

STATE OF NEW HAMPSHIRE
Dept. of Administrative Services
Div. of Procurement and Support Services
Bureau of Purchase and Property
State House Annex
Concord, New Hampshire 03301

Date: October 12, 2017

NOTICE OF CONTRACT - NASPO PARTICIPATION

(Revision, Vendor Name Change)

COMMODITY: MAILROOM EQUIPMENT, EQUIPMENT RENTAL, SUPPLIES, AND MAINTENANCE

CONTRACT NO.: 8002216

NIGP: 600-7100

VENDOR: Quadient, Inc **VENDOR#:** 177857
478 Wheelers Farms Road
Milford, CT 06461

CONTACT PERSON: Dave Nagel
Tel. No.: (573) 489-8860
Fax No.: (203) 301-2600
E-Mail: d.nagel@quadient.com

AUTHORIZED LOCAL CONTACT PERSON: Rob Garland
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1 Education Way
Dover, NH 03820
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EFFECTIVE FROM: October 12, 2017 through May 14, 2022

SCOPE: This contract is to be used for the purchase of new Mailroom Equipment, Mailroom Equipment Rental, Supplies, and Maintenance.

PURPOSE: Any purchase of new mailroom equipment must be competitively bid out by the Bureau of Purchase and Property unless there is sufficient justification for a "sole source" purchase. Contractors shall submit bids using Contract #ADSPO16-169901 pricing or better.

The State of New Hampshire intends to use the contract awards in two ways:

First - For purchase that would normally be put on bid, the Bureau of Purchase of Property would request quotes from the award contractors in each Category and Sub-Category and to purchase the equipment from the contractor with the lowest pricing who meets the specifications of the purchasing agency.

Second - For equipment that would normally be purchased by the State as a "sole source", the State would purchase equipment from that particular manufacturer or their designated representative in the State.

Any agency requesting a "sole source" purchase must provide justification.

The State of New Hampshire reserves the right to put any item(s) out to bid at any time in the future and to pursue whatever process is in the best interest of the

State.

ORDERING:

All Purchase Orders/Requisitions must contain the following: NASPO Contract: ADSPO16-169901 and the State contract number.

INVOICING & PAYMENTS:

Terms are NET 30 days from the date of invoice. In the event an order is shipped incomplete (partial), the Purchasing Entity shall pay for each shipment as invoiced by the Contractor unless the Purchasing Entity has clearly specified "No Partial Shipments" on each order.

DELIVERY TIME:

Within 30 business days of receipt of a Purchase Order.

F.O.B.:

F.O.B. destination to any location with the State of New Hampshire.

QUESTIONS:

Direct any questions to Ryan Aubert, 603-271-0580 or Ryan.Aubert@NH.Gov