (upstream and downstream) to operate, but we recommend 1 Mbit/sec for best performance.
- It is recommended that DSL or 3G modem devices are not shared across multiple Connect+/SendPro systems.
- Customer owned web filtering devices or software, as well as SSL packet inspection should be disabled for these ports as they can affect performance.

Port/Communication Requirements

All communication is initiated from the Connect+/SendPro system via ports 80 (HTTP) and 443 (HTTPS). All communication from the Connect+/SendPro system to the back end system is in the form of XML messages.

Port 80 (HTTP)

- OS Update
- AV Updates
- Web Browsing (Help)
- TeamViewer

Port 443 (HTTPS)

- Connect+ will send requests to refill or audit its PSD (Postal Security Device) based on a low funds or inspection date. (Refills currently occur when the PSD funds drop below \$xxx.xx. Audits occur if the PSD inspection date has expired.)
- During initial install, the system will automatically request an Operational Block, from the infrastructure, for the PSD.
- On PSD replacement the System will automatically request the configuration data for the replacement PSD.
- Transaction Records from the Connect+/SendPro system are automatically uploaded when:
 - The System has been idle for a period of 10 minutes
 - While powering down the system.
 - Web Accounting Services.
- On power up the System freshens the Web Service (Supplies, My Account, Tracking etc.) configuration data.
- Software, Rates and Graphic updates.

Port 53

- DNS lookup
 - IT departments that use a "rules based" method for allowing specific ports to pass traffic on their network for port 53 and make sure to allow BOTH UDP and TCP traffic for this port. Port 53 listens for DNS requests and may respond on either protocol, based on the type of request it receives. Short responses should come in over UDP. Longer, more detailed responses on TCP.

URL

The following URLs must be accessible from the Connect+/SendPro system, without any obstructions. It is strongly recommended that the firewall reference the URL rather than IP address, which can change over time. If IP addresses must be referenced, it is suggested to keep open the block of IP addresses 199.231.32.0 to 199.231.47.255, 152.144.128.0 to 152.144.128.255, 209.85.128.000 to 209.85.255.255.

The table below summarizes the list of required and optional firewall port exceptions. It is suggested to open all the optional services as the Connect+ machine normally ships with all the options enabled. Customers can request certain options to be disabled. Please check with the owner of the machine to determine if certain functions have been disabled and can therefore be left out of the firewall exception rules.

URL Table

Function	Description	Required/ Optional	Firewall Exception Rule(s)
Connect+ Network Test/ Linux Proxy Test	Built in tools that pings select PB servers for connectivity testing. Used by PB Service (Resides on Linux Desktop)	Required	<ul style="list-style-type: none"> • Network Test <ul style="list-style-type: none"> ◦ http://www.google.com (Domain www.google.com; IP=72.14.253.104) ◦ http://www.l.google.com (Domain www.google.com; IP=74.125.230.81, 74.125.230.82, 74.125.230.83, 74.125.230.84, 74.125.230.80) ◦ http://www.novell.com • SUSE Linux Proxy Test (Domain fp.novell.com; IP=130.57.1.88)
Distributor	Main PB Server that authenticates machine for access to other PB web services	Required	<ul style="list-style-type: none"> • Distributor: http://distserv1.pb.com/dstproduct.asp https://distserv1.pb.com/dstproduct.asp (Domain distserv1.pb.com; IP=152.144.128.244, 152.144.128.230, 199.231.44.31, 199.231.43.31, 199.231.45.46)
Funds (Funds Management & Refills)	Funds are managed through a separate Funds Server system	Required	<ul style="list-style-type: none"> • http://cometserv1.pb.com/T3cometserver_03.asp • https://cometserv1.pb.com/T3cometserver_03.asp (Domain cometserv1.pb.com; IP=152.144.128.230, 152.144.128.236, 199.231.45.37, 199.231.43.215)

