



The following documentation is an electronically-submitted vendor response to an advertised solicitation from the *West Virginia Purchasing Bulletin* within the Vendor Self-Service portal at ***wvOASIS.gov***. As part of the State of West Virginia's procurement process, and to maintain the transparency of the bid-opening process, this documentation submitted online is publicly posted by the West Virginia Purchasing Division at ***WVPurchasing.gov*** with any other vendor responses to this solicitation submitted to the Purchasing Division in hard copy format.

Header 5

List View

General Information | Contact | Default Values | Discount | Document Information

Procurement Folder: 400234

SO Doc Code: CRFQ

Procurement Type: Central Master Agreement

SO Dept: 0212

Vendor ID: 000000218728 

SO Doc ID: SWC1800000008

Legal Name: CENTRAL BUSINESS SYSTEMS INC

Published Date: 1/25/18

Alias/DBA:

Close Date: 1/30/18

Total Bid: \$0.00

Close Time: 13:30

Response Date: 01/29/2018 

Status: Closed

Apply Default Values to Commodity Lines

View Procurement Folder



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

**State of West Virginia  
 Solicitation Response**

**Proc Folder :** 400234

**Solicitation Description :** Addendum #5 Statewide Contract for Mailing Machines

**Proc Type :** Central Master Agreement

Date issued	Solicitation Closes	Solicitation Response	Version
	2018-01-30 13:30:00	SR 0212 ESR01291800000003241	1

<b>VENDOR</b>
000000218728 CENTRAL BUSINESS SYSTEMS INC

**Solicitation Number:** CRFQ 0212 SWC1800000008

**Total Bid :** \$0.00      **Response Date:** 2018-01-29      **Response Time:** 17:29:12

**Comments:**

**FOR INFORMATION CONTACT THE BUYER**  
 Stephanie L Gale  
 (304) 558-8801  
 stephanie.l.gale@wv.gov

<b>Signature on File</b>	<b>FEIN #</b>	<b>DATE</b>
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All offers subject to all terms and conditions contained in this solicitation

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
1	Contract Item 3.1.1 Pitney Bowes DM300 or Equal	6.00000	EA	\$0.000000	\$0.00

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.

**Comments:** Please see attached Exhibit A Brochure attached also.

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
2	Contract Item 3.1.2 Pitney Bowes SendPro P1000 or equal	5.00000	EA	\$0.000000	\$0.00

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.

**Comments:** Please see attached Exhibit A Brochure attached also.

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
3	Contract Item 3.1.2 Pitney Bowes SendPro P2000 or equal	4.00000	EA	\$0.000000	\$0.00

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.

**Comments:** Please see attached Exhibit A Brochure attached also

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
4	Contract Item 3.1.2 Pitney Bowes SendPro P3000 or equal	4.00000	EA	\$0.000000	\$0.00

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.

**Comments:** Please see attached Exhibit A  
Brochure attached also



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:  
 CENTRAL BUSINESS SYSTEMS, INC.  
 3138 CUSTER DRIVE  
 LEXINGTON, KY  
 859-276-1690

**FOR INFORMATION CONTACT THE BUYER**

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

Signature X *Melanie W. L...*

FEIN # 61-1007371

DATE 1/29/2018

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).
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	\$28,425.96	\$170,555.76

Comm Code	Manufacturer	Specification	Model #
44102100	NEOPOST	MEETS AND EXCEEDS SPECIFICATIONS	IN600HF

**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	\$46,595.40	\$232,977.00

Comm Code	Manufacturer	Specification	Model #
44102100	NEOPOST	MEETS AND EXCEEDS SPECIFICATIONS	IN700

**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	\$54,270.26	\$217,081.04

Comm Code	Manufacturer	Specification	Model #
44102100	NEOPOST	MEETS AND EXCEEDS SPECIFICATIONS	IN700

**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	\$182,866.40	\$731,465.60

Comm Code	Manufacturer	Specification	Model #
44102100	NEOPOST	MEETS AND EXCEEDS SPECIFICATIONS	IS5000A

**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

<b>SWC1800000008</b>	<b>Document Phase</b> <b>Final</b>	<b>Document Description</b> Addendum #5 Statewide Contract for Mailing Machines	<b>Page 4</b> <b>of 4</b>
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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:  
 CENTRAL BUSINESS SYSTEMS, INC.  
 3138 CUSTER DRIVE  
 LEXINGTON, KY 40517  
 859-276-1690

**FOR INFORMATION CONTACT THE BUYER**

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

Signature *Melaine White* FEIN # 61-1007371 DATE 1/29/2018

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).
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	SEE EXHIBIT A	

Comm Code	Manufacturer	Specification	Model #
44102100	NEOPOST	EXCEEDS SPECIFICATIONS BROCHURE ATTACHED	IN600HF

**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	SEE EXHIBIT A	

Comm Code	Manufacturer	Specification	Model #
44102100	NEOPOST	EXCEEDS SPECIFICATIONS BROCHURE ATTACHED	IN700

**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	SEE EXHIBIT A	

Comm Code	Manufacturer	Specification	Model #
44102100	NEOPOST	EXCEEDS SPECIFICATIONS BROCHURE ATTACHED	IN700

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	SEE EXHIBIT A	

Comm Code	Manufacturer	Specification	Model #
44102100	NEOPOST	EXCEEDS SPECIFICATIONS BROCHURE ATTACHED	IS5000A

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: 5**

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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 3.1.1.1 Pitney Bowes DM300 or equal (36 Month Lease)				\$ -	1	\$ -
Contract Item 3.1.1.1 Pitney Bowes DM300 or equal (48 Month Lease)				\$ -	1	\$ -
Contract Item 3.1.1.1 Pitney Bowes DM300 or equal (60 Month Lease)				\$ -	2	\$ -
<b>Subtotal (A) Lease Cost</b>						<b>\$ -</b>
Purchase Cost plus Warranty Renewals	Brand Name of Item Bid	Model No. of Item Bid	Unit Cost	*Est. Qty.	Extended Cost	
Contract Item 3.1.1.1 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	\$ -	
<b>Subtotal (B) Purchase Cost plus Optional Warranty Renewals</b>						<b>\$ -</b>
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	\$ -	
<b>Subtotal (C) Optional Items - Lease Price</b>						<b>\$ -</b>
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	\$	-
<b>Subtotal (D) Optional Items - Purchase Price with additional warranty</b>					\$	-
<b>Total bid amount for Pitney Bowes DM300 Or Equal (If submitting bids electronically, enter this amount in Commodity Line 1)</b>					\$	-

**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	\$ -
<b>Subtotal (A) Lease Cost</b>						\$ -
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	\$ -	
<b>Subtotal (B) Purchase Cost plus Optional Warranty Renewals</b>						\$ -
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	\$ -	
<b>Subtotal (C) Optional Items - Lease Price</b>						\$ -
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	\$	-
<b>Subtotal (D) Optional Items - Purchase Price with additional warranty</b>					\$	-
<b>Total bid amount for Pitney Bowes SendPro P1000 Or Equal (if submitting bids electronically, enter this amount in Commodity Line 2)</b>					\$	-

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

\*Estimated Quantities for evaluation purposes only

<b>Lease Cost</b>	<b>Brand Name of Item Bid</b>	<b>Model No. of Item Bid</b>	<b>Cost Per Month</b>	<b>Total Lease Cost</b>	<b>Est.</b>	<b>Extended Cost</b>
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	\$ -
<b>Subtotal (A) Lease Cost</b>						\$ -
<b>Purchase Cost plus Optional Warranty Renewals</b>	<b>Brand Name of Item Bid</b>	<b>Model No. of Item Bid</b>	<b>Unit Cost</b>	<b>*Est. Qty.</b>	<b>Extended Cost</b>	
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	\$	-
<b>Subtotal (B) Purchase Cost plus Optional Warranty Renewals</b>						\$ -
<b>Optional Items - Lease Price</b>	<b>Brand Name of Item Bid</b>	<b>Model No. of Item Bid</b>	<b>Annual Unit Cost</b>	<b>*Est. Qty.</b>	<b>Extended Cost</b>	
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	\$	-
<b>Subtotal (C) Optional Items - Lease Price</b>						\$ -

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	\$ -
<b>Subtotal (D) Optional Items - Purchase Price with additional warranty</b>					\$ -
<b>Total bid amount for Pitney Bowes SendPro P2000 Or Equal (If submitting bids electronically, enter this amount in Commodity Line 3)</b>					\$ -

**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	\$ -
<b>Subtotal (A) Lease Cost</b>						\$ -
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	\$ -	-
<b>Subtotal (B) Purchase Cost plus Optional Warranty Renewals</b>						\$ -
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	\$ -	-
<b>Subtotal (C) Optional Items - Lease Price</b>						\$ -
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)					\$	-

**ADDENDUM ACKNOWLEDGEMENT FORM**  
**SOLICITATION NO.:** \_\_\_\_\_

**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 checked="" 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.

CENTRAL BUSINESS SYSTEMS, INC.

\_\_\_\_\_  
Company

  
\_\_\_\_\_  
Authorized Signature

1/29/2018

\_\_\_\_\_  
Date

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

## **INSTRUCTIONS TO VENDORS SUBMITTING BIDS**

**1. REVIEW DOCUMENTS THOROUGHLY:** The attached documents contain a solicitation for bids. Please read these instructions and all documents attached in their entirety. These instructions provide critical information about requirements that if overlooked could lead to disqualification of a Vendor's bid. All bids must be submitted in accordance with the provisions contained in these instructions and the Solicitation. Failure to do so may result in disqualification of Vendor's bid.

**2. MANDATORY TERMS:** The Solicitation may contain mandatory provisions identified by the use of the words "must," "will," and "shall." Failure to comply with a mandatory term in the Solicitation will result in bid disqualification.

**3. PREBID MEETING:** The item identified below shall apply to this Solicitation.

A pre-bid meeting will not be held prior to bid opening

A NON-MANDATORY PRE-BID meeting will be held at the following place and time:

A MANDATORY PRE-BID meeting will be held at the following place and time:

All Vendors submitting a bid must attend the mandatory pre-bid meeting. Failure to attend the mandatory pre-bid meeting shall result in disqualification of the Vendor's bid. No one person attending the pre-bid meeting may represent more than one Vendor.

An attendance sheet provided at the pre-bid meeting shall serve as the official document verifying attendance. The State will not accept any other form of proof or documentation to verify attendance. Any person attending the pre-bid meeting on behalf of a Vendor must list on the attendance sheet his or her name and the name of the Vendor he or she is representing.

Additionally, the person attending the pre-bid meeting should include the Vendor's E-Mail address, phone number, and Fax number on the attendance sheet. It is the Vendor's responsibility to locate the attendance sheet and provide the required information. Failure to complete the attendance sheet as required may result in disqualification of Vendor's bid.

All Vendors should arrive prior to the starting time for the pre-bid. Vendors who arrive after the starting time but prior to the end of the pre-bid will be permitted to sign in, but are charged with knowing all matters discussed at the pre-bid.

Questions submitted at least five business days prior to a scheduled pre-bid will be discussed at the pre-bid meeting if possible. Any discussions or answers to questions at the pre-bid meeting are preliminary in nature and are non-binding. Official and binding answers to questions will be published in a written addendum to the Solicitation prior to bid opening.

**4. VENDOR QUESTION DEADLINE:** Vendors may submit questions relating to this Solicitation to the Purchasing Division. Questions must be submitted in writing. All questions must be submitted on or before the date listed below and to the address listed below in order to be considered. A written response will be published in a Solicitation addendum if a response is possible and appropriate. Non-written discussions, conversations, or questions and answers regarding this Solicitation are preliminary in nature and are nonbinding.

Submitted e-mails should have solicitation number in the subject line.

Question Submission Deadline: January 11, 2018

Submit Questions to: Stephanie Gale  
2019 Washington Street, East  
Charleston, WV 25305  
Fax: (304) 558-4115 (Vendors should not use this fax number for bid submission)  
Email: Stephanie.L.Gale@wv.gov

**5. VERBAL COMMUNICATION:** Any verbal communication between the Vendor and any State personnel is not binding, including verbal communication at the mandatory pre-bid conference. Only information issued in writing and added to the Solicitation by an official written addendum by the Purchasing Division is binding.

**6. BID SUBMISSION:** All bids must be submitted electronically through wvOASIS or signed and delivered by the Vendor to the Purchasing Division at the address listed below on or before the date and time of the bid opening. Any bid received by the Purchasing Division staff is considered to be in the possession of the Purchasing Division and will not be returned for any reason. The Purchasing Division will not accept bids, modification of bids, or addendum acknowledgment forms via e-mail. Acceptable delivery methods include electronic submission via wvOASIS, hand delivery, delivery by courier, or facsimile.

