

BLANKET PURCHASE ORDER

STATE OF MARYLAND

***** STATE OF MARYLAND *****

BPO NO: 001B6400169

PRINT DATE: 07/11/17

PAGE: 01

SHIP TO:

AS SPECIFIED ON INDIVIDUAL ORDERS

VENDOR ID:

MAILFINANCE INC
478 WHEELERS FARMS RD

MILFORD, CT 06461
(703)564-4647

REFER QUESTIONS TO:

LISA FORTUNE MCDONALD
(410)767-4084
LISA.MCDONALD@MARYLAND.GOV

ITB:

EXPR DATE: 10/11/17
POST DATE: 09/30/15

DISCOUNT TERMS: . NET 30 DAY
CONTRACT AMOUNT: .00

TERMS:

ARTICLES HEREIN ARE EXEMPT FROM MARYLAND SALES AND USE TAXES BY EXEMPTION CERTIFICATE NUMBER 3000256-3 AND FROM FEDERAL EXCISE TAXES BY EXEMPTION NUMBER 52-73-0358K. IT IS THE VENDOR'S RESPONSIBILITY TO ADVISE COMMON CARRIERS THAT AGENCIES OF THE STATE OF MARYLAND ARE EXEMPT FROM TRANSPORTATION TAX.

MODIFICATION #3: EXPIRATION DATE HAS BEEN CHANGED TO
OCTOBER 11, 2017.

MODIFICATION #2: EXPIRATION DATE HAS BEEN CHANGED TO
JULY 11, 2017.

MODIFICATION #1: EXPIRATION DATE HAS BEEN CHANGED TO
APRIL 11, 2017.

PURSUANT TO THE WSCA MASTER PRICE AGREEMENT, SPECIAL TERMS AND
CONDITIONS,
PARAGRAPH 3.6 THE ABOVE CONTRACT SHALL BE EXTENDED FOR AN ADDITIONAL
NINETY DAYS BEGINNING JANUARY 11, 2017 TO APRIL 11, 2017.

PURSUANT TO THE WSCA MASTER PRICE AGREEMENT, SPECIAL TERMS AND
CONDITIONS,
PARAGRAPH 3.6 THE ABOVE CONTRACT SHALL BE EXTENDED FOR AN ADDITIONAL
NINETY DAYS BEGINNING OCTOBER 12, 2016 TO JANUARY 11, 2017.

FIRST RENEWAL OF CONTRACT 001B3400005 TERM 11/01/15 UNTIL 10/31/16

CONTRACT#: 03415 REPLACES: 02713, 06907
WSCA-NASPO MULTI-STATE CONTRACT (ARIZONA LEAD STATE). WASHINGTON HAS
SIGNED A PARTICIPATING ADDENDUM, EFFECTIVE 05/12/15.
ALL STATE AGENCIES MUST SUBMIT A "EQUIPMENT APPROVAL REQUEST FORM"
PRIOR TO UTILIZING THIS CONTRACT FOR MEDIUM AND HIGH VOLUME
EQUIPMENT PER RCW 43.19.720. YOU CAN FIND THIS FORM IN THE PRICING AND

*** CONTINUED, NEXT PAGE ***

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PAGE: 02

TERMS (cont'd):

ORDERING INFORMATION.

ALL ORDERS SHOULD CONTAIN THE FOLLOWING (1) MANDATORY LANGUAGE: "PO IS SUBJECT TO WSCA/NASPO CONTRACT # ADSP011-00000411-7", (2) YOUR NAME, ADDRESS, CONTACT, & PHONE-NUMBER.

VENDOR TELEPHONE NUMBER: (703) 564-4647

CELL NUMBER: (301) 266-2228

VENDOR TO SUPPLY MAIL ROOM EQUIPMENT, SUPPLIES AND MAINTENANCE ACCORDING TO THE WSCA/NASPO CONTRACT NUMBER ADSP011-00000411-4, WITH THE STATE OF ARIZONA.

CONTRACT PERIOD: NOVEMBER 1, 2015 THROUGH OCTOBER 31, 2016

WITH TWO(1), ONE (1) YEAR RENEWAL OPTION.

CONTRACT RESTRICTIONS: VENDOR MAY NOT PROVIDE ANY PRODUCTS THAT ARE ALREADY BEING SUPPLIED UNDER A CURRENT BLANKET CONTRACT WITH THE DEPARTMENT OF GENERAL SERVICES. ONCE THOSE CONTRACTS EXPIRE INCLUDING ANY RENEWAL OPTIONS, NEOPOST USA, INC., MAY THEN SUPPLY THESE PRODUCTS AT THE DISCOUNTED PRICES AS INDICATED UNDER THIS AGREEMENT.

NEOPOST USA, INC., CONTRACT DISCOUNT PRODUCT CATEGORY: THIS IS A LISTING OF CATEGORIES SUPPLIED UNDER THIS AGREEMENT. FOR EXACT PRICING LOG ONTO WWW.SPO.AZ.GOV/DIRECT_SERVICES/STATEWIDE/WSCA_PAS/ADSP01100000411.ASP.

