



**MAILROOM EQUIPMENT, SUPPLIES & MAINTENANCE**

Led by the State of Arizona

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Master Agreement#: ADSPO16-169901

Contractor: **NEOPOST USA INC.**

Participating Entity: **STATE OF SOUTH DAKOTA**  
**CONTRACT 17134**

The following products or services are included in this contract portfolio:

- *All products and accessories listed on the Contractor page of the NASPO ValuePoint website.*

*Postage Meter Rental  
Mailing Systems-Ultra Low, Low, Medium, High, Production Volume  
Integrated Postal Scales  
Letter Openers-Low, High Volume  
Letter Folders-Low, High Volume  
Folder-Inserters-Low, Medium, High, Production Volume  
Envelope Addressing System-Low, Medium, High, Production Volume  
Tabbers-Low, Medium, High Volume  
Extractors  
Mail Furniture  
Software License & Subscription*

**Master Agreement Terms and Conditions:**

1. **Scope:** This addendum covers the *Mailroom Equipment, Supplies & Maintenance* led by the State of Arizona for use by state agencies and other entities located in the Participating **State of South Dakota** authorized by that State's statutes to utilize State contracts with the prior approval of the State's Chief Procurement Official.
2. **Participation:** This NASPO ValuePoint Master Agreement may be used by all state agencies, institutions of higher education, political subdivisions and other entities authorized to use statewide contracts in the **State of South Dakota**. Issues of interpretation and eligibility for participation are solely within the authority of the State Chief Procurement Official.

Eligible participants in this agreement include all agencies, institutions, officers, boards, commissions and public universities of the State of South Dakota, and all political subdivisions of the State, including counties, municipalities and public school corporations within the State of South Dakota.



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All state agency purchases from this agreement must be processed through the Bureau of Administration, Office of Procurement Management (OPM). Moratorium exemption approval from the Bureau of Information and Telecommunications (BIT) is required. A purchase order issued by OPM will authorize state agency purchases from this agreement.

Institutions under the control of the Board of Regents may make direct purchases from this agreement using their own procurement guidelines.

Political subdivisions of the State of South Dakota may purchase directly from the Contractor according to their own procurement procedures.

The Contractor may, at the Contractor's discretion, extend pricing from this agreement to Indian tribal governments and non-profit organizations in South Dakota. Any sales made to Indian tribes and non-profit organizations from this agreement shall be included in any required reports and shall be subject to the NASPO Valuepoint administrative fee.

3. Primary Contacts: The primary contact individuals for this Participating Addendum are as follows (or their named successors):

Contractor

Name:	Larry Waters
Address:	Neopost USA, Inc. 478 Wheelers Farms Rd. Milford, CT 06461
Telephone:	(281) 216-4596
Fax:	(203) 301-2821
Email:	L.Waters@neopost.com

Participating Entity

Name:	Missy Schuetzle
Address:	State of South Dakota PMB 01231 Bureau of Administration Office of Procurement Management 523 E Capitol Ave Pierre, SD 57501-3128
Telephone:	(605) 773-4277
Fax:	(605) 773-4580
Email:	missy.schuetzle@state.sd.us

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### 4. PARTICIPATING ENTITY MODIFICATIONS OR ADDITIONS TO THE MASTER AGREEMENT

Participating Entity must check one of the boxes below.

No changes to the terms and conditions of the Master Agreement are required.

The following changes are modifying or supplementing the Master Agreement terms and conditions.

**4a. Software subscription terms and Software terms and conditions** included in the Master Agreement will be reviewed by any State agency, institution, public university, officer, board or commission utilizing this agreement on a case-by-case basis and approved at their own discretion.

The term of this Participating Addendum will be effective upon the final execution date by the Participating State and co-terminus with the Master Agreement term unless otherwise cancelled or terminated as set forth in this Participating Addendum by the Participating State. Lead State amendments to extend the term date are automatically incorporated into this Participating Addendum unless terminated early in accordance with the terms and conditions of the Master Agreement or this Participating Addendum.

5. **Lease Agreements:** Any lease entered into by a State agency, institution, public university, officer, board, political subdivision or commission through this agreement may utilize the lease terms included in the Master Price Agreement at their own discretion. Leases that require authorization by the Office of Procurement Management will be reviewed and approved on a lease by lease basis.

Equipment Lease, Purchase and Rental Agreements are authorized in accordance with the terms of NASPO Master Price Agreement number: ADSPO16-169901 and its associated exhibits, attachments and addendums. An Order shall survive the termination of this Participating Addendum and the Master Agreement.

6. **Subcontractors:** All contactors, dealers, and resellers authorized in the **State of South Dakota**, as shown on the dedicated Contractor (cooperative contract) website, are approved to provide sales and service support to participants in the NASPO ValuePoint Master Agreement. The contractor's dealer participation will be in accordance with the terms and conditions set forth in the aforementioned Master Agreement.
7. **Orders:** Any order placed by a Participating Entity or Purchasing Entity for a product and/or service available from this Master Agreement shall be deemed to be a sale under (and governed by the prices and other terms and conditions) of the Master Agreement unless the



parties to the order agree in writing that another contract or agreement applies to such order.

All purchase orders issued by purchasing entities within the jurisdiction of this Addendum must include the following (1) Mandatory Language "PO is subject to NASPO Contract #ADSPO16-169901" (2) Your Name, Address, Contact, Phone Number, Signature and Participating State contract number: 17134.

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IN WITNESS, WHEREOF, the parties have executed this Addendum as of the date of execution by both parties below.

Participating Entity: <b>South Dakota</b>	Contractor: Neopost USA Inc.
Signature: 	Signature: 
Name: <b>Steven L. Berg</b>	Name: Kevin O'Connor
Title: <b>Procurement Director</b>	Title: VP Marketing
Date: <b>08/17/17</b>	Date: 11/16/17

For questions on executing a participating addendum, please contact:  
**NASPO ValuePoint**

Cooperative Development Coordinator:	Ted Fosket
Telephone:	(907) 723-3360
Email:	<a href="mailto:tfosket@naspovaluepoint.org">tfosket@naspovaluepoint.org</a>

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*[Please email fully executed PDF copy of this document to [PA@naspovaluepoint.org](mailto:PA@naspovaluepoint.org) to support documentation of participation and posting in appropriate data bases.]*

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