



Department of General Services  
Procurement Division  
707 Third Street, 2nd Floor  
West Sacramento, CA 95605-2811

State of California  
**National Association of State  
Procurement Officials  
Master Price Agreement  
User Instructions**

CONTRACT NUMBER:	7-08-99-05
CONTRACTOR:	PITNEY BOWES, INC.
PRODUCTS/SERVICES:	NASPO Postage and Mail Processing Equipment
CONTRACT TERM:	9/19/2008 through 11/13/2012
DISTRIBUTION LIST:	N/A

The most current User Guide and California General Provisions, products and/or services and pricing are included herein. All purchase orders issued under this contract incorporate the following User Guide and California General Provisions.

1. **OVERVIEW**

The purpose of this NASPO Master Price Agreement is to provide a purchasing vehicle for **Postage and Mail Processing Equipment** for all State Agencies and local government agencies, which is any city, county, district or other governmental body empowered to spend public funds per California Public Contract Code Section 12110.

While the State of California makes this NASPO Master Price Agreement available to local governmental agencies, each local agency should make its own determination of whether using this NASPO Master Price Agreement is consistent with its procurement policies and regulations.

**ORIGINAL SIGNATURE ON FILE**  
Skip Ellsworth, Manager, Multiple Award Program

**9/19/2008**  
Effective Date

**NATIONAL ASSOCIATION OF STATE PROCUREMENT OFFICIALS (NASPO)  
POSTAGE AND MAIL PROCESSING EQUIPMENT  
USER INSTRUCTIONS**

**2. STATE OF CALIFORNIA, PROCUREMENT DIVISION, CONTACT**

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

Contact: Cynthia Okoroike  
Phone: 916/375-4389  
Fax: 916/375-4663  
E-Mail: [cynthia.okoroike@dgs.ca.gov](mailto:cynthia.okoroike@dgs.ca.gov)

**3. NASPO CONTRACT INFORMATION**

See Attachment A for list of awarded contract and contract Terms and Conditions.

**4. NASPO BASE CONTRACT**

This NASPO contract is based on some or all of the products and/or services and prices from NASPO **Postage and Mail Processing Equipment** Contract, **Massachusetts # OFF22**.

A copy of the actual NASPO Master Agreement is available on the Internet at:

<https://www.ebidsourcing.com/displayPublicContSummView.do?docUserId=3089&docViewType=ACTIVE&doValidateToken=false&docId=111432&userType=PUBLIC&docStatus=ACTIVE>

**5. Contract Term**

The contract term for the California Participating Addendum is **9/19/2008** through **11/13/2012**.

**Order placement and contract execution shall be on or before the expiration date of the NASPO. Delivery of the services requested must be completed within one (1) year after the NASPO expiration date.**

**6. GUIDELINES/RULES**

- a. Ordering state agencies must follow all applicable state mandated guidelines, e.g., State Administrative Manual, Management Memos, Agency Directives, California Acquisition Manual and California Codes.
- b. State and local government agency use of NASPO contracts is optional. A local government is any city, county, city and county, district or other local governmental body or corporation, including UC, CSU, K-12 schools and community colleges, that is empowered to expend public funds. While the state makes this contract available, each local government agency should make its own determination whether the WSCA program is consistent with its procurement policies and regulations.

**7. DOLLAR THRESHHOLDS (Local Governments are Exempt)**

- NASPO Program Limitation: **Unlimited**
- All orders are subject to most current Management Memo (Currently MM 08-05 including supplements), or whichever Management Memo is in effect at the time a purchase order is issued. Go to DGS/PD web site [www.dgs.ca.gov/pd](http://www.dgs.ca.gov/pd) to obtain a copy of the most current Management Memo.
- For all orders under this contract, the ordering agency is not required to obtain three quotes.

**NATIONAL ASSOCIATION OF STATE PROCUREMENT OFFICIALS (NASPO)**  
**POSTAGE AND MAIL PROCESSING EQUIPMENT**  
**USER INSTRUCTIONS**

- Exempt entities are not subject to these order limits.

**8. PRICING**

Agencies should contact the contractor to see if there is a large quantity discount available. Additionally, educational discounts may be available for educational entities. Please contact the contractor for additional information. See Attachment A for pricing.

**9. EXECUTING THE PURCHASE ORDER**

**THE NASPO /STATE OF CALIFORNIA CONTRACT NUMBER MUST BE SHOWN ON THE PURCHASE ORDER.**

State agencies shall use a Contract/Delegation Purchase Order (Std. 65) for purchases and services.

Local governments shall, in lieu of the State's Purchase Order (Std. 65), use their own purchase order document.

Electronic copies of the State Standard Forms can be found at the Office of State Publishing web site: <http://www.dgs.ca.gov/osp> (select Standard Forms). The site provides information on the various forms and use with the Adobe Acrobat Reader. Beyond the Reader capabilities, Adobe Acrobat advanced features may be utilized if you have Adobe Business Tools or Adobe Acrobat 4.0 installed on your computer. Direct link to the Standard Form 65: <http://www.documents.dgs.ca.gov/osp/pdf/std065.pdf>

The ordering agency defines the project scope to determine which goods and related services are needed, and checks the electronic catalog for pricing. Then the ordering state agency completes a Form 65 (Contract/Delegation Purchase Order), including all pertinent information for each individual order issued against the Agreement and sends the Form 65 to the selected Contractor. NOTE: CAL-Card (procurement card; i.e. visa) orders are also accepted.