The bid delivery address is:  
Department of Administration, Purchasing Division  
2019 Washington Street East  
Charleston, WV 25305-0130

A bid that is not submitted electronically through wvOASIS should contain the information listed below on the face of the envelope or the bid may be rejected by the Purchasing Division.:

SEALED BID:

BUYER:

SOLICITATION NO.:

BID OPENING DATE:

BID OPENING TIME:

FAX NUMBER:

The Purchasing Division may prohibit the submission of bids electronically through wvOASIS at its sole discretion. Such a prohibition will be contained and communicated in the wvOASIS system resulting in the Vendor's inability to submit bids through wvOASIS. Submission of a response to an Expression or Interest or Request for Proposal is not permitted in wvOASIS.

**For Request For Proposal ("RFP") Responses Only:** In the event that Vendor is responding to a request for proposal, the Vendor shall submit one original technical and one original cost proposal plus \_\_\_\_\_ convenience copies of each to the Purchasing Division at the address shown above. Additionally, the Vendor should identify the bid type as either a technical or cost proposal on the face of each bid envelope submitted in response to a request for proposal as follows:

BID TYPE: (This only applies to CRFP)

Technical

Cost

**7. BID OPENING:** Bids submitted in response to this Solicitation will be opened at the location identified below on the date and time listed below. Delivery of a bid after the bid opening date and time will result in bid disqualification. For purposes of this Solicitation, a bid is considered delivered when confirmation of delivery is provided by wvOASIS (in the case of electronic submission) or when the bid is time stamped by the official Purchasing Division time clock (in the case of hand delivery).

**Bid Opening Date and Time:** January 19, 2018 @ 1:30pm

**Bid Opening Location:** Department of Administration, Purchasing Division  
2019 Washington Street East  
Charleston, WV 25305-0130

**8. ADDENDUM ACKNOWLEDGEMENT:** Changes or revisions to this Solicitation will be made by an official written addendum issued by the Purchasing Division. Vendor should acknowledge receipt of all addenda issued with this Solicitation by completing an Addendum Acknowledgment Form, 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.

**9. BID FORMATTING:** Vendor should type or electronically enter the information onto its bid to prevent errors in the evaluation. Failure to type or electronically enter the information may result in bid disqualification.

**10. ALTERNATES:** Any model, brand, or specification listed in this Solicitation establishes the acceptable level of quality only and is not intended to reflect a preference for, or in any way favor, a particular brand or vendor. Vendors may bid alternates to a listed model or brand provided that the alternate is at least equal to the model or brand and complies with the required specifications. The equality of any alternate being bid shall be determined by the State at its sole discretion. Any Vendor bidding an alternate model or brand should clearly identify the alternate items in its bid and should include manufacturer's specifications, industry literature, and/or any other relevant documentation demonstrating the equality of the alternate items. Failure to provide information for alternate items may be grounds for rejection of a Vendor's bid.

**11. EXCEPTIONS AND CLARIFICATIONS:** The Solicitation contains the specifications that shall form the basis of a contractual agreement. Vendor shall clearly mark any exceptions, clarifications, or other proposed modifications in its bid. Exceptions to, clarifications of, or modifications of a requirement or term and condition of the Solicitation may result in bid disqualification.

**12. COMMUNICATION LIMITATIONS:** In accordance with West Virginia Code of State Rules §148-1-6.6, communication with the State of West Virginia or any of its employees regarding this Solicitation during the solicitation, bid, evaluation or award periods, except through the Purchasing Division, is strictly prohibited without prior Purchasing Division approval. Purchasing Division approval for such communication is implied for all agency delegated and exempt purchases.

**13. REGISTRATION:** Prior to Contract award, the apparent successful Vendor must be properly registered with the West Virginia Purchasing Division and must have paid the \$125 fee, if applicable.

**14. UNIT PRICE:** Unit prices shall prevail in cases of a discrepancy in the Vendor's bid.

**15. PREFERENCE:** Vendor Preference may only be granted upon written request and only in accordance with the West Virginia Code § 5A-3-37 and the West Virginia Code of State Rules. A Vendor Preference Certificate form has been attached hereto to allow Vendor to apply for the preference. Vendor's failure to submit the Vendor Preference Certificate form with its bid will result in denial of Vendor Preference. Vendor Preference does not apply to construction projects.

**16. SMALL, WOMEN-OWNED, OR MINORITY-OWNED BUSINESSES:** For any solicitations publicly advertised for bid, in accordance with West Virginia Code §5A-3-37(a)(7) and W. Va. CSR § 148-22-9, any non-resident vendor certified as a small, women-owned, or minority-owned business under W. Va. CSR § 148-22-9 shall be provided the same preference made available to any resident vendor. Any non-resident small, women-owned, or minority-owned business must identify itself as such in writing, must submit that writing to the Purchasing Division with its bid, and must be properly certified under W. Va. CSR § 148-22-9 prior to contract award to receive the preferences made available to resident vendors. Preference for a non-resident small, women-owned, or minority owned business shall be applied in accordance with W. Va. CSR § 148-22-9.

**17. WAIVER OF MINOR IRREGULARITIES:** The Director reserves the right to waive minor irregularities in bids or specifications in accordance with West Virginia Code of State Rules § 148-1-4.6.

**18. ELECTRONIC FILE ACCESS RESTRICTIONS:** Vendor must ensure that its submission in wvOASIS can be accessed and viewed by the Purchasing Division staff immediately upon bid opening. The Purchasing Division will consider any file that cannot be immediately accessed and viewed at the time of the bid opening (such as, encrypted files, password protected files, or incompatible files) to be blank or incomplete as context requires, and are therefore unacceptable. A vendor will not be permitted to unencrypt files, remove password protections, or resubmit documents after bid opening to make a file viewable if those documents are required with the bid. A Vendor may be required to provide document passwords or remove access restrictions to allow the Purchasing Division to print or electronically save documents provided that those documents are viewable by the Purchasing Division prior to obtaining the password or removing the access restriction.

**19. NON-RESPONSIBLE:** The Purchasing Division Director reserves the right to reject the bid of any vendor as Non-Responsible in accordance with W. Va. Code of State Rules § 148-1-5.3, when the Director determines that the vendor submitting the bid does not have the capability to fully perform, or lacks the integrity and reliability to assure good-faith performance.”

**20. ACCEPTANCE/REJECTION:** The State may accept or reject any bid in whole, or in part in accordance with W. Va. Code of State Rules § 148-1-4.5. and § 148-1-6.4.b.”

**21. YOUR SUBMISSION IS A PUBLIC DOCUMENT:** Vendor’s entire response to the Solicitation and the resulting Contract are public documents. As public documents, they will be disclosed to the public following the bid/proposal opening or award of the contract, as required by the competitive bidding laws of West Virginia Code §§ 5A-3-1 et seq., 5-22-1 et seq., and 5G-1-1 et seq. and the Freedom of Information Act West Virginia Code §§ 29B-1-1 et seq.

**DO NOT SUBMIT MATERIAL YOU CONSIDER TO BE CONFIDENTIAL, A TRADE SECRET, OR OTHERWISE NOT SUBJECT TO PUBLIC DISCLOSURE.**

Submission of any bid, proposal, or other document to the Purchasing Division constitutes your explicit consent to the subsequent public disclosure of the bid, proposal, or document. The Purchasing Division will disclose any document labeled "confidential," "proprietary," "trade secret," "private," or labeled with any other claim against public disclosure of the documents, to include any "trade secrets" as defined by West Virginia Code § 47-22-1 et seq. All submissions are subject to public disclosure without notice.

**22. INTERESTED PARTY DISCLOSURE:** W. Va. Code § 6D-1-2 requires that for contracts with an actual or estimated value of at least \$100,000, the vendor must submit to the Purchasing Division a disclosure of interested parties to the contract, prior to contract award. That disclosure must occur on the form prescribed and approved by the WV Ethics Commission. A copy of that form is included with this solicitation or can be obtained from the WV Ethics Commission. "Interested parties" means: (1) A business entity performing work or service pursuant to, or in furtherance of, the applicable contract, including specifically sub-contractors; (2) the person(s) who have an ownership interest equal to or greater than 25% in the business entity performing work or service pursuant to, or in furtherance of, the applicable contract; and (3) the person or business entity, if any, that served as a compensated broker or intermediary to actively facilitate the applicable contract or negotiated the terms of the applicable contract with the state agency: Provided, That subdivision (2) shall be inapplicable if a business entity is a publicly traded company: Provided, however, That subdivision (3) shall not include persons or business entities performing legal services related to the negotiation or drafting of the applicable contract.

## GENERAL TERMS AND CONDITIONS:

1. **CONTRACTUAL AGREEMENT:** Issuance of a Award Document signed by the Purchasing Division Director, or his designee, and approved as to form by the Attorney General's office constitutes acceptance of this Contract made by and between the State of West Virginia and the Vendor. Vendor's signature on its bid signifies Vendor's agreement to be bound by and accept the terms and conditions contained in this Contract.
2. **DEFINITIONS:** As used in this Solicitation/Contract, the following terms shall have the meanings attributed to them below. Additional definitions may be found in the specifications included with this Solicitation/Contract.
  - 2.1. **"Agency" or "Agencies"** means the agency, board, commission, or other entity of the State of West Virginia that is identified on the first page of the Solicitation or any other public entity seeking to procure goods or services under this Contract.
  - 2.2. **"Bid" or "Proposal"** means the vendors submitted response to this solicitation.
  - 2.3. **"Contract"** means the binding agreement that is entered into between the State and the Vendor to provide the goods or services requested in the Solicitation.
  - 2.4. **"Director"** means the Director of the West Virginia Department of Administration, Purchasing Division.
  - 2.5. **"Purchasing Division"** means the West Virginia Department of Administration, Purchasing Division.
  - 2.6. **"Award Document"** means the document signed by the Agency and the Purchasing Division, and approved as to form by the Attorney General, that identifies the Vendor as the contract holder.
  - 2.7. **"Solicitation"** means the official notice of an opportunity to supply the State with goods or services that is published by the Purchasing Division.
  - 2.8. **"State"** means the State of West Virginia and/or any of its agencies, commissions, boards, etc. as context requires.
  - 2.9. **"Vendor" or "Vendors"** means any entity submitting a bid in response to the Solicitation, the entity that has been selected as the lowest responsible bidder, or the entity that has been awarded the Contract as context requires.

**3. CONTRACT TERM; RENEWAL; EXTENSION:** The term of this Contract shall be determined in accordance with the category that has been identified as applicable to this Contract below:

**Term Contract**

**Initial Contract Term:** **Initial Contract Term:** This Contract becomes effective on Upon Award(s) and extends for a period of One (1) year(s).

**Renewal Term:** This Contract may be renewed upon the mutual written consent of the Agency, and the Vendor, with approval of the Purchasing Division and the Attorney General's office (Attorney General approval is as to form only). Any request for renewal should be delivered to the Agency and then submitted to the Purchasing Division thirty (30) days prior to the expiration date of the initial contract term or appropriate renewal term. A Contract renewal shall be in accordance with the terms and conditions of the original contract. Unless otherwise specified below, renewal of this Contract is limited to Three (3) successive one (1) year periods or multiple renewal periods of less than one year, provided that the multiple renewal periods do not exceed the total number of months available in all renewal years combined. Automatic renewal of this Contract is prohibited. Renewals must be approved by the Vendor, Agency, Purchasing Division and Attorney General's office (Attorney General approval is as to form only)

**Alternate Renewal Term** – This contract may be renewed for \_\_\_\_\_ successive \_\_\_\_\_ year periods or shorter periods provided that they do not exceed the total number of months contained in all available renewals. Automatic renewal of this Contract is prohibited. Renewals must be approved by the Vendor, Agency, Purchasing Division and Attorney General's office (Attorney General approval is as to form only)

**Delivery Order Limitations:** In the event that this contract permits delivery orders, a delivery order may only be issued during the time this Contract is in effect. Any delivery order issued within one year of the expiration of this Contract shall be effective for one year from the date the delivery order is issued. No delivery order may be extended beyond one year after this Contract has expired.

**Fixed Period Contract:** This Contract becomes effective upon Vendor's receipt of the notice to proceed and must be completed within \_\_\_\_\_ days.

**Fixed Period Contract with Renewals:** This Contract becomes effective upon Vendor's receipt of the notice to proceed and part of the Contract more fully described in the attached specifications must be completed within \_\_\_\_\_ days. Upon completion of the work covered by the preceding sentence, the vendor agrees that maintenance, monitoring, or warranty services will be provided for \_\_\_\_\_ year(s) thereafter.

**One Time Purchase:** The term of this Contract shall run from the issuance of the Award Document until all of the goods contracted for have been delivered, but in no event will this Contract extend for more than one fiscal year.

**Other:** See attached.

**4. NOTICE TO PROCEED:** Vendor shall begin performance of this Contract immediately upon receiving notice to proceed unless otherwise instructed by the Agency. Unless otherwise specified, the fully executed Award Document will be considered notice to proceed.

**5. QUANTITIES:** The quantities required under this Contract shall be determined in accordance with the category that has been identified as applicable to this Contract below.

