

CONTRACT ROUTING SHEET

Date Prepared: 8/17/12

Need Date: September 1, 2012

PROCESSING DEPARTMENT:

Department: CAO Procurement & Contracts
Dept. Contact: Eric van Leeuwen
Phone #: 530-621-5834
Department
Head Signature: *[Signature]*

CONTRACTOR:

Name: Pitney Bowes Global Financial Services
Address: P.O. Box 371887
Phone: 800-732-7222

CONTRACTING DEPARTMENT: CAO Procurement & Contracts Division

Service Requested: Review and Approval of NASPO Master Agreement for Pitney Bowes Postage and Mail Processing Equipment Leases on Statewide Contract # 7-08-99-05

Contract Term: 60 months Contract Value: \$24,480.00

COUNTY COUNSEL: (Must approve all contracts and MOU's)

Approved: Disapproved: Date: 8/30/12 By: *[Signature]*
Approved: Disapproved: Date: _____ By: _____
Detailed description here (see sample) _____

Awaiting Master Agreement

① Contract seems to contemplate that we will have our own P.O. or contract.

② Check to spreadsheet to make sure numbers are correct, particularly "Net Total Lease" column. Seems that the bottom line should be a total of all lease costs.

PLEASE FORWARD TO PURCHASING. THANKS!

8.31.12
Public Energy - Some of CA

**RISK MANAGER
EL DORADO COUNTY**

12 AUG 30 PM 4:54

EL DORADO COUNTY PURCHASING DEPT.

12 AUG 31 AM 8:53
PURCHASING RECEIVED



**OFF22 Multi-State Postage and Mail Processing Equipment, Accessories, Services and Supplies
Equipment Confirmation Form**

This form **must** be used and attached to each equipment **lease, purchase, service or rental** encumbrance document to confirm the selection of equipment covered under the Statewide Contract Number OFF22 on file at OSD. All of the terms and conditions of the Statewide Contract, OFF22 are incorporated herein and made a part hereof. Conflicting or additional terms, conditions or agreements included in or attached to this form, which conflict with the terms of the OFF22 Statewide Contract shall be considered to be superseded and void. Eligible Entities are only required to sign this confirmation form. This form is **optional** for all supply **purchases**.

Participating State Contract Number: _____
Purchase Order/Encumbrance Number: _____ **Fiscal Year:** _____

Eligible Entity: 	Contractor Lease Name: 	
Contact Person: 	Contractor Purchase, Service or Meter Head Name: 	
Phone: E-Mail: Fax:	Contact Person: 	
Entity Billing Address: 	Phone: 	E-Mail: Fax:
Entity Billing Address: 	Contractor Lease Remit Address:	Contractor Purchase, Service or Meter Head Remit Address:
	Lease FEIN/Vendor Code Number #	Purchase, Service or Meter Head FEIN/Vendor Code Number #
Delivery Address: (If different from Billing Address Above) (Multiple Address and Contact Information Entity must attached the appropriate information to the form) Contact: _____ Phone: _____ Check off the applicable box for equipment type and Maintenance Plan and number of years after warranty period: <input type="checkbox"/> New Equipment <input type="checkbox"/> Predecessor Maintenance Service Term after Warranty Period; <input checked="" type="checkbox"/> Warranty <input type="checkbox"/> 2 nd Year <input type="checkbox"/> 3 rd Year <input type="checkbox"/> 4 th Year <input type="checkbox"/> 5 th Year <input type="checkbox"/> Plan A Yearly Service with applicable response time <input type="checkbox"/> 4 Hour <input type="checkbox"/> 8 Hour <input type="checkbox"/> 12 Hour <input type="checkbox"/> 24 Hour <input type="checkbox"/> Plan B Time and Material with applicable response time <input type="checkbox"/> 4 Hour <input type="checkbox"/> 8 Hour <input type="checkbox"/> 12 Hour <input type="checkbox"/> 24 Hour	<input type="checkbox"/> Term Lease # Months _____ <input type="checkbox"/> Meter Head Term Lease # Months _____ <input type="checkbox"/> Rental (Not to exceed 6 months) <input type="checkbox"/> Purchase (Optional)	
	Check off the applicable box for equipment sub-category: <input type="checkbox"/> Category 1 <input type="checkbox"/> 2A <input type="checkbox"/> 2B <input type="checkbox"/> 2C <input type="checkbox"/> 2D <input type="checkbox"/> 2E <input type="checkbox"/> 2F <input type="checkbox"/> 2G <input type="checkbox"/> 2H Purchase, Lease and Service Billing Options: (Billed in advance unless indicated in arrears below.) Term Lease <input type="checkbox"/> Monthly <input type="checkbox"/> Quarterly <input type="checkbox"/> Semi-Annual <input type="checkbox"/> Yearly <input type="checkbox"/> Arrears Rental <input type="checkbox"/> Monthly <input type="checkbox"/> Quarterly <input type="checkbox"/> Arrears Service Plan A <input type="checkbox"/> Monthly <input type="checkbox"/> Quarterly <input type="checkbox"/> Semi-Annual <input type="checkbox"/> Yearly <input type="checkbox"/> Arrears	

NOTE: Contractors are required to include one (1) month of complete supplies necessary to operate each piece of equipment based upon the monthly volumes indicated within the OFF22 terms and conditions upon installation and training.

Equipment Model Number	Equipment/Accessory Description (E.G. Digital Postage Equipment)	Quantity	Purchase Price Or Monthly Lease Or Rental Equipment Cost	Number Of Lease Or Rental Months	Trade-In Value	Net Total Lease, Purchase Or Rental Equipment Costs	Annual Service Plan Selected With Applicable Net Rate Per Unit/Each After Warranty	Net Total Cost For Service
			\$		\$	\$	\$	\$
			\$		\$	\$	\$	\$
			\$		\$	\$	\$	\$
			\$		\$	\$	\$	\$
			\$		\$	\$	\$	\$
GRAND TOTAL							\$	

Special Instructions/Additional Information (e.g. equipment model traded, software license information, lease document information for contractor tracking purposes only, supplies exchanged):

Eligible Entity and Contractor signatures below acknowledge ONLY that the equipment order has been placed pending delivery, installation, start-up supplies and training.

ELIGIBLE ENTITY:

X: _____
 (Signature)

NAME: _____
 (Print)

TITLE: _____

DATE: _____

CONTRACTOR:

X _____
 (Signature)

NAME: _____
 (Print)

TITLE: _____

DATE: _____

Eligible Entity and Contractor signatures below acknowledge completion of the four (4) items below to the Eligible Entities satisfaction in addition to the payment start and termination dates.

Eligible Entity must check off all four (4) items below acknowledging completion prior to final approval.

- 1) Equipment delivered undamaged from the Contractor.
- 2) Received one (1) complete set of supplies based upon the monthly volumes within the OFF22 terms and conditions.
- 3) Equipment is installed and operational.
- 4) Received initial satisfactory training from the Contractor.

Lease, Rental or Purchase payment terms do not begin until the appropriate items above have been approved by the Eligible Entity.

Payment Start Date of this Lease, Purchase or Rental Agreement: Month _____ Day _____ Year _____	Payment Termination Date of this Lease, Purchase or Rental Agreement Month _____ Day _____ Year _____
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ELIGIBLE ENTITY:

X: _____
 (Signature)

NAME: _____
 (Print)

TITLE: _____

DATE: _____

CONTRACTOR:

X: _____
 (Signature)

NAME: _____
 (Print)

TITLE: _____

DATE: _____

**CALIFORNIA PARTICIPATING ADDENDUM
NATIONAL ASSOCIATION OF STATE PROCUREMENT OFFICIALS (NASPO)
STATE OF MASSACHUSETTS COOPERATIVE CONTRACT
POSTAGE AND MAIL PROCESSING EQUIPMENT
PITNEY BOWES, INC.
MASTER PRICE AGREEMENT
7-08-99-05**

1. Scope:

This Participating Addendum covers the purchase of Postage and Mail Processing Equipment for all State Agencies and will include all California political subdivisions/local governments. A subdivision/local government is defined as any city, county, city and county, district, or other local governmental body or corporation, including the California State Universities (CSU) and University of California (UC) systems, K-12 schools and community colleges empowered to expend public funds. Each political subdivision/local government should make its own determination whether the WSCA program is consistent with its procurement policies and regulations. **NOTE: Leasing and/or Lease to Own options are excluded.**

2. Changes:

Changes to the terms and conditions of the signed Postage and Mail Processing Equipment are as follows:

- a. The California General Provisions (CAGP) **Revision 7/24/2008 (GSPD-401 Non IT Commodities based on April 12, 2007 standard)** for National Association for State Procurement Officials (NASPO) Postage and Mail Processing Equipment as attached become a part of this Participating Addendum.
- b. The California General Provisions (CAGP) shall prevail if there is a conflict between the terms and conditions of the contractor's WSCA State of Massachusetts, Master Price Agreement, packaging, invoices, catalogs, brochures and technical data sheets.
- c. State of Massachusetts, Master Price Agreement number OFF22 changed for California to Contract Number 7-08-99-05.
- d. State of Massachusetts, Master Price Agreement cover page, is hereby modified as follows: "Original Award Date" changed to "Effective Date _____".
- e. DGS Termination of Contract:

The State may terminate this contract at any time upon 30 day prior written notice. Upon termination or other expiration of this contract, each party will assist the other party in orderly termination of the contract and the transfer of all assets, tangible and intangible, as may facilitate the orderly, nondisrupted business continuation of each party. This provision shall not relieve the contractor of the obligation to perform under any purchase order or other similar ordering document executed prior to the termination becoming effective.
- f. At the State's sole option, the Department of General Services (DGS) reserves the right to invoke negotiations pursuant to Public Contract Code Section 6611, in accordance with existing guidelines and procedures adopted by the Department of General Services.
- g. Reports & Administrative Fee:

Contractor shall submit report to the California Contract Administrator for all California purchases providing the following information:

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Agency Name	Agency Contact Name
Purchase Order Number	Agency Address
Purchase Order Date	Agency Telephone Number
Total Purchase Order Amount	Total Dollars for the quarter
WSCA Administrative Fee Dollar Amount	

The Contractor shall submit a check, in addition to the report, payable to the State of California, Contract Administrator for the calculated administrative fee for an amount equal to one percent (0.01) of the sales for the quarterly period. This fee can be included as an adjustment to contractors WSCA pricing charged to the purchasing entity if necessary.

Payment of the administrative fee by Contractor is required irrespective of status of payments on orders from users to Contractor.

A report is due even when there is no activity. Any report that does not follow the required format or that excludes information will be deemed incomplete. Failure to submit reports and fees on a timely basis shall constitute grounds for suspension of this agreement. Reports and fee delivery will be in accordance with the following schedule.

Calendar Quarter 1	(JUL 1 to SEP 30)	Due OCT 31
Calendar Quarter 2	(OCT 1 to DEC 31)	Due JAN 31
Calendar Quarter 3	(JAN 1 to MAR 31)	Due APR 30
Calendar Quarter 4	(APR 1 to JUN 30)	Due JUL 31

The administrative fee check and report should be submitted to the following address:

Cynthia Okoroike
Department of General Services
Procurement Division
Multiple Award Program - WSCA
707 Third Street, 2nd Floor, MS # 202, West Sacramento, CA 95605-2811

h. The primary state government contact for this Participating Addendum is as follows:

Department of General Services, Procurement Division
Multiple Award Program - WSCA
707 Third Street, 2nd Floor, MS # 202
West Sacramento, CA 95605

Contact: Cynthia Okoroike
E-mail: cynthia.okoroike@dgs.ca.gov
Phone: (916) 375-4389
Fax: (916) 375-4663

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POSTAGE AND MAIL PROCESSING EQUIPMENT
PITNEY BOWES, INC.
MASTER PRICE AGREEMENT
7-08-99-05**

- i. The primary Pitney Bowes CUSTOMER contact for this Participating Addendum is as follows:

Pitney Bowes, Inc. _____

Address: _____

Contact: _____
E-Mail: _____
Phone: _____
Fax: _____

- j. Price Agreement Number:

The Master Price Agreement number for the Participating State is 7-08-99-05. The Master Price Agreement Number MUST be shown on all Purchase Orders issued against this Master Price Agreement.

This Addendum and the Price Agreement together with its exhibits and/or amendments, set forth the entire agreement between the parties with respect to the subject matter of all previous communications, representations or agreements, whether oral or written, with respect to the subject matter hereof. Terms and conditions inconsistent with, contrary or in addition to the terms and conditions of this Addendum and the Price Agreement, together with its exhibits and/or amendments, shall not be added to or incorporated into this Addendum or the Price Agreement and its exhibits and/or amendments, by any subsequent purchase order or otherwise, and any such attempts to add or incorporate such terms and conditions are hereby rejected. The terms and conditions of this Addendum and the Price Agreement and its exhibits and/or amendments shall prevail and govern in the case of any such inconsistent or additional terms.

- k. Effective Dates:

This Participating Addendum shall be effective upon approval by the Department of General Services and will continue until the End Date of the Master Price Agreement. Lead State amendments to extend the term date are automatically incorporated into this Participating Addendum unless terminated early in accordance with the terms and conditions of the Master Price Agreement or this Participating Addendum.

- l. Servicing Subcontractors:

The Contractor, at this time, will not be using subcontractors to provide any products or services.

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IN WITNESS WHEREOF, the parties have executed this Participating Addendum as of the date of execution by both parties below.

State of California:

Pitney Bowes, Inc.

By: _____

By: _____

Name: Jim Butler

Name: _____

Title: Deputy Director

Title: _____

Date: _____

Date: _____