Function	Description	Required/ Optional	Firewall Exception Rule(s)
Rates and Updates (Download Services)	Downloads new SW, graphics, rate price data etc.	Required	<ul style="list-style-type: none"> • Misc. Data Upload: https://pbgdspp1.pb.com/MS1ConfigurationUpload/MS1ProductConfigurationUpload.svc (Domain pbgdspp1.pb.com; IP= 199.231.44.222, 199.231.44.148 and 199.231.45.41, 199.231.45.35) • ClamAV: http://clamserver.pb.com (Domain clamserver.pb.com; IP=199.231.45.165; 199.231.44.54, 199.231.33.54,199.231.35.165) • Error log uploads: https://pbdlspp1.pb.com/UploadService/service.svc (Domain pbdlspp1.pb.com; IP=199.231.44.30; 199.231.45.38) • Configuration web page: https://MyMS1Configuration.pb.com (Domain MyMS1Configuration.pb.com; IP=199.231.44.166) • OS Updates: https://SMT.pb.com (Domain SMT.pb.com; IP=199.231.44.54; 199.231.35.165) • File Updates: https://pbgdspp1.pb.com/MS1/DiaService.svc (Domain pbgdspp1.pb.com; IP=199.231.44.222) • Orders (CCD): https://pbgdspp1.pb.com/MS1CCD/DiaCCDSvc.svc (Domain pbgdspp1.pb.com; IP=199.231.44.222)
Manage Accounts (Accounting)	Separate PB Server that manages Accounting including Account Creation, Reports etc.	Required	<ul style="list-style-type: none"> • Accounting Web Application: https://ms1app.pb.com/ (Domain ms1app.pb.com; IP=199.231.32.67) • Accounting Web Services: https://ms1app.pb.com/ms1atweb/services/ (Domain ms1app.pb.com; IP=199.231.32.47)
On Line Help	Help Website	Required	<ul style="list-style-type: none"> • http://www.pitneybowes.com/view/connectplus/MailStream One Help.htm (Domain www.pb.com; IP address = 23.78.207.49)

Function	Description	Required/ Optional	Firewall Exception Rule(s)
Remote Access	"Teamviewer" Tool that allows PB Service to access machine – ONLY when customer allows it – see note below	Optional (Enabled by default)	<p>There are two options to unblock TeamViewer.</p> <ol style="list-style-type: none"> 1. General unlocking of Port 5938 TCP for outgoing connections. (recommended) Port 5938 is only used by a few programs and therefore is no security risk. This traffic should then neither be filtered nor cached. 2. Unlocking of URLs of the following formats (to any Server) GET <pre>/din.aspx?s=...&client=DynGate...</pre> GET <pre>/dout.aspx?s=...&client=DynGate</pre> ...POST <pre>/dout.aspx?s=...&client=DynGate...</pre> <p>Regardless of which method is chosen to unblock TeamViewer, also check that no content filter or similar is blocking one of the following URLs:</p> <ul style="list-style-type: none"> *.teamviewer.com • *.dyngate.com
Verify Address (Address Cleaning)	Utility Website to validate addresses against USPS database	Optional (Enabled by default)	<ul style="list-style-type: none"> • http://www.pb.com/ms1av/checkaddress.jsp (Domain www.pb.com; IP=199.231.44.12)
My Account (PB.com)	Utility website to access your MyAccount on PB.com	Optional (Enabled by default)	<ul style="list-style-type: none"> • https://www.pb.com/cgi-bin/pb.dll/jsp/Login.do?lang=en&country=US&ga1=MS1 (Domain www.pb.com; IP=199.231.44.12) (Domain http://www.google.com/analytics; IP=209.85.128.000, 209.85.227.101, 209.85.227.113)