**Open End Contract:** Quantities listed in this Solicitation are approximations only, based on estimates supplied by the Agency. It is understood and agreed that the Contract shall cover the quantities actually ordered for delivery during the term of the Contract, whether more or less than the quantities shown.

**Service:** The scope of the service to be provided will be more clearly defined in the specifications included herewith.

**Combined Service and Goods:** The scope of the service and deliverable goods to be provided will be more clearly defined in the specifications included herewith.

**One Time Purchase:** This Contract is for the purchase of a set quantity of goods that are identified in the specifications included herewith. Once those items have been delivered, no additional goods may be procured under this Contract without an appropriate change order approved by the Vendor, Agency, Purchasing Division, and Attorney General's office.

**6. EMERGENCY PURCHASES:** The Purchasing Division Director may authorize the Agency to purchase goods or services in the open market that Vendor would otherwise provide under this Contract if those goods or services are for immediate or expedited delivery in an emergency. Emergencies shall include, but are not limited to, delays in transportation or an unanticipated increase in the volume of work. An emergency purchase in the open market, approved by the Purchasing Division Director, shall not constitute a breach of this Contract and shall not entitle the Vendor to any form of compensation or damages. This provision does not excuse the State from fulfilling its obligations under a One Time Purchase contract.

**7. REQUIRED DOCUMENTS:** All of the items checked below must be provided to the Purchasing Division by the Vendor as specified below.

**BID BOND (Construction Only):** Pursuant to the requirements contained in W. Va. Code § 5-22-1(c), All Vendors submitting a bid on a construction project shall furnish a valid bid bond in the amount of five percent (5%) of the total amount of the bid protecting the State of West Virginia. The bid bond must be submitted with the bid.

**PERFORMANCE BOND:** The apparent successful Vendor shall provide a performance bond in the amount of \_\_\_\_\_. The performance bond must be received by the Purchasing Division prior to Contract award. On construction contracts, the performance bond must be 100% of the Contract value.

**LABOR/MATERIAL PAYMENT BOND:** The apparent successful Vendor shall provide a labor/material payment bond in the amount of 100% of the Contract value. The labor/material payment bond must be delivered to the Purchasing Division prior to Contract award.

In lieu of the Bid Bond, Performance Bond, and Labor/Material Payment Bond, the Vendor may provide certified checks, cashier's checks, or irrevocable letters of credit. Any certified check, cashier's check, or irrevocable letter of credit provided in lieu of a bond must be of the same amount and delivered on the same schedule as the bond it replaces. A letter of credit submitted in lieu of a performance and labor/material payment bond will only be allowed for projects under \$100,000. Personal or business checks are not acceptable. Notwithstanding the foregoing, West Virginia Code § 5-22-1 (d) mandates that a vendor provide a performance and labor/material payment bond for construction projects. Accordingly, substitutions for the performance and labor/material payment bonds for construction projects is not permitted.

**MAINTENANCE BOND:** The apparent successful Vendor shall provide a two (2) year maintenance bond covering the roofing system. The maintenance bond must be issued and delivered to the Purchasing Division prior to Contract award.

**LICENSE(S) / CERTIFICATIONS / PERMITS:** In addition to anything required under the Section entitled Licensing, of the General Terms and Conditions, the apparent successful Vendor shall furnish proof of the following licenses, certifications, and/or permits prior to Contract award, in a form acceptable to the Purchasing Division.

The apparent successful Vendor shall also furnish proof of any additional licenses or certifications contained in the specifications prior to Contract award regardless of whether or not that requirement is listed above.

**8. INSURANCE:** 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 also 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.

**9. WORKERS' COMPENSATION INSURANCE:** The apparent successful Vendor shall comply with laws relating to workers compensation, shall maintain workers' compensation insurance when required, and shall furnish proof of workers' compensation insurance upon request.

**10. [Reserved]**

**11. LIQUIDATED DAMAGES:** This clause shall in no way be considered exclusive and shall not limit the State or Agency's right to pursue any other available remedy. Vendor shall pay liquidated damages in the amount specified below or as described in the specifications:

\_\_\_\_\_ for \_\_\_\_\_

Liquidated Damages Contained in the Specifications

**12. ACCEPTANCE:** Vendor's signature on its bid, or on the certification and signature page, constitutes an offer to the State that cannot be unilaterally withdrawn, signifies that the product or service proposed by vendor meets the mandatory requirements contained in the Solicitation for that product or service, unless otherwise indicated, and signifies acceptance of the terms and conditions contained in the Solicitation unless otherwise indicated.

**13. PRICING:** 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.

**14. PAYMENT:** Payment in advance is prohibited under this Contract. Payment may only be made after the delivery and acceptance of goods or services. The Vendor shall submit invoices, in arrears.

**15. PURCHASING CARD ACCEPTANCE:** The State of West Virginia currently utilizes a Purchasing Card program, administered under contract by a banking institution, to process payment for goods and services. The Vendor must accept the State of West Virginia's Purchasing Card for payment of all orders under this Contract unless the box below is checked.

Vendor is not required to accept the State of West Virginia's Purchasing Card as payment for all goods and services.

**16. TAXES:** The Vendor shall pay any applicable sales, use, personal property or any other taxes arising out of this Contract and the transactions contemplated thereby. The State of West Virginia is exempt from federal and state taxes and will not pay or reimburse such taxes.

**17. ADDITIONAL FEES:** Vendor is not permitted to charge additional fees or assess additional charges that were not either expressly provided for in the solicitation published by the State of West Virginia or included in the unit price or lump sum bid amount that Vendor is required by the solicitation to provide. Including such fees or charges as notes to the solicitation may result in rejection of vendor's bid. Requesting such fees or charges be paid after the contract has been awarded may result in cancellation of the contract.

**18. FUNDING:** This Contract shall continue for the term stated herein, contingent upon funds being appropriated by the Legislature or otherwise being made available. In the event funds are not appropriated or otherwise made available, this Contract becomes void and of no effect beginning on July 1 of the fiscal year for which funding has not been appropriated or otherwise made available.

**19. CANCELLATION:** The Purchasing Division Director reserves the right to cancel this Contract immediately upon written notice to the vendor if the materials or workmanship supplied do not conform to the specifications contained in the Contract. The Purchasing Division Director may also cancel any purchase or Contract upon 30 days written notice to the Vendor in accordance with West Virginia Code of State Rules § 148-1-5.2.b.

**20. TIME:** Time is of the essence with regard to all matters of time and performance in this Contract.

**21. APPLICABLE LAW:** This Contract is governed by and interpreted under West Virginia law without giving effect to its choice of law principles. Any information provided in specification manuals, or any other source, verbal or written, which contradicts or violates the West Virginia Constitution, West Virginia Code or West Virginia Code of State Rules is void and of no effect.

**22. COMPLIANCE WITH LAWS:** Vendor shall comply with all applicable federal, state, and local laws, regulations and ordinances. By submitting a bid, Vendor acknowledges that it has reviewed, understands, and will comply with all applicable laws, regulations, and ordinances.

**SUBCONTRACTOR COMPLIANCE:** Vendor shall notify all subcontractors providing commodities or services related to this Contract that as subcontractors, they too are required to comply with all applicable laws, regulations, and ordinances. Notification under this provision must occur prior to the performance of any work under the contract by the subcontractor.

**23. ARBITRATION:** Any references made to arbitration contained in this Contract, Vendor's bid, or in any American Institute of Architects documents pertaining to this Contract are hereby deleted, void, and of no effect.

- 24. MODIFICATIONS:** This writing is the parties' final expression of intent. Notwithstanding anything contained in this Contract to the contrary no modification of this Contract shall be binding without mutual written consent of the Agency, and the Vendor, with approval of the Purchasing Division and the Attorney General's office (Attorney General approval is as to form only). Any change to existing contracts that adds work or changes contract cost, and were not included in the original contract, must be approved by the Purchasing Division and the Attorney General's Office (as to form) prior to the implementation of the change or commencement of work affected by the change.
- 25. WAIVER:** The failure of either party to insist upon a strict performance of any of the terms or provision of this Contract, or to exercise any option, right, or remedy herein contained, shall not be construed as a waiver or a relinquishment for the future of such term, provision, option, right, or remedy, but the same shall continue in full force and effect. Any waiver must be expressly stated in writing and signed by the waiving party.
- 26. SUBSEQUENT FORMS:** The terms and conditions contained in this Contract shall supersede any and all subsequent terms and conditions which may appear on any form documents submitted by Vendor to the Agency or Purchasing Division such as price lists, order forms, invoices, sales agreements, or maintenance agreements, and includes internet websites or other electronic documents. Acceptance or use of Vendor's forms does not constitute acceptance of the terms and conditions contained thereon.
- 27. ASSIGNMENT:** Neither this Contract nor any monies due, or to become due hereunder, may be assigned by the Vendor without the express written consent of the Agency, the Purchasing Division, the Attorney General's office (as to form only), and any other government agency or office that may be required to approve such assignments. Notwithstanding the foregoing, Purchasing Division approval may or may not be required on certain agency delegated or exempt purchases.
- 28. WARRANTY:** The Vendor expressly warrants that the goods and/or services covered by this Contract will: (a) conform to the specifications, drawings, samples, or other description furnished or specified by the Agency; (b) be merchantable and fit for the purpose intended; and (c) be free from defect in material and workmanship.
- 29. STATE EMPLOYEES:** State employees are not permitted to utilize this Contract for personal use and the Vendor is prohibited from permitting or facilitating the same.
- 30. BANKRUPTCY:** In the event the Vendor files for bankruptcy protection, the State of West Virginia may deem this Contract null and void, and terminate this Contract without notice.
- 31. PRIVACY, SECURITY, AND CONFIDENTIALITY:** 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>.

**32. YOUR SUBMISSION IS A PUBLIC DOCUMENT:** Vendor's entire response to the Solicitation and the resulting Contract are public documents. As public documents, they will be disclosed to the public following the bid/proposal opening or award of the contract, as required by the competitive bidding laws of West Virginia Code §§ 5A-3-1 et seq., 5-22-1 et seq., and 5G-1-1 et seq. and the Freedom of Information Act West Virginia Code §§ 29B-1-1 et seq.

**DO NOT SUBMIT MATERIAL YOU CONSIDER TO BE CONFIDENTIAL, A TRADE SECRET, OR OTHERWISE NOT SUBJECT TO PUBLIC DISCLOSURE.**

Submission of any bid, proposal, or other document to the Purchasing Division constitutes your explicit consent to the subsequent public disclosure of the bid, proposal, or document. The Purchasing Division will disclose any document labeled "confidential," "proprietary," "trade secret," "private," or labeled with any other claim against public disclosure of the documents, to include any "trade secrets" as defined by West Virginia Code § 47-22-1 et seq. All submissions are subject to public disclosure without notice.

**33. LICENSING:** In accordance with West Virginia Code of State Rules § 148-1-6.1.e, Vendor must be licensed and in good standing in accordance with any and all state and local laws and requirements by any state or local agency of West Virginia, including, but not limited to, the West Virginia Secretary of State's Office, the West Virginia Tax Department, West Virginia Insurance Commission, or any other state agency or political subdivision. Obligations related to political subdivisions may include, but are not limited to, business licensing, business and occupation taxes, inspection compliance, permitting, etc. Upon request, the Vendor must provide all necessary releases to obtain information to enable the Purchasing Division Director or the Agency to verify that the Vendor is licensed and in good standing with the above entities.

**SUBCONTRACTOR COMPLIANCE:** Vendor shall notify all subcontractors providing commodities or services related to this Contract that as subcontractors, they too are required to be licensed, in good standing, and up-to-date on all state and local obligations as described in this section. Obligations related to political subdivisions may include, but are not limited to, business licensing, business and occupation taxes, inspection compliance, permitting, etc. Notification under this provision must occur prior to the performance of any work under the contract by the subcontractor.

**34. ANTITRUST:** In submitting a bid to, signing a contract with, or accepting a Award Document from any agency of the State of West Virginia, the Vendor agrees to convey, sell, assign, or transfer to the State of West Virginia all rights, title, and interest in and to all causes of action it may now or hereafter acquire under the antitrust laws of the United States and the State of West Virginia for price fixing and/or unreasonable restraints of trade relating to the particular commodities or services purchased or acquired by the State of West Virginia. Such assignment shall be made and become effective at the time the purchasing agency tenders the initial payment to Vendor.

**35. VENDOR CERTIFICATIONS:** By signing its bid or entering into this Contract, Vendor certifies (1) that its bid or offer was made without prior understanding, agreement, or connection with any corporation, firm, limited liability company, partnership, person or entity submitting a bid or offer for the same material, supplies, equipment or services; (2) that its bid or offer is in all respects fair and without collusion or fraud; (3) that this Contract is accepted or entered into without any prior understanding, agreement, or connection to any other entity that could be considered a violation of law; and (4) that it has reviewed this Solicitation in its entirety; understands the requirements, terms and conditions, and other information contained herein.

