



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

State of West Virginia Master Agreement

Order Date: 01-12-2021

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

Order Number: CMA 0212 0212 MAILMCHN18A 5	Procurement Folder: 424551
Document Name: CO#3: Statewide Contract for Mailing Machines	Reason for Modification: CO#3 - To renew the contract under the same terms and conditions AND to replace the PostBase 65 mail machine due to product discontinuation and provide revised pricing pages.
Document Description: Statewide Contract for Mailing Machines	
Procurement Type: Statewide MA (Open End)	
Buyer Name:	
Telephone:	
Email:	
Shipping Method: Best Way	Effective Start Date: 2018-02-15
Free on Board: FOB Dest, Freight Prepaid	Effective End Date: 2022-02-14

VENDOR	DEPARTMENT CONTACT																				
Vendor Customer Code: 000000210166 KOMAX LLC 500 D ST SOUTH CHARLESTON WV 25303 US Vendor Contact Phone: 304-744-7440 Extension:	Requestor Name: Mark Atkins Requestor Phone: (304) 558-2307 Requestor Email: mark.a.atkins@wv.gov																				
Discount Details: <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th>Discount Allowed</th> <th>Discount Percentage</th> <th>Discount Days</th> </tr> </thead> <tbody> <tr> <td>#1</td> <td>No</td> <td>0.0000</td> <td>0</td> </tr> <tr> <td>#2</td> <td>No</td> <td></td> <td></td> </tr> <tr> <td>#3</td> <td>No</td> <td></td> <td></td> </tr> <tr> <td>#4</td> <td>No</td> <td></td> <td></td> </tr> </tbody> </table>		Discount Allowed	Discount Percentage	Discount Days	#1	No	0.0000	0	#2	No			#3	No			#4	No			
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#2	No																				
#3	No																				
#4	No																				

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

Total Order Amount:	Open End
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AGENCY COPY

MA 01/12/2021

PURCHASING DIVISION AUTHORIZATION
 DATE: *Tara Hyle*
 ELECTRONIC SIGNATURE ON FILE

JAN 14 2021

ATTORNEY GENERAL APPROVAL AS TO FORM
 DATE: *John S. Gray*
 ELECTRONIC SIGNATURE ON FILE

1/20/2021

ENCUMBRANCE CERTIFICATION
 DATE: *Beverly Tolson*
 ELECTRONIC SIGNATURE ON FILE

JAN 21 2021

Extended Description:

Change Order #03

Change Order No. 03 is issued for the following:

1. To renew the original contract according to all terms, conditions, and specifications contained in the original contract including all authorized change orders.

Effective date of renewal 02/15/2021 through 02/14/2022.

Renewals Remaining: (0)

2. To remove the PostBase 65 Mail Machine due to product discontinuation and replace with the PostBase Vision and publish revised pricing pages, per the attached documents.

Effective Date: 12/10/2020

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

NO OTHER CHANGES

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
1	44102100			EA	0.000000
	Service From	Service To			

Commodity Line Description: PostBase

Extended Description:

See attached Pricing Pages for pricing information.



ALLAN MCVEY
CABINET SECRETARY

STATE OF WEST VIRGINIA
DEPARTMENT OF ADMINISTRATION
PURCHASING DIVISION
2019 WASHINGTON STREET, EAST
CHARLESTON, WEST VIRGINIA 25305-0130

W. MICHAEL SHEETS
DIRECTOR

December 7, 2020

Mr. David Humphrey, Account Manager
Komax LLC
500 D Street
South Charleston, WV 25303

Subject: WV Statewide Contract No.: CMA 0212 MAILMCHN18A

Dear Mr. Humphrey:

The State of West Virginia is offering to renew subject contract under the same terms, conditions and pricing. The renewal dates are February 15, 2021 through February 14, 2022. If your company agrees to this renewal, please sign below and return the original to my attention as soon as possible.

Also attached is an Affidavit that is to be part of the purchase order and is required to be signed and dated.

You will also need to provide a copy of your Certificate of General Liability Insurance with \$500,000.00 minimum coverage and listing the State of WV as the Certificate Holder per Section 8 of the General Terms and Conditions of the Contract.

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

David Humphrey

Print Name

David Humphrey

Signature

12-9-2020

Date

State Contract Manager

Title

Please call if you have any questions.

Very truly yours,

Mark A. Atkins
Senior Buyer, Statewide Contracts
West Virginia Department of Administration
Purchasing Division
2019 Washington Street, East
POB 50130
Charleston, WV 25305-0130
Phone: 304.558.2307
Fax: 304.558-4115
Email: Mark.A.Atkins@wv.gov

Attachment

December 10, 2020

WV State Purchasing

Mark Atkins

2019 Washington St. E

Charleston, WV 25305

Enclosed is our change order request for the statewide postage meter contract (MAILMCHN18A). This change order includes updating band 1 from a FP PostBase 65 to PostBase Vision and its optional accessories.