THIS CONTRACT IS SUBJECT TO THE ATTACHED TERMS AND CONDITIONS FOR COMMODITY CONTRACTS OVER \$25,000.

CHANGES

- A. THE STATE AND NEOPOST USA, INC., HAVE AGREED TO INCORPORATE THE ATTACHED MARYLAND TERMS AND CONDITIONS FOR COMMODITY CONTRACTS OVER \$25,000. IN THE EVENT OF A CONFLICT BETWEEN THE ATTACHED MARYLAND TERMS AND CONDITIONS FOR COMMODITY CONTRACTS OVER \$25,000 AND THE TERMS AND CONDITIONS OF THE WSCA CONTRACT AGREEMENT, NUMBER ADSP011-00000411-4, WITH THE STATE OF ARIZONA, THE TERMS OF THE MARYLAND TERMS AND CONDITIONS FOR COMMODITY CONTRACTS OVER \$25,000 WILL TAKE PRECEDENCE OVER TERMS CONTAINED IN WSCA CONTRACT, NUMBER ADSP011-00000411-4.

PROCESSING FEE

1.

CONTRACTOR SHALL PAY A PROCESSING FEE TO THE STATE IN THE AMOUNT OF ONE PERCENT (1%) OF THE TOTAL CONTRACT SALES. THE PROCESSING FEE IS CALCULATED BASED ON ALL SALES TRANSACTED UNDER THE CONTRACT, MINUS, ANY RETURNS OR CREDITS. THE PROCESSING FEE SHALL NOT BE

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PAGE: 03

TERMS (cont'd):

CHARGED DIRECTLY TO THE CUSTOMER, E.G., AS A SEPARATE LINE ITEM, FEE OR SURCHARGE, BUT SHALL BE INCLUDED IN THE CONTRACTS UNIT PRICES.

2.

THE PROCESSING FEE SHALL BE SUBMITTED TO THE DEPARTMENT OF GENERAL SERVICES, FISCAL SERVICES DIVISION, 301 W. PRESTON STREET, ROOM 1309, BALTIMORE, MD., 21201, WITHIN TEN (10) CALENDAR DAYS FOLLOWING THE END OF EACH CALENDAR MONTH ALONG WITH A MONTHLY USAGE REPORT DOCUMENTING ALL CONTRACT SALES. AN EXCEL VERSION OF THE MONTHLY USAGE REPORT SHALL ALSO BE EMAILED TO THE EMM DATABASE SPECAILIST WAWAU.SAKALU@MARYLAND.GOV.

3.

FAILURE TO REMIT PROCESSING FEES IN A TIMELY MANNER OR REMITTANCE OF FEES INCONSISTENT WITH THE CONTRACT'S REQUIREMENT MAY RESULT IN THE STATE EXERCISING ALL RECOURSE AVAILABLE UNDER THE CONTRACT INCLUDING, BUT NOT LIMITED TO, A THIRD PARTY AUDIT OF ALL CONTRACT ACTIVITY. SHOULD AN AUDIT BE REQUIRED BY THE STATE, THE CONTRACTOR SHALL REIMBURSE THE STATE FOR ALL COSTS ASSOCIATED WITH THE AUDIT UP TO \$10,000.00 OR ONE (1%) PERCENT OF THE CONTRACT'S ESTIMATED ANNUAL VALUE, WHICH EVER IS HIGHER.

<u>LINE #</u>	<u>STATE ITEM ID</u>	<u>U/M</u>	<u>UNIT COST</u>	
0004	60071-000099	EA		
MAIL ROOM EQUIPMENT, (LEASED), MAILING MACHINES, SCALES, FOLDING/INSERTING EQUIPMENT, SYSTEMS ETC.				
BASE UNIT TO PURCHASE OR LEASE				
0005	60071-000099	EA		
MAIL ROOM EQUIPMENT, (LEASED), MAILING MACHINES, SCALES, FOLDING/INSERTING EQUIPMENT, SYSTEMS ETC.				

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PAGE: 04

<u>LINE #</u>	<u>STATE ITEM ID</u>	<u>U/M</u>	<u>UNIT COST</u>	
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OPTIONAL ACCESSORIES TO PURCHASE OR LEASE

0006	60071-000099	EA	
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MAIL ROOM EQUIPMENT, (LEASED), MAILING MACHINES, SCALES, FOLDING/INSERTING EQUIPMENT, SYSTEMS ETC.

MAILROOM EQUIPMENT OPERATING SUPPLIES TO PURCHASE OR LEASE.

0007	60071-000099	EA	
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MAIL ROOM EQUIPMENT, (LEASED), MAILING MACHINES, SCALES, FOLDING/INSERTING EQUIPMENT, SYSTEMS ETC.

MAILROOM EQUIPMENT MAINTENANCE CONTRACTS FOR PURCHASED OR LEASED ITEMS.

_____ END OF ITEM LIST _____

VENDOR FEDERAL IDENTIFICATION NUMBER: 1942388821

VENDOR TELEPHONE NUMBER FOR PLACING ORDERS: (703) 564-4647

VENDOR CONTACT PERSON: LAUREN SPATES

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AUTHORIZED BY: _____ **DATE:** _____

BUYER AUTHORIZED DESIGNEE