Vendor's signature on its bid or offer also affirms that neither it nor its representatives have any interest, nor shall acquire any interest, direct or indirect, which would compromise the performance of its services hereunder. Any such interests shall be promptly presented in detail to the Agency. The individual signing this bid or offer on behalf of Vendor certifies that he or she is authorized by the Vendor to execute this bid or offer or any documents related thereto on Vendor's behalf; that he or she is authorized to bind the Vendor in a contractual relationship; and that, to the best of his or her knowledge, the Vendor has properly registered with any State agency that may require registration.

**36. VENDOR RELATIONSHIP:** The relationship of the Vendor to the State shall be that of an independent contractor and no principal-agent relationship or employer-employee relationship is contemplated or created by this Contract. The Vendor as an independent contractor is solely liable for the acts and omissions of its employees and agents. Vendor shall be responsible for selecting, supervising, and compensating any and all individuals employed pursuant to the terms of this Solicitation and resulting contract. Neither the Vendor, nor any employees or subcontractors of the Vendor, shall be deemed to be employees of the State for any purpose whatsoever. Vendor shall be exclusively responsible for payment of employees and contractors for all wages and salaries, taxes, withholding payments, penalties, fees, fringe benefits, professional liability insurance premiums, contributions to insurance and pension, or other deferred compensation plans, including but not limited to, Workers' Compensation and Social Security obligations, licensing fees, etc. and the filing of all necessary documents, forms, and returns pertinent to all of the foregoing.

Vendor shall hold harmless the State, and shall provide the State and Agency with a defense against any and all claims including, but not limited to, the foregoing payments, withholdings, contributions, taxes, Social Security taxes, and employer income tax returns.

**37. INDEMNIFICATION:** The Vendor agrees to indemnify, defend, and hold harmless the State and the Agency, their officers, and employees from and against: (1) Any claims or losses for services rendered by any subcontractor, person, or firm performing or supplying services, materials, or supplies in connection with the performance of the Contract; (2) Any claims or losses resulting to any person or entity injured or damaged by the Vendor, its officers, employees, or subcontractors by the publication, translation, reproduction, delivery, performance, use, or disposition of any data used under the Contract in a manner not authorized by the Contract, or by Federal or State statutes or regulations; and (3) Any failure of the Vendor, its officers, employees, or subcontractors to observe State and Federal laws including, but not limited to, labor and wage and hour laws.

**38. PURCHASING AFFIDAVIT:** In accordance with West Virginia Code § 5-22-1(i), the contracting public entity shall not award a contract for a construction project 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. Accordingly, prior to contract award, Vendors are required to sign, notarize, and submit the Purchasing Affidavit to the Purchasing Division affirming under oath that it is not in default on any monetary obligation owed to the state or a political subdivision of the state.

**39. ADDITIONAL AGENCY AND LOCAL GOVERNMENT USE:** This Contract may be utilized by other agencies, spending units, and political subdivisions of the State of West Virginia; county, municipal, and other local government bodies; and school districts ("Other Government Entities"). Any extension of this Contract to the aforementioned Other Government Entities must be on the same prices, terms, and conditions as those offered and agreed to in this Contract, provided that such extension is in compliance with the applicable laws, rules, and ordinances of the Other Government Entity. If the Vendor does not wish to extend the prices, terms, and conditions of its bid and subsequent contract to the Other Government Entities, the Vendor must clearly indicate such refusal in its bid. A refusal to extend this Contract to the Other Government Entities shall not impact or influence the award of this Contract in any manner.

**40. CONFLICT OF INTEREST:** Vendor, its officers or members or employees, shall not presently have or acquire an interest, direct or indirect, which would conflict with or compromise the performance of its obligations hereunder. Vendor shall periodically inquire of its officers, members and employees to ensure that a conflict of interest does not arise. Any conflict of interest discovered shall be promptly presented in detail to the Agency.

**41. REPORTS:** Vendor shall provide the Agency and/or the Purchasing Division with the following reports identified by a checked box below:

Such reports as the Agency and/or the Purchasing Division may request. Requested reports may include, but are not limited to, quantities purchased, agencies utilizing the contract, total contract expenditures by agency, etc.

Quarterly reports detailing the total quantity of purchases in units and dollars, along with a listing of purchases by agency. Quarterly reports should be delivered to the Purchasing Division via email at [purchasing.requisitions@wv.gov](mailto:purchasing.requisitions@wv.gov).

**42. BACKGROUND CHECK:** In accordance with W. Va. Code § 15-2D-3, the Director of the Division of Protective Services shall require any service provider whose employees are regularly employed on the grounds or in the buildings of the Capitol complex or who have access to sensitive or critical information to submit to a fingerprint-based state and federal background inquiry through the state repository. The service provider is responsible for any costs associated with the fingerprint-based state and federal background inquiry.

After the contract for such services has been approved, but before any such employees are permitted to be on the grounds or in the buildings of the Capitol complex or have access to sensitive or critical information, the service provider shall submit a list of all persons who will be physically present and working at the Capitol complex to the Director of the Division of

Protective Services for purposes of verifying compliance with this provision. The State reserves the right to prohibit a service provider's employees from accessing sensitive or critical information or to be present at the Capitol complex based upon results addressed from a criminal background check.

Service providers should contact the West Virginia Division of Protective Services by phone at (304) 558-9911 for more information.

**43. PREFERENCE FOR USE OF DOMESTIC STEEL PRODUCTS:** Except when authorized by the Director of the Purchasing Division pursuant to W. Va. Code § 5A-3-56, no contractor may use or supply steel products for a State Contract Project other than those steel products made in the United States. A contractor who uses steel products in violation of this section may be subject to civil penalties pursuant to W. Va. Code § 5A-3-56. As used in this section:

- a. "State Contract Project" means any erection or construction of, or any addition to, alteration of or other improvement to any building or structure, including, but not limited to, roads or highways, or the installation of any heating or cooling or ventilating plants or other equipment, or the supply of and materials for such projects, pursuant to a contract with the State of West Virginia for which bids were solicited on or after June 6, 2001.
- b. "Steel Products" means products rolled, formed, shaped, drawn, extruded, forged, cast, fabricated or otherwise similarly processed, or processed by a combination of two or more of such operations, from steel made by the open heath, basic oxygen, electric furnace, Bessemer or other steel making process. The Purchasing Division Director may, in writing, authorize the use of foreign steel products if:
- c. The cost for each contract item used does not exceed one tenth of one percent (.1%) of the total contract cost or two thousand five hundred dollars (\$2,500.00), whichever is greater. For the purposes of this section, the cost is the value of the steel product as delivered to the project; or
- d. The Director of the Purchasing Division determines that specified steel materials are not produced in the United States in sufficient quantity or otherwise are not reasonably available to meet contract requirements.

**44. PREFERENCE FOR USE OF DOMESTIC ALUMINUM, GLASS, AND STEEL:** In Accordance with W. Va. Code § 5-19-1 et seq., and W. Va. CSR § 148-10-1 et seq., for every contract or subcontract, subject to the limitations contained herein, for the construction, reconstruction, alteration, repair, improvement or maintenance of public works or for the purchase of any item of machinery or equipment to be used at sites of public works, only domestic aluminum, glass or steel products shall be supplied unless the spending officer determines, in writing, after the receipt of offers or bids, (1) that the cost of domestic aluminum, glass or steel products is unreasonable or inconsistent with the public interest of the State of West Virginia, (2) that domestic aluminum, glass or steel products are not produced in sufficient quantities to meet the contract requirements, or (3) the available domestic aluminum, glass, or steel do not meet the contract specifications. This provision only applies to public works contracts awarded in an amount more than fifty thousand dollars (\$50,000) or public works contracts that require more than ten thousand pounds of steel products.

The cost of domestic aluminum, glass, or steel products may be unreasonable if the cost is more than twenty percent (20%) of the bid or offered price for foreign made aluminum, glass, or steel products. If the domestic aluminum, glass or steel products to be supplied or produced in a "substantial labor surplus area", as defined by the United States Department of Labor, the cost of domestic aluminum, glass, or steel products may be unreasonable if the cost is more than thirty percent (30%) of the bid or offered price for foreign made aluminum, glass, or steel products. This preference shall be applied to an item of machinery or equipment, as indicated above, when the item is a single unit of equipment or machinery manufactured primarily of aluminum, glass or steel, is part of a public works contract and has the sole purpose or of being a permanent part of a single public works project. This provision does not apply to equipment or machinery purchased by a spending unit for use by that spending unit and not as part of a single public works project.

All bids and offers including domestic aluminum, glass or steel products that exceed bid or offer prices including foreign aluminum, glass or steel products after application of the preferences provided in this provision may be reduced to a price equal to or lower than the lowest bid or offer price for foreign aluminum, glass or steel products plus the applicable preference. If the reduced bid or offer prices are made in writing and supersede the prior bid or offer prices, all bids or offers, including the reduced bid or offer prices, will be reevaluated in accordance with this rule.

**45. INTERESTED PARTY SUPPLEMENTAL DISCLOSURE:** W. Va. Code § 6D-1-2 requires that for contracts with an actual or estimated value of at least \$100,000, the vendor must submit to the Agency a supplemental disclosure of interested parties reflecting any new or differing interested parties to the contract, which were not included in the original pre-award interested party disclosure, within 30 days following the completion or termination of the contract. A copy of that form is included with this solicitation or can be obtained from the WV Ethics Commission. "Interested parties" means: (1) A business entity performing work or service pursuant to, or in furtherance of, the applicable contract, including specifically sub-contractors; (2) the person(s) who have an ownership interest equal to or greater than 25% in the business entity performing work or service pursuant to, or in furtherance of, the applicable contract; and (3) the person or business entity, if any, that served as a compensated broker or intermediary to actively facilitate the applicable contract or negotiated the terms of the applicable contract with the state agency: Provided, That subdivision (2) shall be inapplicable if a business entity is a publicly traded company: Provided, however, That subdivision (3) shall not include persons or business entities performing legal services related to the negotiation or drafting of the applicable contract. The Agency shall submit a copy of the disclosure to the Ethics Commission within 15 days after receiving the supplemental disclosure of interested parties.

**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.

RON WATTS, MAJOR ACCOUNTS MANAGER  
(Name, Title)  
RON WATTS, MAJOR ACCOUNTS MANAGER  
(Printed Name and Title)  
3138 CUSTER DRIVE, LEXINGTON, KY 40517  
(Address)  
859-276-1690 / 859-276-1699  
(Phone Number) / (Fax Number)  
rwatts@cbsedge.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.

CENTRAL BUSINESS SYSTEMS, INC.

(Company)

*Melanie White*

(Authorized Signature) (Representative Name, Title)

Melanie White, Controller

(Printed Name and Title of Authorized Representative)

1/29/2018

(Date)

859-276-1690 / 859-276-1699

(Phone Number) (Fax Number)

REQUEST FOR QUOTATION  
Mailing Machine Systems

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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.

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Mailing Machine Systems

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**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 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. 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.

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

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- 3.1.2.1** Must process a minimum of 135 same sized letters per minute.
- 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. 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.
- 3.1.3 Pitney Bowes SendPro P2000 or equal digital mailing machine system.**
  - 3.1.3.1** Must process a minimum of 110 mixed sized letters and a minimum of 135 same sized letters per minute.
  - 3.1.3.2** Must include automatic feeder deck, meter rental, scale that will weigh up to 10 pounds, and stacker.

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- 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. 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.
- 3.1.4 Pitney Bowes SendPro P3000 or equal digital mailing machine system.**
- 3.1.4.1** Must process a minimum of 135 mixed sized letters and a minimum of 220 same sized letters per minute.
  - 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.

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**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. 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.

**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

**3.1.5.4** Minimum 10-inch Color Touch Screen

**3.1.6 Consumables**

**3.1.6.1** Drop in roll tape, compatible with each individual machine.

**3.1.6.2** Color/Black ink bundle – must include black, magenta, yellow, and cyan ink compatible with each individual machine.

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**3.1.6.3** Black ink cartridge (production level) – must be compatible with each individual machine and meet or exceed USPS regulations.

**3.1.6.4** Red ink cartridge (production level) – must be compatible with each individual machine and meet or exceed USPS regulations.

**3.1.6.5** Magenta ink cartridge - must be compatible with each individual machine and meet or exceed USPS regulations.

**3.1.6.6** Yellow ink cartridge - must be compatible with each individual machine and meet or exceed USPS regulations.

**3.1.6.7** Cyan ink cartridge - must be compatible with each individual machine and meet or exceed USPS regulations.

**3.1.6.8** Moistener solution for sealer - must be compatible with each individual machine.

**3.1.6.9** Adhesive for sealer - must be compatible with each individual machine.

**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

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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:**

- 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 five (5) working days after orders are received. Vendor shall deliver emergency orders within one (1) working 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

REQUEST FOR QUOTATION  
Mailing Machine Systems

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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 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.

