

Douglas A. Ducey  
Governor



Craig Brown  
Director

## ARIZONA DEPARTMENT OF ADMINISTRATION

### STATE PROCUREMENT OFFICE

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<http://spo.az.gov>

Sent via e-mail to: [government@neopost.com](mailto:government@neopost.com)

May 2, 2017

Re: Award of Contract No. ADSPO16-00006328 for Mailing Equipment, Supplies and Maintenance

Dear Mr. Kevin O'Connor

Thank you for submitting a response to Invitation to Bid No. ADSPO16-00006328. I am pleased to inform you that your company's offer has been selected for award. The initial contract term shall begin on May 15th, 2017.

All offers received were evaluated in accordance with the evaluation criteria set forth in the solicitation document. The procurement file for this solicitation, including evaluation documents and resultant contracts, are now available for public viewing via the State's e-Procurement system, ProcureAZ.

In accordance with Special Terms and Conditions, Section 7 Lead State (State of Arizona) Terms and Conditions of the contract and prior to beginning work under the contract, your company is required to submit a Certificate of Insurance to the State Procurement Office. The certificate of insurance shall indicate that your company is in compliance with insurance requirements contained in the contract. Please submit your certificate of insurance to me no later than June 15<sup>th</sup>, 2017.

You are cautioned not to begin any work under the contract until the Procurement Officer assigned to your contract has issued a written notice to proceed.

If you have any questions regarding your company's contract, please contact me at [Christopher.Lacey@azdoa.gov](mailto:Christopher.Lacey@azdoa.gov) or 602.542.7165. Thank you for your response and for your continued interest in doing business with the State of Arizona.

Sincerely,

A handwritten signature in black ink, appearing to read "C Lacey".

Christopher Lacey  
Statewide Procurement Manager