Function	Description	Required/ Optional	Firewall Exception Rule(s)
Discount & Presort Services	Utility Website to manage Discounts & Presorting	Optional (Enabled by default)	<ul style="list-style-type: none"> • http://www.pb.com/mailstream/mailling-services (Domain www.pb.com; IP=199.231.44.12)
Buy Supplies	Utility Website to order Connect+ supplies	Optional (Enabled by default)	<ul style="list-style-type: none"> • http://www.pb.com/mailstream/supplies/ms1 (Domain www.pb.com; IP=199.231.44.12)
Track a Package	Carrier independent web tracking site for packages	Optional (Enabled by default)	<ul style="list-style-type: none"> • http://pb.boxoh.com/ (Domain pb.boxoh.com; IP=72.47.250.186)
Apps & Tools	Utility Website for additional Apps and Tools	Optional (Enabled by default)	<ul style="list-style-type: none"> • http://www.pb.com/connectplus/apps/ (Domain www.pb.com; IP=199.231.44.12)
Ship a Package	Package Shipping Application	Optional (Disabled by default)	<ul style="list-style-type: none"> • http://shipapackage.us.pitneybowes.com (Domain www.pb.com; IP address = 199.231.44.12) Ship A Package is a legacy Shipping Application that is being replaced by SendPro. If this is a new installation, you do not need to open up the firewall for Ship A Package.
SendPro	Newest Package Shipping App	Optional (Disabled by default)	<ul style="list-style-type: none"> • https://sending.us.pitneybowes.com/ (Domain www.pitneybowes.com; IP address 199.231.33.6, 199.231.44.12)
SendSuite Tracking	Sendsuite Tracking Application	Optional (Disabled by default)	<ul style="list-style-type: none"> • http://sendsuitetracking/pitneybowes.com/ (Domain: www.pitneybowes.com; IP Address 199.231.33.6, 199.231.44.12)
Buy Ink Express	Allows direct access to Ink Ordering page	Required	<ul style="list-style-type: none"> • http://www.pitneybowes.us/shop/ink-and-supplies/postage-meter-ink-supplies/connect-series-1/en-us/storeus (Domain: www.pitneybowes.com; IP Address 199.231.33.6, 199.231.44.12)

Function	Description	Required/ Optional	Firewall Exception Rule(s)
Health Data Upload	Machine Health Information upload	Required	<ul style="list-style-type: none"> https://cplus-logs-fusion.pb.com/api/v1/uploads (Domain: www.pb.com ; IP Address = 199.231.33.6, 199.231.44.12)

- There are additional supporting websites that are referenced by content in the utility websites. Please contact PB's customer care group for a full list.
- TeamViewer Remote Access is used by service and sales for remote diagnostics and training. A TeamViewer session can only be initiated by someone on the customer end and therefore the system cannot be accessed without the customer's knowledge. Each session has a unique randomly generated password that is invalid when the session ends.

FAQs

Question

Answer

What OS does this device run?

SUSE Linux Sled 11

What controls are in place to protect this device against network-based malware (viruses/worms) threats?

Controls include:

- White list of URL's
- HTTPS
- Anti Virus Software
- Only executes services needed to perform activities
- OS distribution has been optimized and locked down

Does it have a firewall?

Yes

Who controls the firewall rules?

Pre-configured and not modifiable

How are the firewall rules configured?

Allow only the ports Http, Https and DNS

What is the security patch process?

Connect+ security patches are applied by emergency updates via PB only, and on a regular schedule through PB services.

What anti-virus controls does Connect+ use?

ClamAv is installed on every system. AV signature updates regularly updated

What is the software update process, and how often does this occur?

As required, in some cases monthly

What is the network traffic flow to and from the Connect+/SendPro system? What firewall rules need to be in place to allow the necessary communication?

- Outgoing contact initiated (no push) utilizing HTTPS, URLs provided by PB services
- Outgoing - transactional data
- Incoming is both transactional data and files and Web Services

Can you identify suspicious activity affecting Connect+?

Yes. An audit process exists to validate the financial integrity of the system. Error logs are available and can be uploaded to the PB data center.