I have also included your request to renew the MAILMCHN18A contract. I was not sure if you can process the model change request and the renewal in the same change order or not. Please let me know if you have any questions.

Sincerely,



David Humphrey

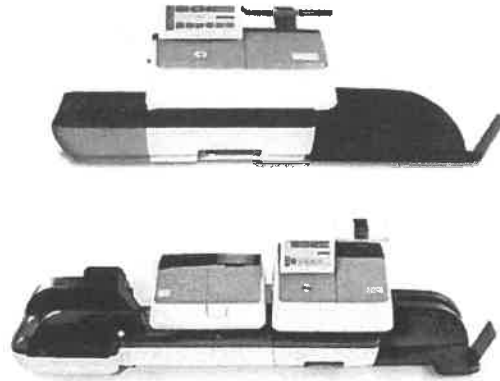
Komax, LLC

Specialty Products & State Contract Manager



PostBase™ Vision

KOMAX
Business Systems



Features

- Easy to use large, 5" color touchscreen
- Motorized, tilting display for best viewing angle
- Fast automatic envelope processing at up to 70 letters/minute with automatic feeder/sealer option
- 10 lb. capacity integrated postal scale
- Differential weighing for integrated scale
- Rate wizard for USPS® postal products
- Automatic USPS® postal rate updates
- Integrated postage tape dispenser for parcels
- Supports USPS® DIM rating
- Secure PIN protection
- 10 customizable rate shortcuts
- 6 standard printable envelope graphics/adverts
- Up to 30 custom printable envelope graphics
- Create up to 12 different printable text messages or QR codes to promote your mail
- Received stamp for incoming mail
- Easiest ink replacement with on-screen guidance
- Connected to discoverFP for easy mailing system management

Options & Upgrades

- Envelope moistener/sealer
- Integrated scale capacity upgrade to 15 lbs.
- Large platform external scale up to 70 lbs.
- Vision360 online postal analytics and reporting for up to 250 cost accounts
- FP Parcel Shipping
- Choose from 5 designer colors (Satin Steel/Black std.)



Satin Steel - Cashmere Blue - Marble White - Sahara Gold - NBCF® Pink

Specifications

- Expandable Catch Tray Length: 12.6"-17.5"
- System Weight: 22 lbs.
- Catch Tray Weight: 2.2 lbs.
- Envelope Sizes: 3.5" x 5" - 10" x 14"
- Maximum Envelope Thickness: .40"
- Noise Emission: <60 dB(A)

Connectivity

- High-Speed LAN or Built-in Wi-Fi

Supplies

- USPS® Certified FP Postal Inkjet Cartridge
- Postage Meter Strip Tapes
- SEALIT Envelope Sealing Fluid

Postal Security Device (PSD/Meter)

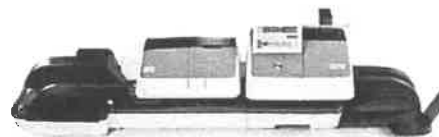
- USPS® IMI Approved (Highest Level)
- FIPS 140-2 Level 3 Cryptography Certified

Manufacturing & Certifications

- Manufactured: Wittenberge, Germany
- ISO-9001, 14001, 45001, 50001, 27001
- CE, GS, CSA, Nemko, UL Listed
- Complies with FCC Part 15, Subpart B, Class B

Energy Consumption & Conservation

- Operating Energy Consumption: 80W
- Standby Energy Consumption: 7W
- Switched Off Energy: 0.5W
- Electrical Requirements: 100-240V/2.0A/50-60Hz
- Energy Star® 2.0 Certified



KOMAX, LLC – WV State Contract# MAILMCHN18A

FP-USA PostBase Vision Postage Meter

Includes:

- Postal Security Device (PSD/Meter) USPS IMI Approved (Highest Level) and FIPS 140-2 Level 3 Cryptography Certified
- Semi-Automatic Feeder – hand-fed on piece at a time
- Integrated Scale – 10 lbs. standard (upgradable to 70 lb. external - optional)
- Print Speeds Up to 70 Letters Per Minute
- High Speed Postage Download (Requires network port or WIFI)
- 5" Color Touch Screen Display for Easy Navigation and Viewing
- 10 Customizable Rate Shortcuts
- Expandable Letter Catch Tray (Standard)
- Automatic Label Dispenser (uses strips)
- Remote Rates and Software Updates (no charge)
- Discover FP – Web Based System/Fleet Management

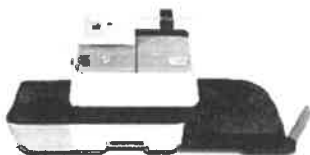
<u>Equipment</u>	<u>Purchase + Monthly Meter Rental (PSD)</u>	
Vision Postage Meter	\$4000.00	+ 53.00/mo.

