

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

AUGUST 29, 2016

**NOTICE OF CONTRACT**  
**WSCA/NASPO PARTICIPATION**  
**EXTENSION**

**ALL PURCHASE ORDERS/REQUISITIONS MUST CONTAIN THE FOLLOWING: WSCA/NASPO CONTRACT  
#ADSP011-00000411-7**

COMMODITY: PITNEY BOWES MAILROOM EQUIPMENT, SERVICES AND SUPPORT

CONTRACT #: 8001360

NIGP CODE: 600-7100

CONTRACTOR: PITNEY BOWES INC. #177595  
48 WOERD AVE, SUITE 102  
WALTHAM, MA 02453

PRIMARY CONTACT PERSON: MATT NICOLE  
TEL: 207 332-4597  
FAX: 203 460-9237  
E-MAIL: [Matt.Nicole@pb.com](mailto:Matt.Nicole@pb.com)

**NORTHEAST MAILING SYSTEMS IS AN AUTHORIZED RESELLER OF PITNEY BOWES EQUIPMENT AND  
SERVICES**

SECONDARY CONTACT PERSON: BOB MAILO  
TEL: 781 291-1719  
FAX: 203 617-2306  
E-MAIL: [bob.mailo@pb.com](mailto:bob.mailo@pb.com)

WEB SITE: <http://www.pb.com/State-and-Local-government-Solutions/States/New-Hampshire.shtml>

CONTRACT PERIOD: FEBRUARY 28, 2013 THROUGH OCTOBER 12, 2013  
EXTENSION PERIOD: OCTOBER 13, 2013 THROUGH OCTOBER 12, 2014  
EXTENSION PERIOD: OCTOBER 12, 2014 THROUGH OCTOBER 11, 2016  
EXTENSION PERIOD: OCTOBER 12, 2016 THROUGH JANUARY 11, 2017

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 # **ADSP011-00000411-7** 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 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)**