REQUEST FOR QUOTATION  
**Mailing Machine Systems**

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**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.
- 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.

**REQUEST FOR QUOTATION**  
**Mailing Machine Systems**

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- 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:** RON WATTS  
**Telephone Number:** 859-276-1690  
**Fax Number:** 859-276-1699  
**Email Address:** rwatts@cbsedge.com

**Exhibit A - Pricing Page - PAGE ONE**  
**Pitney Bowes DM300 or equal**  
**Lease Cost, Purchase Cost, Consumables 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	\$ -
<b>Subtotal (A) Lease Cost</b>						<b>\$ -</b>
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	\$ -	
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	\$ -	
<b>Subtotal (B) Purchase Cost plus Optional Warranty Renewals</b>						<b>\$ -</b>
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	\$ -	
<b>Subtotal (C) Optional Items - Lease Price</b>						<b>\$ -</b>
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	\$ -	
<b>Subtotal (D) Optional Items - Purchase Price with additional warranty</b>						<b>\$ -</b>

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

<b>Consumables</b>	<b>Brand Name of Item Bid</b>	<b>Model No. of Item Bid</b>	<b>Unit Cost</b>	<b>*Est. Qty.</b>	<b>Extended Cost</b>
Black Ink				30	\$ -
Red Ink				30	\$ -
Magenta Ink				10	\$ -
Cyan Ink				10	\$ -
Yellow Ink				10	\$ -
Black/Magenta/Cyan/Yellow Ink Bundle				5	\$ -
Roll Tape				2	\$ -
Moistener for Sealer				3	\$ -
Adhesive for Sealer				3	\$ -
<b>Subtotal (E) Consumables</b>					\$ -
<b>TOTAL BID AMOUNT Pitney Bowes DM300 or equal (Sum of Sutotals A, B, C, D, and E)</b>					\$ -

<b>Vendor Name:</b>	
<b>Address:</b>	
<b>Vendor Contact Name:</b>	
<b>Email Address:</b>	
<b>Phone Number:</b>	

**Exhibit A - Pricing Page - PAGE ONE**  
**Pitney Bowes SendPro P1000 or equal**  
**Lease Cost, Purchase Cost, Consumables 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	\$ -
<b>Subtotal (A) Lease Cost</b>						\$ -
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	\$ -	
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	\$ -	
<b>Subtotal (B) Purchase Cost plus Optional Warranty Renewals</b>						\$ -
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	\$ -	
<b>Subtotal (C) Optional Items - Lease Price</b>						\$ -
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	\$ -	
<b>Subtotal (D) Optional Items - Purchase Price with additional warranty</b>						\$ -

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

Consumables	Brand Name of Item Bid	Model No. of Item Bid	Unit Cost	*Est. Qty.	Extended Cost
Black Ink				60	\$ -
Red Ink				60	\$ -
Magenta Ink				20	\$ -
Cyan Ink				20	\$ -
Yellow Ink				20	\$ -
Black/Magenta/Cyan/Yellow Ink Bundle				15	\$ -
Roll Tape				7	\$ -
Moistener for Sealer				10	\$ -
Adhesive for Sealer				10	\$ -
<b>Subtotal (E) Consumables</b>					\$ -
<b>TOTAL BID AMOUNT Pitney Bowes SendPro P1000 or equal (Sum of Subtotals A, B, C, D, and E)</b>					\$ -

<b>Vendor Name:</b>	
<b>Address:</b>	
<b>Vendor Contact Name:</b>	
<b>Email Address:</b>	
<b>Phone Number:</b>	

**Exhibit A - Pricing Page - PAGE ONE**  
**Pitney Bowes SendPro P2000 or equal**  
**Lease Cost, Purchase Cost, Consumables 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	\$ -
<b>Subtotal (A) Lease Cost</b>						\$ -
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)				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	\$	-
<b>Subtotal (B) Purchase Cost plus Optional Warranty Renewals</b>						\$ -
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	\$	-
<b>Subtotal (C) Optional Items - Lease Price</b>						\$ -
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	\$	-
<b>Subtotal (D) Optional Items - Purchase Price with additional warranty</b>						\$ -

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

Consumables	Brand Name of Item Bid	Model No. of Item Bid	Unit Cost	*Est. Qty.	Extended Cost
Black Ink				60	\$ -
Red Ink				60	\$ -
Magenta Ink				20	\$ -
Cyan Ink				20	\$ -
Yellow Ink				20	\$ -
Black/Magenta/Cyan/Yellow Ink Bundle				15	\$ -
Roll Tape				7	\$ -
Moistener for Sealer				10	\$ -
Adhesive for Sealer				10	\$ -
Subtotal (E) Consumables					\$ -
<b>TOTAL BID AMOUNT Pitney Bowes SendPro P2000 or equal (Sum of Subtotals A, B, C, D, and E)</b>					<b>\$ -</b>

<b>Vendor Name:</b>	
<b>Address:</b>	
<b>Vendor Contact Name:</b>	
<b>Email Address:</b>	
<b>Phone Number:</b>	

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

\*Estimated Quantities for evaluation purposes only

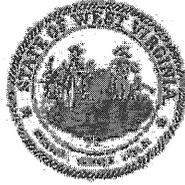
Lease Cost	Brand Name of Item Bid	Model No. of Item Bid	Cost Per Month	Total Lease Cost	Est. Qty.	Extended Cost
Contract Item 3.1.4 Pitney Bowes SendPro P3000 or equal (36 Month Lease)				\$ -	2	\$ -
Contract Item 3.1.4 Pitney Bowes SendPro P3000 or equal (48 Month Lease)				\$ -	2	\$ -
Contract Item 3.1.4 Pitney Bowes SendPro P3000 or equal (6 Month Lease)				\$ -	2	\$ -
<b>Subtotal (A) Lease Cost</b>						\$ -
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 Cost)				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	\$ -	
<b>Subtotal (B) Purchase Cost plus Optional Warranty Renewals</b>						\$ -
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	\$ -	
<b>Subtotal (C) Optional Items - Lease Price</b>						\$ -
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	\$ -	
<b>Subtotal (D) Optional Items - Purchase Price with additional warranty</b>						\$ -

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

<b>Consumables</b>	<b>Brand Name of Item Bid</b>	<b>Model No. of Item Bid</b>	<b>Unit Cost</b>	<b>*Est. Qty.</b>	<b>Extended Cost</b>
Black Ink				60	\$ -
Red Ink				60	\$ -
Magenta Ink				20	\$ -
Cyan Ink				20	\$ -
Yellow Ink				20	\$ -
Black/Magenta/Cyan/Yellow Ink Bundle				15	\$ -
Roll Tape				7	\$ -
Moistener for Sealer				10	\$ -
Adhesive for Sealer				10	\$ -
<b>Subtotal (E) Consumables</b>					.
<b>TOTAL BID AMOUNT Pitney Bowes SendPro P3000 or equal (Sum of Subtotals A, B, C, D, and E)</b>					<b>#VALUE!</b>

<b>Vendor Name:</b>	
<b>Address:</b>	
<b>Vendor Contact Name:</b>	
<b>Email Address:</b>	
<b>Phone Number:</b>	

## West Virginia Ethics Commission



### Disclosure of Interested Parties to Contracts

Pursuant to *W. Va. Code* § 6D-1-2, a state agency may not enter into a contract, or a series of related contracts, that has/have an actual or estimated value of \$100,000 or more until the business entity submits to the contracting state agency a Disclosure of Interested Parties to the applicable contract. In addition, the business entity awarded a contract is obligated to submit a supplemental Disclosure of Interested Parties reflecting any new or differing interested parties to the contract within 30 days following the completion or termination of the applicable contract.

For purposes of complying with these requirements, the following definitions apply:

*"Business entity"* means any entity recognized by law through which business is conducted, including a sole proprietorship, partnership or corporation.

*"Interested party"* or *"Interested parties"* means:

- (1) A business entity performing work or service pursuant to, or in furtherance of, the applicable contract, including specifically sub-contractors;
- (2) the person(s) who have an ownership interest equal to or greater than 25% in the business entity performing work or service pursuant to, or in furtherance of, the applicable contract. (This subdivision does not apply to a publicly traded company); and
- (3) the person or business entity, if any, that served as a compensated broker or intermediary to actively facilitate the applicable contract or negotiated the terms of the applicable contract with the state agency. (This subdivision does not apply to persons or business entities performing legal services related to the negotiation or drafting of the applicable contract.)

*"State agency"* means a board, commission, office, department or other agency in the executive, judicial or legislative branch of state government, including publicly funded institutions of higher education: Provided, that for purposes of *W. Va. Code* § 6D-1-2, the West Virginia Investment Management Board shall not be deemed a state agency nor subject to the requirements of that provision.

The contracting business entity must complete this form and submit it to the contracting state agency prior to contract award and to complete another form within 30 days of contract completion or termination.

*This form was created by the State of West Virginia Ethics Commission, 210 Brooks Street, Suite 300, Charleston, WV 25301-1804. Telephone: (304) 558-0664; fax: (304) 558- 2169; e-mail: [ethics@wv.gov](mailto:ethics@wv.gov); website: [www.ethics.wv.gov](http://www.ethics.wv.gov).*

Revised October 7, 2017

West Virginia Ethics Commission  
Disclosure of Interested Parties to Contracts

(Required by W. Va. Code § 6D-1-2)

Contracting Business Entity: CENTRAL BUSINESS SYSTEMS, INC. Address: 3138 CUSTER DRIVE, LEXINGTON, KY 40517

Authorized Agent: Frank Shoaf Address: \_\_\_\_\_

Contract Number: \_\_\_\_\_ Contract Description: \_\_\_\_\_

Governmental agency awarding contract: \_\_\_\_\_

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.

Ron Watts, Agent, Central Business Systems, Inc.  
Melanie White, Agent, Central Business Systems, Inc.

Signature: Melanie White Date Signed: 1/29/2018

Notary Verification

State of Kentucky, County of Fayette:

I, Melanie White, 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 29th day of January, 2018.

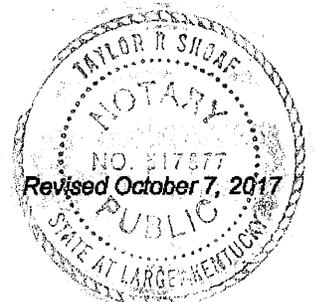
Taylor R. Shoaf  
Notary Public's Signature

To be completed by State Agency:

Date Received by State Agency: \_\_\_\_\_

Date submitted to Ethics Commission: \_\_\_\_\_

Governmental agency submitting Disclosure: \_\_\_\_\_



STATE OF WEST VIRGINIA  
Purchasing Division

**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: CENTRAL BUSINESS SYSTEMS, INC.

Authorized Signature: Melanie White Date: 1-29-18

State of Kentucky

County of Fayette, to-wit:

Taken, subscribed, and sworn to before me this 29<sup>th</sup> day of January, 2018.

My Commission expires My Commission No. 517877, 2018.  
Expires August 22, 2018



NOTARY PUBLIC Taylor R. Shore  
Purchasing Affidavit (Revised 07/07/2017)

**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)	Neopost	IN600HF	\$ 105.09	\$ 3,783.24	1	\$ 3,783.24
Contract Item 3.1.1 Pitney Bowes DM300 or equal (48 Month Lease)	Neopost	IN600HF	\$ 94.44	\$ 4,533.12	1	\$ 4,533.12
Contract Item 3.1.1 Pitney Bowes DM300 or equal (60 Month Lease)	Neopost	IN600HF	\$ 88.12	\$ 5,287.20	2	\$ 10,574.40
<b>Subtotal (A) Lease Cost</b>						<b>\$ 18,890.76</b>
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)	Neopost	IN600HF	1870.2	2	\$	3,740.40
Meter Rental (monthly cost per year)	Neopost	IN600HFAI	25	12	\$	300.00
Year 1 Warranty (service, parts, and labor)	CBS	maint	0	2	\$	-
Year 2 Optional Warranty (services, parts, and labor)	CBS	maint	324	2	\$	648.00
Year 3 Optional Warranty (services, parts, and labor)	CBS	maint	324	2	\$	648.00
Year 4 Optional Warranty (services, parts, and labor)	CBS	maint	324	2	\$	648.00
<b>Subtotal (B) Purchase Cost plus Optional Warranty Renewals</b>					\$	<b>5,984.40</b>
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)	Neopost	INWP30	198	3	\$	594.00
Contract Item 3.1.5.2 12-inch Drop Stacker (36 Month Lease)	Neopost	IS56DROPTRAY	141.6	3	\$	424.80
Contract Item 3.1.5.3 Minimum 10-inch Color Touch Screen (36 Month Lease)	Not Available			3	\$	-
Contract Item 3.1.5.1 Postage Platform Scale for packages up to 30lb (48 Month Lease)	Neopost	INWP30	174	3	\$	522.00
Contract Item 3.1.5.2 12-inch Drop Stacker (48 Month Lease)	Neopost	IS56DROPTRAY	117.6	3	\$	352.80
Contract Item 3.1.5.3 Minimum 10-inch Color Touch Screen (48 Month Lease)	Not Available			3	\$	-
Contract Item 3.1.5.1 Postage Platform Scale for packages up to 30lb (60 Month Lease)	Neopost	INWP30	150	3	\$	450.00
Contract Item 3.1.5.2 12-inch Drop Stacker (60 Month Lease)	Neopost	IS56DROPTRAY	93.6	3	\$	280.80
Contract Item 3.1.5.3 Minimum 10-inch Color Touch Screen (60 Month Lease)	Not Available			3	\$	-
<b>Subtotal (C) Optional Items - Lease Price</b>					\$	<b>1,018.80</b>
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	Neopost	INWP30	319	3	\$	957.00
Year 1 Warranty (service, parts, and labor)	CBS	maint	0	3	\$	-
Year 2 Optional Warranty (services, parts, and labor)	CBS	maint	54	3	\$	162.00
Year 3 Optional Warranty (services, parts, and labor)	CBS	maint	54	3	\$	162.00
Year 4 Optional Warranty (services, parts, and labor)	CBS	maint	54	3	\$	162.00
Contract Item 3.1.5.2 12-inch Drop Stacker	Neopost	IS56DROPTRAY	363	3	\$	1,089.00
Year 1 Warranty (service, parts, and labor)	CBS	maint	0	3	\$	-
Year 2 Optional Warranty (services, parts, and labor)	CBS	maint	0	3	\$	-
Year 3 Optional Warranty (services, parts, and labor)	CBS	maint	0	3	\$	-

Year 4 Optional Warranty (services, parts, and labor)	CBS	maint	0	3	\$	-
Contract Item 3.1.5.3 Minimum 10-inch Color Touch Screen	Not Available			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	\$	-
<b>Subtotal (D) Optional Items - Purchase Price with additional warranty</b>					\$	2,532.00
Total bid amount for Pitney Bowes DM300 Or Equal (If submitting bids electronically, enter this amount in Commodity Line 1)					\$	28,425.96

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

\*Estimated Quantities for evaluation purposes only

<b>Lease Cost</b>	<b>Brand Name of Item Bid</b>	<b>Model No. of Item Bid</b>	<b>Cost Per Month</b>	<b>Total Lease Cost</b>	<b>Est. Qty.</b>	<b>Extended Cost</b>
Contract Item 3.1.2 Pitney Bowes SendPro P1000 or equal (36 Month Lease)	Neopost	IN700	\$ 203.54	\$ 7,327.44	1	\$ 7,327.44
Contract Item 3.1.2 Pitney Bowes SendPro P1000 or equal (48 Month Lease)	Neopost	IN700	\$ 181.32	\$ 8,703.36	1	\$ 8,703.36
Contract Item 3.1.2 Pitney Bowes SendPro P1000 or equal (60 Month Lease)	Neopost	IN700	\$ 168.15	\$ 10,089.00	2	\$ 20,178.00
<b>Subtotal (A) Lease Cost</b>						<b>\$ 36,208.80</b>
<b>Purchase Cost plus Optional Warranty Renewals</b>	<b>Brand Name of Item Bid</b>	<b>Model No. of Item Bid</b>	<b>Unit Cost</b>	<b>*Est. Qty.</b>	<b>Extended Cost</b>	
Contract Item 3.1.2 Pitney Bowes SendPro P1000 or equal (Purchase Cost)	Neopost	IN700	4336.8	1	\$ 4,336.80	
Meter Rental (monthly cost per year)	Neopost	IN700AI	35	12	\$ 420.00	
Year 1 Warranty (service, parts, and labor)	CBS	maint	0	1	\$ -	
Year 2 Optional Warranty (services, parts, and labor)	CBS	maint	693	1	\$ 693.00	
Year 3 Optional Warranty (services, parts, and labor)	CBS	maint	693	1	\$ 693.00	
Year 4 Optional Warranty (services, parts, and labor)	CBS	maint	693	1	\$ 693.00	
<b>Subtotal (B) Purchase Cost plus Optional Warranty Renewals</b>						<b>\$ 6,835.80</b>
<b>Optional Items - Lease Price</b>	<b>Brand Name of Item Bid</b>	<b>Model No. of Item Bid</b>	<b>Annual Unit Cost</b>	<b>*Est. Qty.</b>	<b>Extended Cost</b>	
Contract Item 3.1.5.1 Postage Platform Scale for packages up to 30lb (36 Month Lease)	Neopost	INWP30	198	3	\$ 594.00	
Contract Item 3.1.5.2 12-inch Drop Stacker (36 Month Lease)	Neopost	IS56DROPTRAY	141.6	3	\$ 424.80	
Contract Item 3.1.5.3 Minimum 10-inch Color Touch Screen (36 Month Lease)	Not Available	5.5" color touchscreen stc	0	3	\$ -	
Contract Item 3.1.5.1 Postage Platform Scale for packages up to 30lb (48 Month Lease)	Neopost	INWP30	174	3	\$ 522.00	
Contract Item 3.1.5.2 12-inch Drop Stacker (48 Month Lease)	Neopost	IS56DROPTRAY	117.6	3	\$ 352.80	
Contract Item 3.1.5.3 Minimum 10-inch Color Touch Screen (48 Month Lease)	Not Available	5.5" color touchscreen stc	0	3	\$ -	
Contract Item 3.1.5.1 Postage Platform Scale for packages up to 30lb (60 Month Lease)	Neopost	INWP30	150	3	\$ 450.00	
Contract Item 3.1.5.2 12-inch Drop Stacker (60 Month Lease)	Neopost	IS56DROPTRAY	93.6	3	\$ 280.80	
Contract Item 3.1.5.3 Minimum 10-inch Color Touch Screen (60 Month Lease)	Not Available	5.5" color touchscreen stc	0	3	\$ -	
<b>Subtotal (C) Optional Items - Lease Price</b>						<b>\$ 1,018.80</b>
<b>Optional Items - Purchase Price with additional warranty</b>	<b>Brand Name of Item Bid</b>	<b>Model No. of Item Bid</b>	<b>Unit Cost</b>	<b>*Est. Qty.</b>	<b>Extended Cost</b>	
Contract Item 3.1.5.1 Postage Platform Scale for packages up to 30lb	Neopost	INWP30	319	3	\$ 957.00	
Year 1 Warranty (service, parts, and labor)	CBS	maint	0	3	\$ -	
Year 2 Optional Warranty (services, parts, and labor)	CBS	maint	54	3	\$ 162.00	
Year 3 Optional Warranty (services, parts, and labor)	CBS	maint	54	3	\$ 162.00	
Year 4 Optional Warranty (services, parts, and labor)	CBS	maint	54	3	\$ 162.00	

Contract Item 3.1.5.2 12-inch Drop Stacker	Neopost	IS56DROPTRAY	363	3	\$	1,089.00
Year 1 Warranty (service, parts, and labor)	CBS	maint	0	3	\$	-
Year 2 Optional Warranty (services, parts, and labor)	CBS	maint	0	3	\$	-
Year 3 Optional Warranty (services, parts, and labor)	CBS	maint	0	3	\$	-
Year 4 Optional Warranty (services, parts, and labor)	CBS	maint	0	3	\$	-
Contract Item 3.1.5.3 Minimum 10-inch Color Touch Screen	Not Available	5.5" color touchscreen std	0	3	\$	-
Year 1 Warranty (service, parts, and labor)	CBS	maint	0	3	\$	-
Year 2 Optional Warranty (services, parts, and labor)	CBS	maint	0	3	\$	-
Year 3 Optional Warranty (services, parts, and labor)	CBS	maint	0	3	\$	-
Year 4 Optional Warranty (services, parts, and labor)	CBS	maint	0	3	\$	-
Subtotal (D) <b>Optional Items - Purchase Price with additional warranty</b>					\$	2,532.00
Total bid amount for Pitney Bowes SendPro P1000 Or Equal (If submitting bids electronically, enter this amount in Commodity Line 2)					\$	46,595.40

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

\*Estimated Quantities for evaluation purposes only

<b>Lease Cost</b>	<b>Brand Name of Item Bid</b>	<b>Model No. of Item Bid</b>	<b>Cost Per Month</b>	<b>Total Lease Cost</b>	<b>Est.</b>	<b>Extended Cost</b>
Contract Item 3.1.3 Pitney Bowes SendPro P2000 or equal (36 Month Lease)	Neopost	IN700	\$ 319.84	\$ 11,514.24	1	\$ 11,514.24
Contract Item 3.1.3 Pitney Bowes SendPro P2000 or equal (48 Month Lease)	Neopost	IN700	\$ 281.94	\$ 13,533.12	1	\$ 13,533.12
Contract Item 3.1.3 Pitney Bowes SendPro P2000 or equal (60 Month Lease)	Neopost	IN700	\$ 259.47	\$ 15,568.20	1	\$ 15,568.20
<b>Subtotal (A) Lease Cost</b>						<b>\$ 40,615.56</b>
<b>Purchase Cost plus Optional Warranty Renewals</b>	<b>Brand Name of Item Bid</b>	<b>Model No. of Item Bid</b>	<b>Unit Cost</b>	<b>*Est. Qty.</b>	<b>Extended Cost</b>	
Contract Item 3.1.3 Pitney Bowes SendPro P2000 or equal	Neopost	IN700	7071.9	1	\$	7,071.90
Meter Rental (monthly cost per year)	Neopost	IN700AI	35	12	\$	420.00
Year 1 Warranty (service, parts, and labor)	CBS	maint	0	1	\$	-
Year 2 Optional Warranty (services, parts, and labor)	CBS	maint	1152	1	\$	1,152.00
Year 3 Optional Warranty (services, parts, and labor)	CBS	maint	1152	1	\$	1,152.00
Year 4 Optional Warranty (services, parts, and labor)	CBS	maint	1152	1	\$	1,152.00
<b>Subtotal (B) Purchase Cost plus Optional Warranty Renewals</b>						<b>\$ 10,947.90</b>
<b>Optional Items - Lease Price</b>	<b>Brand Name of Item Bid</b>	<b>Model No. of Item Bid</b>	<b>Annual Unit Cost</b>	<b>*Est. Qty.</b>	<b>Extended Cost</b>	
Contract Item 3.1.5.1 Postage Platform Scale for packages up to 30lb (36 Month Lease)	Neopost	INWP30	198	3	\$	594.00
Contract Item 3.1.5.2 12-inch Drop Stacker (36 Month Lease)	Neopost	IS56DROPTRAY	141.6	3	\$	424.80
Contract Item 3.1.5.3 Minimum 10-inch Color Touch Screen (36 Month Lease)	Not Available	5.5" color touchscreen stc	0	3	\$	-
Contract Item 3.1.5.1 Postage Platform Scale for packages up to 30lb (48 Month Lease)	Neopost	INWP30	174	3	\$	522.00
Contract Item 3.1.5.2 12-inch Drop Stacker (48 Month Lease)	Neopost	IS56DROPTRAY	117.6	3	\$	352.80
Contract Item 3.1.5.3 Minimum 10-inch Color Touch Screen (48 Month Lease)	Not Available	5.5" color touchscreen stc	0	3	\$	-
Contract Item 3.1.5.1 Postage Platform Scale for packages up to 30lb (60 Month Lease)	Neopost	INWP30	150	3	\$	450.00
Contract Item 3.1.5.2 12-inch Drop Stacker (60 Month Lease)	Neopost	IS56DROPTRAY	93.6	3	\$	280.80
Contract Item 3.1.5.3 Minimum 10-inch Color Touch Screen (60 Month Lease)	Not Available	5.5" color touchscreen stc	0	3	\$	-
<b>Subtotal (C) Optional Items - Lease Price</b>						<b>\$ 1,018.80</b>

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	Neopost	INWP30	319	2	\$ 638.00
Year 1 Warranty (service, parts, and labor)	CBS	maint	0	2	\$ -
Year 2 Optional Warranty (services, parts, and labor)	CBS	maint	54	2	\$ 108.00
Year 3 Optional Warranty (services, parts, and labor)	CBS	maint	54	2	\$ 108.00
Year 4 Optional Warranty (services, parts, and labor)	CBS	maint	54	2	\$ 108.00
Contract Item 3.1.5.2 12-inch Drop Stacker	Neopost	IS56DROPTRAY	363	2	\$ 726.00
Year 1 Warranty (service, parts, and labor)	CBS	maint	0	2	\$ -
Year 2 Optional Warranty (services, parts, and labor)	CBS	maint	0	2	\$ -
Year 3 Optional Warranty (services, parts, and labor)	CBS	maint	0	2	\$ -
Year 4 Optional Warranty (services, parts, and labor)	CBS	maint	0	2	\$ -
Contract Item 3.1.5.3 Minimum 10-inch Color Touch Screen	Not Available	5.5" color touchscreen std	0	2	\$ -
Year 1 Warranty (service, parts, and labor)	CBS	maint	0	2	\$ -
Year 2 Optional Warranty (services, parts, and labor)	CBS	maint	0	2	\$ -
Year 3 Optional Warranty (services, parts, and labor)	CBS	maint	0	2	\$ -
Year 4 Optional Warranty (services, parts, and labor)	CBS	maint	0	2	\$ -
Subtotal (D) Optional Items - Purchase Price with additional warranty					\$ 1,688.00
Total bid amount for Pitney Bowes SendPro P2000 Or Equal (If submitting bids electronically, enter this amount in Commodity Line 3					\$ 54,270.26

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

\*Estimated Quantities for evaluation purposes only

<b>Lease Cost</b>	<b>Brand Name of Item Bid</b>	<b>Model No. of Item Bid</b>	<b>Cost Per Month</b>	<b>Total Lease Cost</b>	<b>Est. Qty.</b>	<b>Extended Cost</b>
Contract Item 3.1.4 Pitney Bowes SendPro P3000 or equal (36 Month Lease)	Neopost	IS5000A	\$ 543.75	\$ 19,575.00	2	\$ 39,150.00
Contract Item 3.1.4 Pitney Bowes SendPro P3000 or equal (48 Month Lease)	Neopost	IS5000A	\$ 478.41	\$ 22,963.68	2	\$ 45,927.36
Contract Item 3.1.4 Pitney Bowes SendPro P3000 or equal (6 Month Lease)	Neopost	IS5000A	\$ 439.66	\$ 26,379.60	2	\$ 52,759.20
<b>Subtotal (A) Lease Cost</b>						<b>\$ 137,836.56</b>
<b>Purchase Cost plus Optional Warranty Renewals</b>	<b>Brand Name of Item Bid</b>	<b>Model No. of Item Bid</b>	<b>Unit Cost</b>	<b>*Est. Qty.</b>	<b>Extended Cost</b>	
Contract Item 3.1.4 Pitney Bowes SendPro P3000 or equal	Neopost	IS5000A	12098.4	2	\$ 24,196.80	
Meter Rental (monthly cost per year)	Neopost	IS5000AI	50	12	\$ 600.00	
Year 1 Warranty (service, parts, and labor)	CBS	maint	0	2	\$ -	
Year 2 Optional Warranty (services, parts, and labor)	CBS	maint	2016	2	\$ 4,032.00	
Year 3 Optional Warranty (services, parts, and labor)	CBS	maint	2016	2	\$ 4,032.00	
Year 4 Optional Warranty (services, parts, and labor)	CBS	maint	2016	2	\$ 4,032.00	
<b>Subtotal (B) Purchase Cost plus Optional Warranty Renewals</b>						<b>\$ 36,892.80</b>
<b>Optional Items - Lease Price</b>	<b>Brand Name of Item Bid</b>	<b>Model No. of Item Bid</b>	<b>Annual Unit Cost</b>	<b>*Est. Qty.</b>	<b>Extended Cost</b>	
Contract Item 3.1.5.1 Postage Platform Scale for packages up to 30lb (36 Month Lease)	Neopost	INWP30	198	3	\$ 594.00	
Contract Item 3.1.5.2 12-inch Drop Stacker (36 Month Lease)	Neopost	IS56DROPTRAY	141.6	3	\$ 424.80	
Contract Item 3.1.5.3 Minimum 10-inch Color Touch Screen (36 Month Lease)	Neopost	IS6000A	721.08	3	\$ 2,163.24	
Contract Item 3.1.5.1 Postage Platform Scale for packages up to 30lb (48 Month Lease)	Neopost	INWP30	174	3	\$ 522.00	
Contract Item 3.1.5.2 12-inch Drop Stacker (48 Month Lease)	Neopost	IS56DROPTRAY	117.6	3	\$ 352.80	
Contract Item 3.1.5.3 Minimum 10-inch Color Touch Screen (48 Month Lease)	Neopost	IS6000A	661.08	3	\$ 1,983.24	
Contract Item 3.1.5.1 Postage Platform Scale for packages up to 30lb (60 Month Lease)	Neopost	INWP30	150	3	\$ 450.00	
Contract Item 3.1.5.2 12-inch Drop Stacker (60 Month Lease)	Neopost	IS56DROPTRAY	93.6	3	\$ 280.80	
Contract Item 3.1.5.3 Minimum 10-inch Color Touch Screen (60 Month Lease)	Neopost	IS6000A	601.08	3	\$ 1,803.24	
<b>Subtotal (C) Optional Items - Lease Price</b>						<b>\$ 3,182.04</b>
<b>Optional Items - Purchase Price with additional warranty</b>	<b>Brand Name of Item Bid</b>	<b>Model No. of Item Bid</b>	<b>Unit Cost</b>	<b>*Est. Qty.</b>	<b>Extended Cost</b>	
Contract Item 3.1.5.1 Postage Platform Scale for packages up to 30lb	Neopost	INWP30	319	2	\$ 638.00	
Year 1 Warranty (service, parts, and labor)	CBS	maint	0	2	\$ -	
Year 2 Optional Warranty (services, parts, and labor)	CBS	maint	54	2	\$ 108.00	
Year 3 Optional Warranty (services, parts, and labor)	CBS	maint	54	2	\$ 108.00	
Year 4 Optional Warranty (services, parts, and labor)	CBS	maint	54	2	\$ 108.00	
Contract Item 3.1.5.2 12-inch Drop Stacker	Neopost	IS56DROPTRAY	363	2	\$ 726.00	
Year 1 Warranty (service, parts, and labor)	CBS	maint	0	2	\$ -	
Year 2 Optional Warranty (services, parts, and labor)	CBS	maint	0	2	\$ -	
Year 3 Optional Warranty (services, parts, and labor)	CBS	maint	0	2	\$ -	
Year 4 Optional Warranty (services, parts, and labor)	CBS	maint	0	2	\$ -	
Contract Item 3.1.5.3 Minimum 10-inch Color Touch Screen	Neopost	IS6000A	1066.5	2	\$ 2,133.00	
Year 1 Warranty (service, parts, and labor)	CBS	maint	0	2	\$ -	

Year 2 Optional Warranty (services, parts, and labor)	CBS	maint	189	2	\$	378.00
Year 3 Optional Warranty (services, parts, and labor)	CBS	maint	189	2	\$	378.00
Year 4 Optional Warranty (services, parts, and labor)	CBS	maint	189	2	\$	378.00
Subtotal (D) <b>Optional Items - Purchase Price with additional warranty</b>					\$	4,955.00
Total bid amount for Pitney Bowes SendPro P3000 Or Equal (If submitting bids electronically, enter this amount in Commodity Line 4)					\$	182,866.40

N-600  
SERIES

Mailing Systems

The Practical and Versatile Choice



Join us on



  
**NEOPOST**  
Send.Receive.Connect.

# The Practical and Versatile Choice

In today's fast paced business environments, we are always looking for ways to get the job done quickly and simply while maintaining integrity every step of the way. When it comes to your mail processing needs, the Neopost IN-600 Series with NeoShip delivers practical solutions that offer maximum versatility.

Available in two models, the IN-600 HF and IN-600 AF are built to move your mail with the highest level of efficiency. With the IN-600 Series, you have access to a growing suite of services and apps to improve postal, parcel and related digital communications.

The contemporary design of the IN-600 Series depicts clean lines and bold edges while maintaining the Neopost commitment to build and ship products in the most ecological manner.



## Optimizing Efficiency

The IN-600 HF offers a power-assisted hand feeder/moistener combination and processes up to 75 lpm. All other components of the mailing system are shared with the IN-600 AF system.

**Coupled with NeoShip online shipping software, the IN-600 Series is the simple, powerful choice for all of your mailing and shipping needs.**

As an option for the IN-600 Series, NeoShip meets the latest USPS® IM®pb (Intelligent Mail® Package Barcode) requirements. Simple to use, NeoShip software is accessible through your MyNeopost online account. With NeoShip you will benefit from:

- Automatically qualifying for Commercial Base Pricing
- Creating IM®pb-compliant shipping labels in minutes
- Free address correction services
- Free insurance Priority Mail® (up to \$50 value) and Priority Mail Express™ (up to \$100 value)
- Consolidated views of all shipments
- Generating detailed reports based on shipment history/operator shipments/transactions



## Environmental Commitment

The IN-600 Series carries Neopost's Eco-Label which aims to provide a clear and consistent set of environmental performance criteria used in the design phase of our products.



### How We Reduce Our Environmental Footprint:

- Neopost limits the machine weight and the amount of raw materials used for production.
- The volume of our packaging is kept to a minimum and is 100% cardboard and recyclable.
- Packaging for the IN-600 Series represents less than 20% of the total weight of the packed product.
- The user-friendly sleep mode helps reduce energy consumption.
- We develop our products to ensure a minimum recyclability rate of 75%.

**The IN-600 Series is compliant with environmental Regulations and ENERGY STAR**

# Innovation Driven by Experience



## 1. Automatic Feeder and Sealer

Processes items at speeds up to 110 lpm.



## 2. Large Display

Navigation is a breeze with descriptive prompts, menus and buttons. The Rate Wizard provides step-by-step instructions, making USPS® rate selection simple.



## 4. Differential Weighing

Reduces manual processing and handling. With differential weighing, the exact postage value is calculated every time an item is removed from the scale.



## 5. Barcode Scanner

Save time and eliminate errors using a barcode scanner for department/account entry and processing USPS Extra Services.



## 3. Weighing Platform

5, 10, 30 or 70 lb. platforms handle even the heaviest parcels of oversized packages with ease.



## 6. Catch Tray

From postcards to 10" x 13" envelopes, this expandable tray holds a variety of items.

## Specifications

Processing speed IN-600 HF	Up to 75 lpm
Processing speed IN-600 AF	Up to 110 lpm
Feeding capability IN-600 HF	Semi-automatic hand feed
Feeding capability IN-600 AF	Automatic feed
Envelope minimum	3.5" x 5"
Envelope maximum	10" x 13"
Envelope thickness	Up to 1/2"
Envelope orientation	Landscape or portrait
Job imprint memories	9
Ad slogans	10
Personalized text messages	10 custom
Incoming date stamp	Standard
Default rate settings	Standard
Postage meter tapes	Yes, integrated automatic label dispenser
4-digit PIN code	50
Accounts/departments	35 standard
Rate wizard	Standard
Rate shortcut keys	6
Automatic postal rates download	Standard
Low-ink email alerts	Standard
Online postage usage reporting	Standard

## Options

Differential weighing	Available
External weighing platform	Available 5, 10, 30 or 70 lb.
Accounts/departments upgrade	100, 300 or 500
Barcode scanner	Available
External USB report printer	Available
Connectivity	LAN standard Modem available
USB-memory key	Available
NeoShip	Available
ARM (Account Report Manager)	Available
E-Services with ERR App	Available

## System Dimensions

### Length x Depth x Height

IN-600 HF	16" x 15" x 12"
IN-600 HF with envelope tray	33" x 15" x 12"
IN-600 AF	32" x 15" x 12"
IN-600 AF with envelope tray	47" x 15" x 12"



## We've Got You Covered

Neopost maintains a network of offices across the country to provide local customer support and trained technicians who are ready to assist you. You can be confident that when you need knowledgeable support or expert service, the point-of-contact will be a Neopost office in your area consisting of a team of local professionals.

## Why Choose Neopost?

Neopost is a global leader in mailing solutions, shipping services and digital communications. We believe that people are the key to business success. That's why our products and services are tailored to help your organization improve the quality of its interactions and bring people closer together.

In this age of multichannel communications, we guide and empower you to interact in new and innovative ways. We advise you on how to create cost-cutting synergies. We deliver global coverage with a strong local presence, offering you continual support by phone, onsite or online.

Today, Neopost is present in 31 countries and has a network of partners in more than 90 countries. We promote responsible business and sustainable development through our products and outreach programs. Our 6,200 employees worldwide are committed to making your interactions more responsive and more powerful - offering you a competitive edge that will open up a wealth of business opportunities.

Find out more at [neopostusa.com](http://neopostusa.com)

neopost 



# **IN-700 SERIES** **THE POWERFUL CHOICE** **FOR OPTIMIZING MAIL** **CENTER MANAGEMENT**

Total solutions for your mail processing needs



WE VALUE YOUR MAIL





# IN-700 SERIES

## TOTAL SOLUTIONS FOR YOUR MAIL PROCESSING NEEDS

When it comes to meeting your most demanding mailing needs, nothing delivers like the Neopost IN-700 Series. Available in two models, the IN-700 and IN-750 are true representations of our next generation mailing systems. The sleek and modern design depicts clean lines, bold edges and aluminum accents, while maintaining the Neopost commitment to build and ship products in the most ecological manner. Coupled with the Neopost iMeter™ postage meter and a suite of Apps, the capabilities of the 700 Series exceed those of a traditional mailing system. In fact, the 700 Series easily integrates with Neopost's Enhanced Mailing and Shipping (EMS) software for total control of postage and shipping activities and costs. With an iMeter™ postage meter and Apps, fresh eco-design and integration to enhanced mailing and shipping software, it is clear the IN-700 Series is the powerful choice for optimizing mail center management today and in the future.

