



COMMONWEALTH OF VIRGINIA
DIVISION OF PURCHASES & SUPPLY (DPS) 1111 East Broad Street,
Richmond, Virginia 23219

Contract Number CTR008900
Former Contract Number CTR058808
Mailroom Equipment Supplies & Maintenance

CONTRACT PERIOD	May 15, 2025 through May 14, 2026
CONTRACT TYPE	Mandatory Statewide
RENEWAL(S) REMAINING	1-one year
AUTHORIZED USERS	Commonwealth of Virginia state agencies, institutions of higher education & other public bodies as authorized and defined in the Code of Virginia §2.2-1110, 2.2-1120, and 2.2-4301
CONTRACTOR & SUPPLIER ID#	Pitney Bowes, Inc. & SUP102259
CONTRACTOR(S) POINT OF CONTACT	Peter Doyle Phone#: 804-687-7366 Email: peter.doyle@pb.com Bill Walter 480-206-2984 Email: bill.walter@pb.com
MINIMUM ORDER	N/A
PAYMENT TERMS	Net 30
DELIVERY	F.O.B. Destination
DPS CONTRACT OFFICER	See eVA
COMMODITY CODE(S)	60071, 98554
LAST UPDATE & PURPOSE	May 12, 2025 Contract Renewal

INFORMATION:

1. Ordering Method: All Authorized Users placing orders against this Contract must place purchase orders through eVA.
2. Catalog Purchase Order Information: Click on Other Actions from Contract → Select Create Requisition from Contract → Select the box/boxes for the goods and/or services needed → Click the Create Requisition from Contract Items → Update Header Information where applicable → Complete other information required and submit requisition.

This document is provided only as a summary of the Contract. A complete and official copy of the Contract and any associated changes are available on the eVA State Contracts webpage OR at the offices of the Division of Purchases and Supply.
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3. Authorized User Acceptance: Inspection and acceptance upon delivery and approval of Contractor's invoice is the responsibility of the receiving Authorized User.

OVERVIEW:

Important message for *State Agencies*

- State Mail Services (SMS) is a unit of the Department of General Services that operates courier routes to agencies throughout the **Richmond metropolitan area** to deliver and collect USPS and inter-agency mail.
Agencies located in the **Richmond Metro area** that may wish to lease or purchase a postal system should consult with SMS prior to making a commitment. SMS can assist with determining if SMS services can meet the agency's need or may be able to assist in determining equipment and service that is appropriate for the agency's mail volume. For more information on SMS services, contact: e-mail: StateMail@dgs.virginia.gov or contact the State Mail Manager (804) 236-3592.
- This contract is **mandatory use** for all **STATE AGENCIES** that wish to purchase or lease Mailing Machines. If the commodity or services available under this contract cannot be used by an agency, a request to purchase other goods or services of a similar nature **must** be submitted to DGS/DPS for approval. The Procurement Exemption Form is electronically available in eVA.
- Consumable supplies and scale options listed in this contract are also mandatory use.
- Users are not required to replace existing mailing equipment as the result of "this" contract.
- **Changes:** Any changes whether for increases or decreases in pricing, delivery terms or additional options must be approved by the Division of Purchases and Supply in advance of issuance of the purchase order. Disputes between the ordering agency and the vendor will be resolved in accordance with the terms of the contract and any change orders/renewals unless prior approval was granted by DPS. **IMPORTANT!** All price increases must be approved by the contract officer.

Contractor shall provide equipment, services, and support to meet the mailing needs of the customer. All equipment and services offered must meet the approval of the USPS®.

This contract contains complete mail processing systems, other mail equipment, supplies and maintenance. The contract line items are in eVA with pricing information. If you have any questions, please contact the Contract Officer. For additional questions regarding product specifications and services offerings, please contact the [Pitney Bowes Account Manager](#). For additional information on the contract, you may visit [NASPO ValuePoint](#).

The Excel Spreadsheet covers the following:

Meter Rental, Page 1

Mail Systems, Pages 2-8

- Ultra Low Volume
- Low Volume
- Medium Volume
- High Volume
- Production

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Integrated Postal Scales, Page 9

Letter Openers, Page 10-11

- Low Volume
- High Volume

Letter Folders, Page 12-13

- Low Volume
- High Volume

Inserters, Page 14-29

Folders/Inserters, Page 30-48

- Low Volume
- Medium Volume
- High Volume
- Productions

Envelope Addressing System, Ink Jet, Page 49-51

- Low Volume
- Medium Volume
- High Volume

Tabbers, Page 52

- High Volume

Pre-Sorting Equipment, Production, Page 53-58

Mail Room Furniture (General), Page 59-60

***State Agencies **must** obtain ALL required VCE releases/approvals prior to purchase. ***

Software, License and Subscription, Page 61-68

******State Agencies **must** obtain ALL required VITA approvals prior to purchase. ******

Software Consulting Services

******State Agencies **must** obtain ALL required VITA approvals prior to purchase. ******

Design- For Production Equipment Only

Assembly/ Installation/Software Integration-For Production Equipment Only

PRICING

Contract line items are in eVA with pricing information. If you have any questions, please contact the Contract Officer.

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