- Regularly scheduled physical visits from PB Service

Question

Answer

What are the access controls in place to secure Connect+?	The application access is managed by the customer using User IDs and passwords. Unique, cryptographically strong passwords for each machine restricts access to the operating system.
How do you authenticate an individual? A service?	The application access is managed by the customer using User IDs and passwords. The Connect+ Series does not provide services over a network so authentication not required.
Are there audit trails in place?	Yes. PSD transactional audits, extensive logs all financial transactions are audited by the PB infrastructure. The Connect+ Series logs all error conditions, and maintains ink usage logs, print usage logs, etc.
Is data stored on the device?	Yes. The Connect+ Series stores transactional data, graphic images, customer profiles and settings, files (rates, etc.).
What controls protect the data?	All files and data interface utilizing HTTPS. Incoming data and files are signed and verified prior to use. If consumed by the printer, it is verified on each use. If used by the application, it is verified on load.
Does the Connect+ Series allow remote administration?	Pitney Bowes will use TeamViewer to troubleshoot system problems remotely. The end user will initiate the session using a special code.

Appendix: Network Evaluation Forms

Sample Wired Questionnaire Connect+ Network Readiness

If you require assistance or need questions answered, please contact the Customer Network Support Center at 877-213-7284. Press option 1 for Technical Assistance, then press option 1 for Network Readiness Support.

Account Information

Customer Account Number

Reference ID:

Customer / Company Name:

Connectivity

Wired Questionnaire

How far is the Machine going to be from the Wired Network Connection point? (ft)

Is Internet access through an HTTP Proxy?

- No
- Yes, using a transparent proxy (no additional settings required)
- Yes, using a configured proxy (additional settings required)

IP address or URL of the Proxy Server.

Port number of the Proxy Server.

User ID (if required).

User Password (if required).

Dynamic or Static IP

- Dynamic IP Address (DHCP)

Static IP Address

IP Address to be used:

Subnet Mask:

Default Gateway IP Address to be used:

DNS Server IP address to be used:

Is MAC address filtering used?

No

Yes

Technical Contact Information

Technical Contact Name:

Technical Contact Title:

Technical Contact Phone:

Technical Contact Email Address:

Comments:

Please indicate best method for contacting technical contact the day of the installation.

Continue

**Sample Wireless Questionnaire
Connect+ Network Readiness**

If you require assistance or need questions answered, please contact the Customer Network Support Center at 877-213-7284. Press option 1 for Technical Assistance, then press option 1 for Network Readiness Support.

Account Information

Customer Account Number

Reference ID:

Customer / Company Name:

Connectivity

Wireless Questionnaire

How far is the Machine going to be from the wireless access point? (ft)

Is Internet access through an HTTP Proxy?

- No
- Yes, using a transparent proxy (no additional settings required)
- Yes, using a configured proxy (additional settings required)

IP address or URL of the Proxy Server.

Port number of the Proxy Server.

User ID (if required).

User Password (if required).

Dynamic or Static IP

- Dynamic IP Address (DHCP)
- Static IP Address

IP Address to be used:

Subnet Mask:

Default Gateway IP Address to be used:

DNS Server IP address to be used:

Is MAC address filtering used?

- No
 Yes

What is the Wireless LAN (WLAN) 802.11 standard of your Network?

- Legacy
 a
 b
 g
 n

SSID / ESSID:

What is the Operating Mode of your Wireless LAN (WLAN)?

- Ad-hoc (peer-to-peer without access point)
 Managed (network is managed by an access point)

What Authentication method is used on your Wireless LAN (WLAN)?

- No Encryption
 WEP (Open)
 WEP (Shared-key)
 WPA-PSK (WPA "Home")

What Encryption method is used on your Wireless LAN (WLAN)?

WPA-EAP (WPA "Enterprise")

Other, please specify:

WEP

EAP-TTLS

EAP-PEAP

Other, please specify:

Other, please specify:

If you are using WEP or WPA-PSK is your input key entered as a ...

Passphrase

ASCII

Hexadecimal

key:

Technical Contact Information

Technical Contact Name:

Technical Contact Title:

Technical Contact Phone:

Technical Contact Email Address:

Comments:

Please indicate best method for contacting technical contact the day of the installation.



Continue