

Ordering Instructions

Statewide Contract – MAILMCHN26

NON-MANDATORY

Ordering Requirements – Any agency or political subdivision may use the MAILMCHN26 Statewide Contract for any order as-needed.

Special Instructions– The above referenced contract is intended to provide the purchase and/or lease price for contract items as contained in the completed Pricing Pages attached to the contract.

Approvals Required – Office of Technology Approval is required for any mail machine purchase or lease for agencies under their authority.

Please submit the Office of Technology Approval Attachment, found at the end of these Ordering Instructions, to Consulting Services the Approval Attachment and an ADO or WV-39 to Consulting.Services@wv.gov

Agency and/or Vendor Contact Information:

Pitney Bowes, Inc.
Phone: 304-881-9298
Fax: 203-617-6852
Contact: Susan Lopinsky
Email: Susan.Lopinsky@pb.com

Type of Delivery Order – Agency should create an Agency Delivery Order (ADO) for all orders in wvOasis, or WV-39 for agencies without access to wvOASIS.

How to submit the completed order to the Vendor – The agency must contact the vendor representative to initiate the procurement process. The vendor shall accept orders by regular mail, facsimile, e-mail, or any other written forms of communication.

SEE NEXT PAGE

STATE OF WEST VIRGINIA

STATE CONTRACT# CMA 0212 MAILMCHN26

Agency Delivered Order (ADO) Requirements when using the statewide contract for mailing equipment:

Please list the following on the ADO:

- Pitney Bowes Inc Vendor# 000000101263
- Vendor Ordering Address: 27 Waterview Drive, Shelton, CT 06484
- State Contract# CMA 0212 MAILMCHN26
- Date
- The lease term – 36, 48, or 60 months
- Monthly lease amount (billed quarterly) – For example: \$175.82 per month (billed quarterly)
- Product name as listed in the proposal
- Effective date of the contract provided by Susan Lopinsky
- Installation contact name, telephone number, and email address
- Billing contact name, telephone number, and email address
- Correct billing address – Please check with Susan Lopinsky to ensure it matches Pitney Bowes records (they need to match).
- Install address (list all if there are multiple locations) – Please check with Susan Lopinsky to ensure it matches Pitney Bowes records (they need to match).

If the ADO is missing any of this documentation, I will not be able to submit the order.

Do not hesitate to call with any questions or concerns.

Thank you,


Susan Lopinsky

WV Government Account Manager

304.881.9298

Susan.Lopinsky@pb.com