### NEOPOST IMETER™ POSTAGE METER AND BUSINESS APPS

The Neopost iMeter™ postage meter is an internet-connected smart device that provides functionality beyond the traditional postage meter. The IN-700 Series and Neopost iMeter™ are connected online to help you better manage your mailing operations and control costs. Low ink email alerts keep you abreast of your ink usage and simplify ink cartridge reordering. With the IN-700 Series, postal rate changes are hassle free with direct rate downloads, which ensure full postal compliance.

#### Available iMeter™ Apps

- Postal Rates App
- Online Postal Expense Manager™ App
- Neopost MAS App
- Commercial Rates App
- E-Services App
- E-Services with Electronic Return Receipt™ App
- neoFunds™ App

#### SHORTCUT KEYS

Save time processing items and eliminate keystrokes with the 700 Series shortcut keys.

#### WEIGHING PLATFORM

10, 30 or 70 lb. platforms handle even the heaviest parcels and oversized packages with ease. Add differential weighing to reduce manual processing and handling.

#### DYNAMIC SCALE

Accurately weighs, rates and classifies mail at speeds up to 75 lpm (IN-700) and 110 lpm (IN-750). Reliable sensors detect dimensions to ensure compliance to USPS® Shape-Based Pricing requirements.

#### MIXED MAIL FEEDER

Eliminate hand sorting by size or weight. Self-aligning rollers prevent jams or misprints. The 700 Series is among the strongest performers in the market processing up to 140 lpm (IN-700) and 175 lpm (IN-750).

#### E-SERVICES APPS

Monitor, track, confirm and save when processing items with the E-Services and E-Services with Electronic Return Receipt™ Apps.



**NEOPOST iMETER™ POSTAGE METER AND BUSINESS APPS**  
**ENHANCED MAILING AND SHIPPING SOFTWARE**  
**COLOR TOUCH SCREEN**  
**IBI LITE INDICIA**

**COLOR TOUCH SCREEN**

Enhance operations and minimize keystrokes with an easy-to-read color touch screen. Large, descriptive prompts and menu keys make navigation a breeze. The Rate Wizard provides concise step-by-step instructions making USPS® rate selection easy.

**REMOTE LABEL DISPENSER**

Reduce work steps and optimize your ergonomic workspace with a repositionable printer. Prints no-peel, ready-to-stick tapes from a roll.

**BARCODE SCANNER**

Save time and eliminate errors using a barcode scanner for department/account entry and processing USPS® Extra Services.



**ERGONOMIC WORKSTATION**

84" workstation creates a comfortable workspace for operators. Adjustable shelving is great for holding supplies. Dual locking doors provide additional storage and security.

**POWER CONVEYOR STACKER**

Keep mail flowing to achieve maximum throughput by reducing the number of starts and stops.



**THE POWERFUL CHOICE FOR MAXIMUM CONTROL OF SHIPPING AND MAILING OPERATIONS**

Neopost's optional Enhanced Mailing and Shipping (EMS) software offers a host of tools to manage costs, streamline operations and help build and maintain customer relationships. This technology can analyze your company's mail and shipping operations, pinpoint incorrect addresses and lost packages, identify where money is being wasted, as well as offer new methods for increasing efficiency with respect to mail processing operations and account chargeback. Additionally, Neopost EMS helps you manage and allocate costs by account, carrier, special service and operator productivity.

Every IN-700 Series mailing system easily integrates with EMS software for total control of your mail processing needs.

- Rate Shopping provides more delivery options and better routing choices to help save time and money.
- Address Correction and Validation eliminates many of the problems that lead to delayed deliveries as well as high fees associated with returned and misdirected deliveries.
- Work Ahead increases efficiency by reducing total processing time in between batches.
- Scan and Drop saves time and effort associated with manually selecting each department individually for account chargeback.

# IN-700 SERIES

## THE POWERFUL CHOICE FOR OPTIMIZING MAIL CENTER MANAGEMENT



### DESIGNING THE MOST ECOLOGICAL SOLUTIONS

Neopost is dedicated to improving the sustainability of its activities and the environmental performance of its products at each stage of the lifecycle. The Eco label reflects our desire to make customers aware of the environmental progress we have made in recent years. A sticker is placed on all models that meet Neopost's environmental requirements.

The Eco label indicates implementation of key concepts to reduce or eliminate impact on the environment. This includes the use of environmentally sensitive materials, choice of raw materials, weight reduction, packaging, energy savings, lifecycle extension and end-of-life management. The Eco label aims to provide a clear and consistent set of environmental performance criteria for Neopost products, in order to recognize efforts made during the design phase.

The IN-700 Series carries Neopost's Eco label ensuring our commitment to the environment.



**RAW MATERIAL:** We limit the weight and number of materials used when producing our solutions (44% less material and 10.5% fewer components than previous generation mailing systems).



**PACKAGING:** We reduce the volume of our packaging and use only cardboard which is fully recyclable.



**ENERGY:** The energy consumption of our products has been reduced with the IN-700 Series standard "sleep mode" feature. In addition, we offer remote support whenever possible to reduce travel-related energy use.



SPECIFICATIONS	IN-700	IN-750
<b>OPERATIONAL EFFICIENCY</b>		
Speed (batch processing)	Up to 140 lpm	Up to 175 lpm
Dynamic weighing speed	Up to 75 lpm	Up to 110 lpm
Envelope minimum / maximum	3.5" x 5" / 10" x 13"	
Envelope thickness	5/8"	
Envelope orientation	Landscape or portrait	
Internal tape dispenser	Yes	
Dynamic Scale	Optional	
Differential Weighing	Optional	
<b>MAIL QUALITY &amp; SECURITY</b>		
Advertising slogans	8 Standard / 2 open	
Personalized text messages	10 Custom	
PIN code protection	Yes, up to 50	
Incoming mail date stamp	Yes	
<b>BUDGET OPTIMIZATION</b>		
Account tracking	70 Depts. standard Up to 100, 300 or 500 optional	
Neopost MAS App	Up to 10,000 depts.	
Commercial Rates App	Yes	
neoFunds™ App	Yes	
Meter indicia	IBI Lite	
Account budget creation	Optional	
<b>ONLINE MANAGEMENT</b>		
Postal rate change updates	Via download	
Online postage usage reporting	Yes	
Advanced online reporting	Optional	
E-Services App	Optional	
E-Services with Electronic Return Receipt™ App	Optional	
Low ink email alerts	Yes	
<b>PERIPHERALS</b>		
Weighing platforms	Optional 10, 30, or 70 lb.	
USB barcode scanner	Optional	
Report printer	Option inkjet	
Inserter connection	Optional	
USB flash drive	Optional	
USB keyboard	Optional	
<b>SYSTEM DIMENSIONS</b>		
	<b>(L x D x H)</b>	
Mailing system with catch tray	50" x 18" x 13"	
Mailing system with dynamic scale and catch tray	67" x 18" x 13"	

### WHY CHOOSE NEOPOST?

Neopost SA is a world leader in mailing and logistics solutions. Our innovative solutions bring simplicity and efficiency to your mailing process to make your business run better. Neopost brilliantbasics benefits provide excellence in all our offers, from products to support and services. They bring you the best in operational efficiency, mail quality and security, budget optimization and online management. Whether for advice or support, you enjoy our commitment to supply first-class service – on the phone, on site, or online. Benefit from immediate response times and remote diagnosis at our call centers and fast dispatch of service engineers when needed.

**neopost**  **USA** 1-888-NEOPOST (636-7678)  
[www.neopostusa.com](http://www.neopostusa.com)

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S-5000

Mailing Systems

# The New Choice in High Volume Mailing



Join us on



  
**NEOPOST**  
Send. Receive. Connect.

# The New Choice in High Volume Mailing

The IS-5000 has set a new standard for mailing system productivity, operability and efficiency. Neopost observed high-volume mailing system operators and listened to production mail center customers before designing it.

This next-generation mailing system delivers simple ergonomic operations, investment protection, cost savings, reliable production and maximum uptime. With access to a growing suite of services and apps to improve postal, parcel and related digital communication, it is clear the IS-5000 is your choice for high-volume mailing.

## Productivity You Can Count On

Meeting the demands of your mail processing center can be tough. Whether you are adhering to time-critical deadlines or changes in your daily routine, the bottom line is the work needs to get done. You need a durable and reliable workhorse that is going to deliver.

With an overall weight of more than 200 lbs., the IS-5000 is always ready for the challenge. The IS-5000 has what it takes to maximize throughput including:

- A high capacity envelope feeder with reload on-the-fly capability
- Three speed choices up to 210, 260 or 300 lpm
- A dynamic scale that rapidly weighs and measures mail in-line
- Open and closed flat sealing capabilities
- A power conveyor stacker with a storage capacity ratio in sync with the feeder

## A Better Way for Managing Mail and Shipping Costs

Neopost's optional Enhanced Mailing & Shipping solution (EMS) can be fully integrated to provide extended mailing functionality and multi-carrier shipping from one centralized workspace. This IM<sup>®</sup>pb (Intelligent Mail<sup>®</sup> Package Barcode) compliant solution offers features such as address correction, rate shopping, scan and drop, work ahead and performance analysis reports. With EMS, you can increase productivity, reduce mistakes and costs, and manage your mailing and shipping activities in the mail center and across the organization.



## Environmental Commitment

The IS-5000 carries Neopost's Eco-Label which aims to provide a clear and consistent set of environmental performance criteria used in the design phase of our products.



### How We Reduce Our Environmental Footprint:

- Neopost limits the machine weight and the amount of raw materials used for production.
- The volume of our packaging is kept to a minimum and is 100% cardboard and recyclable.
- Packaging for the IS-5000 represents less than 20% of the total weight of the packed product.
- The user-friendly sleep mode helps reduce energy consumption.
- We develop our products to ensure a minimum recyclability rate of 75%.

The IS-5000 is compliant with environmental Regulations and ENERGY STAR

## Investment Protection and Cost Savings

The advanced modular design allows you to configure a system where you only purchase the components, apps, and options that you need, eliminating overspending.

New ink and printing technology provide maximum return on your investment. Say good-bye to scheduled print head replacement. Each IS-5000 comes standard with a print head designed to last the life of the mailing system.

## 2. Full Keyboard

The added comfort of an optional integrated keyboard makes set up and mail processing a breeze.

## 3. Dynamic Scale

Accurately weighs, rates and classifies mail at speeds up to 140 lpm. Reliable sensors detect mail dimensions to ensure conformance to USPS® Shape-Based Pricing requirements.

## 1. Weighing Platform

10, 30 or 70 lb. platforms handle even the heaviest parcels and over-sized packages. Add differential weighing to reduce manual processing and handling.

## 4. Power Conveyor Stacker

Achieve maximum throughput by reducing the number of starts and stops when using a high capacity stacker.



## 7. Mixed Mail Feeder

Eliminate hand sorting by size or weight. Process nested or non-nested envelopes and postcards with ease.

## 5. Ergonomic Workstation

Designed especially for the IS-5000, this workstation offers an adjustable shelf and dual locking doors.

## 6. Sealing System

Dual-pump, jet-spray sealing system with filter ensures a quality tip-to-tip envelope seal. Five levels of spray adjustments are standard with each system.

## Specifications

Processing speed	Up to 300 lpm
Dynamic weighing speed	Up to 160 lpm / 180 postcards
5.7" control panel	Color touch screen
Envelope thickness	Up to 0.8"
Label dispenser	Internal standard
Preset jobs	15
Ad slogans	8 standard
Personalized text messages	10 custom
Adjustable water flow for sealer	5 levels standard
Accounts/departments	100 standard
Sealing system	Dual pump, jet spray
Postal mail class inscriptions	Automatic
Permanent print head	Standard
Ultra high capacity ink tank	Up to 100,000 imprints
Postal rate change updates	Via download
Low ink email alerts	Standard
View postage usage online (\$, pieces)	Standard

## Options

Weighing platforms	10, 30, 70 lb.
Dynamic scale	Available
Differential weighing	Available
Barcode Reader (BCR)	Available
USB mass storage	Available
External USB report printer	Available
External label dispenser	Available
EMS (Enhanced Mailing and Shipping)	Available
ARM (Account Report Manager)	Available

## System Dimensions

### Length x Depth x Height

Mailing system with catch tray	58" x 25" x 14"
Mailing system with dynamic scale and catch tray	78" x 25" x 14"
Power conveyor stacker	40" x 14" x 12"
Adjustable control panel height	26" - 33"
Accounts/department	500, 1,000 - up to 10,000



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