Base System Service/Maintenance Annually \$ 336.00
Includes everything but Ink cartridges, labels, sealing solution

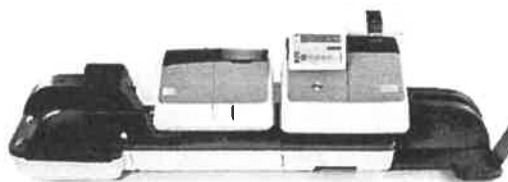
<u>Vision Options:</u>	<u>Purchase</u>
70 lb. External Scale	\$350.00

Supplies: Not Included with Maintenance

Vision Standard Ink Cartridge up to 5K imprints - \$149.00
Vision High-Capacity Ink Cartridge up to 12K imprints - \$209.00
Label Strips – 500 per box - \$44.00
Seal-it Solution (1,000 ml bottle) - \$24.00



Semi-Auto Feed – 30 to 35" wide*
*extra width dependent on expandable exit tray



Auto-Feeder/Sealer –50 to 55" wide*

KOMAX, LLC – WV State Contract# MAILMCHN18A

FP-USA PostBase Vision Postage Meter

Includes:

- Postal Security Device (PSD/Meter) USPS IMI Approved (Highest Level) and FIPS 140-2 Level 3 Cryptography Certified
- Semi-Automatic Feeder – hand-fed on piece at a time
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- 5” Color Touch Screen Display for Easy Navigation and Viewing
- 10 Customizable Rate Shortcuts
- Expandable Letter Catch Tray (Standard)
- Automatic Label Dispenser (uses strips)
- Remote Rates and Software Updates (no charge)
- Choice of Cover Color (Cashmere Blue, Sahara Gold, Marble White) Satin Steel – default
- Service/Maintenance Included
- Discover FP – Web Based System/Fleet Management

<u>Equipment</u>	<u>36 Month Rental</u>	<u>48 Month Rental</u>	<u>60 Month Rental</u>
Vision Postage Meter	\$174.00	\$164.00	\$155.00

Vision Options:

70 lb. External Scale	\$11.00	\$11.00	\$ 9.00
All-in-One PC-Software Package	\$45.00	\$45.00	\$35.00

Package Includes FP Parcel Shipping¹, Vision360² and 4x6” Label Printer

¹(Compare rate pricing from UPSP, FED-EX, UPS, & DHL)

²(up to 250 cost accounts – Analytics and Reporting)

Maintenance:

Includes everything but Ink cartridges, labels, sealing solution.

Supplies:

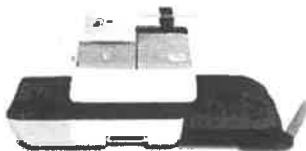
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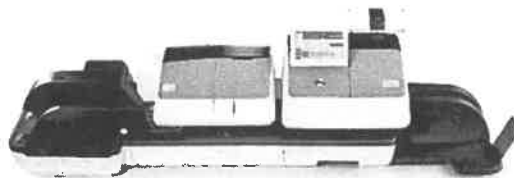
Label Strips – 500 per box - \$44.00

Seal-it Solution (1,000 ml bottle) - \$24.00

4x6” Parcel Shipping Labels – 200 Labels per roll - \$43.00



Semi-Auto Feed – 30 to 35” wide*
*extra width dependent on expandable exit tray



Auto-Feeder/Sealer –50 to 55” wide*



KOMALLC-01

CILTARR

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
1/12/2021

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER AssuredPartners 340 MacCorkle Ave. SE Charleston, WV 25314	CONTACT NAME:	
	PHONE (A/C, No, Ext): (304) 345-8000	FAX (A/C, No): (304) 345-8014
	E-MAIL ADDRESS: laura.tarr@assuredpartners.com	
	INSURER(S) AFFORDING COVERAGE	NAIC #
	INSURER A : State Auto P & C Ins Co	25127
INSURED Komax Business Systems, LLC 500 D Street South Charleston, WV 25303	INSURER B : AP Specialty	
	INSURER C :	
	INSURER D :	
	INSURER E :	
	INSURER F :	

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR			PBP281919303	1/1/2021	1/1/2022	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COM/OP AGG \$ 2,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE			PBP281919303	1/1/2021	1/1/2022	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000
	DED <input checked="" type="checkbox"/> RETENTION \$ 0						
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in Wv) <input type="checkbox"/> Y/N N/A If yes, describe under DESCRIPTION OF OPERATIONS below						PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
B	Cyber Risk/Internet			W29C02200201	12/17/2020	12/17/2021	Aggregate \$ 5,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
Certificate Holder is Additional Insured

CERTIFICATE HOLDER

CANCELLATION

State of West Virginia
State Capitol Complex
2019 Washington Street, East
Charleston, WV 25305-0130

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE