STATE OF NORTH CAROLINA
DEPARTMENT OF INFORMATION TECHNOLOGY (DIT)
STATEWIDE IT PROCUREMENT OFFICE

Statewide Term Contract:	**4410A - Mailing Equipment, Supplies and Maintenance**
Effective Dates:	December 2, 2024 through May 14, 2027
Renewal Options:	Two (2) one-year renewal options
NASPO ValuePoint Contract:	Mailing Equipment, Supplies and Maintenance Solicitation# BPM003137
Participating Addendum:	NC Participating Addendum to NASPO Mailing Equipment, Supplies and Maintenance
Contract Administrator:	Michele Goode
Email:	michele.goode@nc.gov
Phone:	

Scope

This contract **includes** the following Mailing Equipment, Supplies, and Services**:**

- Postage Meter Rental (to include Legacy Postage Meters)
- Mailing Systems – Ultra Low Volume, Low Volume, Medium Volume, High Volume, Production
- Integrated Postal Scales
- Letter Openers - Low Volume, High Volume
- Letter Folders - Low Volume, High Volume
- Inserters - Production
- Folders/Inserters - Low Volume, Medium Volume, High Volume, Production
- Envelope Addressing System, Inkjet - Low Volume, Medium Volume, High Volume
- Tabbers - High Volume
- Mailing Furniture – (general)
- Software – License and Subscription
- Software Integration
- Mailing Equipment Accessories – All accessories shall be relevant to the functioning of the mailroom
- Supplies/Consumables – All Supplies/Consumables needed to operate the mailing device or equipment

This contract is a **CONVENIENCE** Statewide TERM Contract for the use of **Executive Branch State Governmental Agencies** and **non-State Agencies** as permitted by law. Non-State Agencies presently include the **North Carolina University System** and its member campuses, **Instructional components of the Department of Public Instruction, Instructional components of the North Carolina Community College System,** as well as **Local** (Municipal and County) **Governments.**

There is no minimum order size or spending limit on this contract.

Agencies with the need to acquire equipment not covered by this contract are required to comply with IT Procurement Rules, Policies and Procedures.

Abnormal Quantity

There is **no** Abnormal Quantity amount for this contract.

Vendor Contact Information

To obtain pricing, click on the appropriate vendor link provided or contact vendor directly per the information listed below.

Vendor	Ordering Instructions	Assigned Contact for Quotes
Pitney Bowes Inc.	**Agencies must add the following Mandatory Language to their purchase orders:** *"PO is subject to NASPO ValuePoint Master Agreement number CTR058808 and the NC Participating Addendum"* **All Agency purchase orders should include a contact name and phone number.** **Ordering Address** Pitney Bowes Inc. 3001 Summer Street Stamford CT 06926	**State, Local Government, & Education Account Manager:** Allen Land Richard.Land@pb.com 864-200-8652
Quadient, Inc.	**Agencies must add the following Mandatory Language to their purchase orders:** *"PO is subject to NASPO ValuePoint Master Agreement number CTR058809 and the NC Participating Addendum"* **All Agency purchase orders should include a contact name and phone number.** The following products are currently not available under the Participating Addendum: • WTS (Web Tracking Solutions) • Inspire • Impress Platform **Ordering Address** Quadient, Inc. 478 Wheelers Farms Road Milford CT 06461	**State, Local Government, & Education Account Manager:** Larry Waters L.Waters@quadient.com 281-216-4596

Transportation Charges

All prices shall be F.O.B. Destination and shall include all freight, delivery and unloading at the destination(s).

If Agency has any special delivery requirements, it must contact the Vendor in advance of purchase order issuance to determine if any additional shipping charges apply.

Delivery

The Vendor shall provide access to the Products and Services within **twenty (20) consecutive calendar days** after receipt of purchase order. Upon determining that access will be delayed, the Vendor shall promptly notify the Purchasing Entity in writing and include an anticipated date of access.

Return of Merchandise

No stock balance returns unless due to Vendor error.

Installation/Integration Services

All equipment prices shall include installation, **with the exception of integrating software solutions and Production Equipment**.

Training and Support Services

Upon delivery and installation of specified equipment, the Vendor shall provide training to personnel designated by the Agency. Operational Training must be provided to the designated personnel until the personnel are able to operate the equipment independently. The amount of training is determined by the complexity of the equipment purchased, rented or leased by the Agency. Installed product and system training shall be included in the price. Vendor shall provide additional training at the Agency's request throughout the life of the equipment. All training will be performed on the Agency's sites, via remote or electronic delivery. Site required training will be at no additional charge if the equipment is either under warranty or an active maintenance plan. Upon the mutual agreement of both parties, additional training outside of initial installation will be at the Agency's expense. Vendor will be responsible for the cost of all travel, lodging and food; no charges will be passed on to the Agency.

Maintenance

The Vendor shall offer Preventative Maintenance and Repair Services options on Purchased Equipment and Legacy Maintenance options for legacy devices already sold to an Agency. Maintenance agreements are subject to the terms of the contract.

Warranty

The Vendor warrants for a period of one year from the date of Acceptance that:

(a) the Product performs according to all specific claims that the Vendor made in its response to the solicitation, (b) the Product is suitable for the ordinary purposes for which such Product is used, (c) the Product is suitable for any special purposes identified in the solicitation or for which the Agency has relied on the Vendor's skill or judgment, (d) the Product is designed and manufactured in a commercially reasonable manner, and (e) the Product is free of defects.

Taxes

Prices do not include North Carolina sales or use taxes.

Value Added Services

Value Added Services must be directly associated with the mailroom products in scope of the contract and may include:

- Assemble & Design Services – (For Production Equipment Only)
- Software Installation/Integration
- Lease/Rental/Purchase Options
- Equipment Relocation Services

Acquisition of such services shall be subject to the NC Participating Addendum and the Master Agreement, and to other and additional mutually agreed upon terms as may be required by the Purchasing Entity or Vendor. Services shall be described in a SOW which may include specific terms detailing the services, the time for performance, the payment amounts and contingencies for payment, acceptance provisions, test or other verification against specifications and SOW details, and such other terms as may be necessary or proper for the Purchasing Entity's needs. **All SOWs for State agencies are subject to the approval of the NCDIT Chief IT Procurement Officer.**

Pricing

Awarded Vendors provided a minimum discount off MSRP / List Prices for awarded Manufacturers in awarded Segments. Agencies should review all quotes to ensure that discounts provided off MSRP / List Prices are equal to or greater than minimum discounts found in the table below:

PITNEY BOWES	
Product Category	**Minimum Discount off List Percentage**
Post Meter Rental	Equipment - 17%
Mailing Systems, Ultra Low Volume	Equipment - 41% Accessories – 35% Supplies/Consumables – 17% Maintenance – 20%
Mailing Systems, Low Volume	Equipment - 41% Accessories – 40% Supplies/Consumables – 17% Maintenance – 20%
Mailing Systems, Medium Volume	Equipment - 27% Accessories – 31% Supplies/Consumables – 17% Maintenance – 20%
Mailing Systems, High Volume	Equipment - 38% Accessories – 35% Supplies/Consumables – 17% Maintenance – 20%
Mailing Systems, Production	Equipment - 38% Accessories – 35% Supplies/Consumables – 17% Maintenance – 20%
Integrated Postal Scales	Equipment - 44% Accessories – 16% Supplies/Consumables – 15% Maintenance – 20%
Letter Openers, Low Volume	Equipment - 34% Accessories – 15% Supplies/Consumables – 15% Maintenance – 20%
Letter Openers, High Volume	Equipment - 20% Accessories – 15% Supplies/Consumables – 15% Maintenance – 20%
Letter Folders, Low Volume	Equipment - 18% Accessories – 18% Supplies/Consumables – 15% Maintenance – 20%
Letter Folders, High Volume	Equipment - 18% Accessories – 16% Supplies/Consumables – 15% Maintenance – 20%
Inserters, Production	Equipment - 15% Accessories – 13% Supplies/Consumables – 17% Maintenance – 5%

PITNEY BOWES	
Product Category	**Minimum Discount off List Percentage**
Folder Inserters, Low Volume	Equipment - 20% Accessories – 16% Supplies/Consumables – 17% Maintenance – 20%
Folder Inserters, Medium Volume	Equipment - 20% Accessories – 17% Supplies/Consumables – 17% Maintenance – 20%
Folder Inserters, High Volume	Equipment - 28% Accessories – 28% Supplies/Consumables – 17% Maintenance – 20%
Folder Inserters, Production	Equipment - 15% Accessories – 13% Supplies/Consumables – 17% Maintenance – 5%
Envelope Addressing System, Ink Jet, Low Volume	Equipment - 18% Accessories – 18% Supplies/Consumables – 15% Maintenance – 20%
Envelope Addressing System, Ink Jet, Medium Volume	Equipment - 18% Accessories – 18% Supplies/Consumables – 15% Maintenance – 20%
Envelope Addressing System, Ink Jet, High Volume	Equipment - 13% Accessories – 13% Supplies/Consumables – 15% Maintenance – 20%
Tabbers, High Volume	Equipment - 28% Accessories – 28% Supplies/Consumables – 15% Maintenance – 20%
Mailing Equipment Furniture	Equipment - 25% Accessories – 25% Supplies/Consumables – 15% Maintenance – 20%
Software – License & Subscription	Software - 13%

QUADIENT	
Product Category	**Minimum Discount off List Percentage**
Post Meter Rental	Inquire about promotional pricing
Mailing Systems, Ultra Low Volume	Equipment - 35% Accessories – 0% Supplies/Consumables – 5% Maintenance – 0%
Mailing Systems, Low Volume	Equipment - 40% Accessories – 35% Supplies/Consumables – 5% Maintenance – 0%
Mailing Systems, Medium Volume	Equipment - 35% Accessories – 35% Supplies/Consumables – 5% Maintenance – 0%
Mailing Systems, High Volume	Equipment - 35% Accessories – 35% Supplies/Consumables – 5% Maintenance – 0%
Mailing Systems, Production	Equipment - 0% Accessories – 0% Supplies/Consumables – 5% Maintenance – 0%
Integrated Postal Scales	Equipment - 35% Accessories – 35% Supplies/Consumables – 5% Maintenance – 0%
Letter Openers, Low Volume	Equipment - 5% Accessories – 5% Supplies/Consumables – 5% Maintenance – 0%
Letter Openers, High Volume	Equipment - 5% Accessories – 5% Supplies/Consumables – 5% Maintenance – 0%
Letter Folders, Low Volume	Equipment - 5% Accessories – 5% Supplies/Consumables – 5% Maintenance – 0%
Letter Folders, High Volume	Equipment - 5% Accessories – 5% Supplies/Consumables – 5% Maintenance – 0%
Inserters, Production	NO BID

QUADIENT	
Product Category	**Minimum Discount off List Percentage**
Folder Inserters, Low Volume	Equipment - 30% Accessories – 30% Supplies/Consumables – 5% Maintenance – 0%
Folder Inserters, Medium Volume	Equipment - 30% Accessories – 30% Supplies/Consumables – 5% Maintenance – 0%
Folder Inserters, High Volume	Equipment - 30% Accessories – 30% Supplies/Consumables – 5% Maintenance – 0%
Folder Inserters, Production	Equipment - 20% Accessories – 20% Supplies/Consumables – 5% Maintenance – 0%
Envelope Addressing System, Ink Jet, Low Volume	Equipment - 20% Accessories – 20% Supplies/Consumables – 5% Maintenance – 0%
Envelope Addressing System, Ink Jet, Medium Volume	Equipment - 20% Accessories – 20% Supplies/Consumables – 5% Maintenance – 0%
Envelope Addressing System, Ink Jet, High Volume	Equipment - 20% Accessories – 20% Supplies/Consumables – 5% Maintenance – 0%
Tabbers, High Volume	Equipment – 10% Accessories – 10% Supplies/Consumables – 5% Maintenance – 5%
Mailing Equipment Furniture	Equipment – 5% Accessories – 5% Supplies/Consumables – 5% Maintenance – 0%
Software – License & Subscription	Software – 5%

History

2024-12-02: Executed NASPO Participating Addendum with Pitney Bowes.
2025-03-11: NASPO and Quadient extended contract (Amendment 7)
2025-12-12: Executed NASPO Participating Addendum with Quadient
2026-04-08: NASPO and Pitney Bowes extended contract (Amendment 9)
2026-07-31: NCDIT Contract Administrator changed from Ngoc Nguyen to Michele Goode