As a hard copy catalog is not available, you must print a copy of the contract terms and conditions, the Participating Addendum, and a copy of the e-quote from your order and retain this in your files. It is not necessary to provide a copy of each page to DGS. Additionally, it is not the contractor's responsibility to provide this information to you.

**10. ON-LINE ORDERING**

Contact the supplier representative to discuss setting up an online ordering website for your agency. State agencies must still provide a copy of the ordering document to the Department of General Services, Procurement Division. If using a CAL-Card, a copy of the on-line order acknowledgement must be sent in place of the ordering document. **THE AGENCY BILLING CODE MUST BE INCLUDED ON EITHER DOCUMENT (Local Governments are Exempt).**

**11. PURCHASE ORDER DISTRIBUTION**

For state agencies, copies of the STD. 65 with original signatures, or if using the CAL-Card, copies of the order acknowledgement, must be sent to the Contractor, State Controller and Department of General Services, Procurement Division. For local agencies, copies of purchase orders are not required.

Department of General Services  
Procurement Division  
Data Entry Unit-Second Floor North  
P.O. Box 989052  
West Sacramento, CA 95798-9052  
IMS: Z-1

State Controller's Office  
3301 C Street, Room 404  
Sacramento, CA 95814  
Attn: Audit Unit

**NATIONAL ASSOCIATION OF STATE PROCUREMENT OFFICIALS (NASPO)**  
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**USER INSTRUCTIONS**

**12. PAYMENTS AND INVOICES**

**a. Payment Terms**

See **NASPO Supplier Contract Information** (Attachment A) for Payment Terms.

Payment will be made in accordance with the provisions of the California Prompt Payment Act, Government Code Section 927 et. seq. Unless expressly exempted by statute, the Act requires state agencies to pay properly submitted, undisputed invoices not more than 45 days after (i) the date of acceptance of goods or performance of services; or (ii) receipt of an undisputed invoice, whichever is later.

Local government agencies may make payments according to their statutory requirements.

**b. Payee Data Record (Std. 204)**

Each state accounting office must have a copy of the attached Payee Data Record (Std. 204) in order to process payment of invoices. Agencies should forward a copy of the Std. 204 to their accounting office(s). Without the Std. 204, payment may be unnecessarily delayed.

**13. TERMINATION**

Any State or Local agency may terminate any order against this agreement upon 30 days notice provided the products or services have not already been accepted. This does not affect the termination clause of the NASPO Master Price Agreement concerning failure to perform or upon mutual consent.

**14. DGS ADMINISTRATIVE FEE**

The agency will not be charged the DGS Administrative fee and agencies will not be invoiced by the contractor for the use of this contract.

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**ATTACHMENT A**

**NASPO CONTRACT ORDERING INFORMATION**

Contractor Name	<b>PITNEY BOWES, INC.</b>
Contract Number	7-08-99-05
Contract Term Dates	9/19/2008 through 11/13/2012
NASPO Master Agreement	<a href="https://www.ebidsourcing.com/displayPublicContSummView.do?docUserId=3089&amp;docViewType=ACTIVE&amp;doValidateToken=false&amp;docId=111432&amp;userType=PUBLIC&amp;docStatus=ACTIVE">https://www.ebidsourcing.com/displayPublicContSummView.do?docUserId=3089&amp;docViewType=ACTIVE&amp;doValidateToken=false&amp;docId=111432&amp;userType=PUBLIC&amp;docStatus=ACTIVE</a>
CA General Provisions	Attached
CA Participating Addendum	Attached
Ordering Address	3775 N Freeway Blvd Ste 100 Sacramento, CA 95834
Primary Contact	Steve Hart
Phone	916/214-4229
Fax	203/460-9076 /203/614-6210
Email	<a href="mailto:Stephen.hart@pb.com">Stephen.hart@pb.com</a>
Secondary Contact	John Fitzpatrick
Phone	916/320-4076
Email	<a href="mailto:John.fitzpatrick@pb.com">John.fitzpatrick@pb.com</a>
Pricing (Website) Category Warranty Delivery Shipping Freight	<a href="https://www.ebidsourcing.com/displayPublicContSummView.do?docUserId=3089&amp;docViewType=ACTIVE&amp;doValidateToken=false&amp;docId=111432&amp;userType=PUBLIC&amp;docStatus=ACTIVE">https://www.ebidsourcing.com/displayPublicContSummView.do?docUserId=3089&amp;docViewType=ACTIVE&amp;doValidateToken=false&amp;docId=111432&amp;userType=PUBLIC&amp;docStatus=ACTIVE</a>
Contractor Ownership Information	<b>PITNEY BOWES, INC.</b> is a large business enterprise.
California Seller's Permit	<b>PITNEY BOWES, INC.</b> 's California Seller's Permit No. is <b>98005500</b> . Agencies can verify that this permit is still valid at the following website: <a href="http://www.boe.ca.gov">www.boe.ca.gov</a> .
Payment Terms	Net 45 days
FEIN	06-0495050
CAL-Card Accepted	<b>PITNEY BOWES, INC.</b> accepts the State of California credit card (CAL-Card). A Purchasing Authority Purchase Order (Std. 65) is required even when the ordering department chooses to pay the contractor via the CAL-Card.