

STATE OF NEW HAMPSHIRE  
BUREAU OF PURCHASE AND PROPERTY  
STATE HOUSE ANNEX - ROOM 102  
25 CAPITOL ST  
CONCORD NH 03301-6398

MAY 12, 2015

NOTICE OF CONTRACT  
WSCA/NASPO PARTICIPATION

ALL PURCHASE ORDERS/REQUISITIONS MUST CONTAIN THE FOLLOWING: WSCA/NASPO CONTRACT #  
ADSP011-00000411-4

COMMODITY: NEOPOST MAILROOM EQUIPMENT, SERVICES AND SUPPORT  
CONTRACT #: 8001359  
NIGP CODE: 600-7100  
CONTRACTOR: NEOPOST USA INC. #177857  
478 WHEELERS FARMS ROAD  
MILFORD, CT 06461

AUTHORIZED LOCAL CONTACTS:

FORMAX  
44 VENTURE DR.  
DOVER, NH 03820

ERIC ROYAL  
TEL: 800 232-5535 EXT: 39  
E-MAIL: [eroyal@formax.com](mailto:eroyal@formax.com)

WEB SITE [www.neopostinc.com](http://www.neopostinc.com) – NEOPOST BRAND  
[www.haslerinc.com](http://www.haslerinc.com) – HASLER BRAND

CONTRACT PERIOD: FEBRUARY 28, 2013 THROUGH OCTOBER 12, 2013  
EXTENSION PERIOD: OCTOBER 13, 2013 THROUGH OCTOBER 12, 2014  
EXTENSION PERIOD: NOVEMBER 10, 2014 THROUGH OCTOBER 11, 2016

TERMS: NET 30 DAYS

DELIVERY TIME: DEPENDS ON PRODUCT REQUIRED

ORDERING: ORDERS UNDER \$500, USE FIELD PURCHASE ORDER. ORDERS OVER \$500  
SUBMIT REQUISITION

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 # ADSP011-00000411-4 pricing or better.

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

First – For purchases that would normally be put out for bid, our intention instead would be for the Bureau of Purchase and Property to request quotes from the awarded contractors in each Category and Sub-Category and to purchase the equipment from the contractor with the lowest pricing who  
Notice of Contract

meets the specifications of the purchasing agency.

Second – For equipment that would normally be purchased by the State as a “Sole Source” (purchase of equipment that would need to be compatible with existing equipment) we 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.

### **SCOPE**

This contract is to be used for the purchase of new Mail Room Equipment, Services and Support.

### **DELIVERY**

Delivery is to be made FOB destination for any order.

**For further information contact:**

**Bob Lawson, Purchasing Agent**

**Tel: (603) 271-3147**

**[Bob.lawson@nh.gov](mailto:Bob.lawson@nh.gov)**