

STATE OF OHIO  
DEPARTMENT OF ADMINISTRATIVE SERVICES  
GENERAL SERVICES DIVISION  
OFFICE OF PROCUREMENT SERVICES  
4200 SURFACE ROAD, COLUMBUS, OH 43228-1395

AMENDMENT FOR CHANGE  
AMENDMENT NO. 2

TO: ALL STATE AGENCIES, STATE INSTITUTIONS OF HIGHER EDUCATION AND PROPERLY REGISTERED COOPERATIVE PURCHASING MEMBERS.

FROM: ROBERT BLAIR, DIRECTOR, DEPARTMENT OF ADMINISTRATIVE SERVICES

SUBJECT: CONTRACT FOR MAIL ROOM EQUIPMENT, SERVICES, AND SUPPORT

Attached are pages 1, 6 and 10 to this contract. Remove these pages from the existing contract and replace with the attached pages on the effective and/or revision date.

This amendment is issued to unilaterally extend the contract for one month, effective 10/12/14 through 11/11/14 and, to update the contract analyst.

All other prices, terms and conditions remain unchanged.

Questions regarding this Amendment and/or the Requirements Contract may be directed to:

Nicole Erb, CPPB  
nicole.erb@das.ohio.gov

This Amendment, the main Requirements Contract and any additional amendments thereto are available from the DAS Web site at the following address:

<http://www.ohio.gov/procure>

Affected Contractor(s):

135132  
Neopost USA, Inc.  
P.O. Box 73727  
Chicago, IL 60673  
E-Mail: d.nagel@neopost.com

135132  
Mailfinance, Inc.  
478 Wheelers Farms Rd  
Milford, CT 06461  
E-Mail: d.nagel@neopost.com

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REQUIRED USE CONTRACT FOR: Mail Room Equipment, Services, and Support

CONTRACT No.: RS901914

EFFECTIVE DATES: 12/01/13 to 10/11/14  
\*Renewal through 11/11/14

The State of Ohio Department of Administrative Services (DAS) agreed to participate in a cooperative contract for Mail Room Equipment, Services, and Support with Neopost USA, Inc. which is administered by the State of Arizona, on behalf of the Western States Contracting Alliance (WSCA) and the National Association of State Procurement Officials (NASPO). The State of Ohio has accepted an offer submitted in response to the State of Arizona Request For Proposal No. ADSP011-0000411 that opened on 05/24/11. The State of Arizona completed the evaluation of the proposal response(s). The Offeror listed herein was determined to be the highest ranking Offeror by the State of Ohio. The respective Proposal, including the incorporated contract terms and conditions, standard contract terms and conditions, special contract terms & conditions, any bid addenda, specifications, pricing schedules and any attachments incorporated by reference and accepted by DAS, and the State of Ohio Terms and Conditions, become a part of this Requirements Contract.

This Requirements Contract is effective beginning and ending on the dates noted above unless, prior to the expiration date, the Contract is renewed, terminated or cancelled in accordance with the Contract Terms and Conditions.

This Requirements Contract is available to all State Agencies, State institutions of higher education and properly registered members of the Cooperative Purchasing Program of the Department of Administrative Services, as applicable.

Agencies are eligible to make purchases of the listed supplies and/or services in any amount and at any time as determined by the agency. The State makes no representation or guarantee that agencies will purchase any volume of supplies and/or services.

SPECIAL NOTE: State agencies may make purchases under this Requirements Contract up to \$2500.00 using the state of Ohio payment card. Any purchase that exceeds \$2500.00 will be made using the official state of Ohio purchase order (ADM-0523). Any non-state agency, institution of higher education or Cooperative Purchasing member will use forms applicable to their respective agency.

Questions regarding this and/or the Requirements Contract may be directed to:

\*Nicole L. Erb, CPPB  
Nicole.erb@das.ohio.gov

This Requirements Contract and any Amendments thereto are available from the DAS Web site at the following address:

<http://www.ohio.gov/procure>

\*Indicates one month unilateral extension through 11/11/14  
And, an update of the contract analyst.

Signed: \_\_\_\_\_  
Robert Blair, Director Date

PARTICIPATING ADDENDUM

V. **Primary Contacts:**

The primary contact individuals for this Addendum are as follows (or their named successors):

Lead State

Name	Delia Walters, Senior Procurement Officer
Address	Arizona DOA-SPO, 100 N. 15 <sup>th</sup> Ave, Suite 201, Phoenix, AZ 85007
Telephone	602-542-9124
Fax	602-542-5508
E-mail	<a href="mailto:delia.walters@azdoa.gov">delia.walters@azdoa.gov</a>

Contractor – Contract Terms and Conditions

Name	Janna E. Beames, Manager, National & Government Accounts Administration
Address	478 Wheelers Farms Road, Milford, CT 06461
Telephone	203-301-3842
Fax	203-301-2627
E-mail	<a href="mailto:j.beames@neopost.com">j.beames@neopost.com</a>

Contractor – Local Government Account Manager

Name	David Nagel, Government Account Manager
Address	5419 Dalcross Drive Columbia, MO 65203
Telephone	573-489-8860
Fax	203-876-5459
E-mail	<a href="mailto:d.nagel@neopost.com">d.nagel@neopost.com</a>

\* Participating Entity

Name	Nicole Erb
Address	4200 Surface Rd, Columbus, OH 43228
Telephone	614-466-3461
Fax	614-644-1785
E-mail	<a href="mailto:Nicole.erb@das.ohio.gov">Nicole.erb@das.ohio.gov</a>

VI. **Subcontractors:**

All Neopost dealers and resellers authorized in the State of Ohio, as shown on the dedicated Neopost website, are approved to provide sales and service support to participants in the WSCA/NASPO Master Price Agreement. Neopost along with all Neopost dealers and resellers must be compliant with the Ohio Revised Code and Ohio Administrative Code to transact business in the State of Ohio. The Neopost dealer's participation will be in accordance with the terms and conditions set forth in the aforementioned Master Price Agreement.

VII. **Orders:**

All orders should contain the following (1) Mandatory Language "PO is subject to WSCA/NASPO Contract # ADSPO11-0000411-4" (2) Your Name, Address, Contact, & Phone-Number.

Orders can be made out to either (a) Neopost USA, Inc. or (b) MailFinance, Inc. (leasing company as set forth in leasing terms and conditions) Purchase orders are not acceptable in dealer's or reseller's name. Purchase Orders may not be cut until all of the necessary documents have been completed that are spelled out on page 1 of the Master Lease Agreement.

All purchase orders issued by purchasing entities within the jurisdiction of this participating addendum shall include the Participating State contract number:RS901914.

\*Indicates change in contract analyst.

SUMMARY OF AMENDMENTS

<b>Amendment Number</b>	<b>Effective Date</b>	<b>Description</b>
2	10/12/14	This amendment is issued to unilaterally extend the contract for one month, effective 10/12/14 through 11/11/14 and, to update the contract analyst.
1	03/10/14	Amendment is issued to add Mailfinance, Inc. in order for the lease portion to be available in OAKS effective with all orders issued on or after March 10, 2014.