

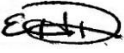


CHIEF PROCUREMENT OFFICE

Ellen H. Daley, General Services

Notice 2018.09 General Services

To: CMS BOSS
Agency Procurement Officers
State Purchasing Officers

From: Ellen H. Daley 

Date: June 18, 2018

Subject: NASPO ValuePoint Mailroom Equipment, Supplies and Maintenance Master Contracts

CC: Procurement Compliance Monitors
Procurement Policy Board

The Unified Procurement Program (UPP) is pleased to announce that master contracts, called Participating Addendums, for mailroom equipment, supplies, and maintenance with Bell & Howell, Neopost and Pitney Bowes are available for use. Pursuant to the Governmental Joint Purchasing Act, the Chief Procurement Officer for General Services (CPO-GS) participated in the procurement led by the State of Arizona, in cooperation with the NASPO ValuePoint cooperative purchasing organization and various other states, for mailroom equipment, supplies, and maintenance. The CPO-GS authorizes the State of Illinois, its governmental units, and/or qualified not-for-profit agencies as defined in 30 ILCS 525/2(b) to use the master contracts on a non-mandatory basis.

Summary of Offerings

The mailroom equipment, supplies and maintenance master contracts include a wide range of products, from ultra-low volume to high-volume mailing systems. Most have purchase, lease and rental options.

Third-party lease agreements for certain product offerings from Pitney Bowes are available and included in its Participating Addendum.

The CPO-GS has negotiated terms and conditions for Bell & Howell, Neopost and Pitney Bowes. Some Pitney Bowes offerings require third-party financing with IBM Credit LLC (IBM), Municipal Asset Management, Inc. (MAM), or PNC Equipment Finance (PNC).

State agencies shall not renegotiate any terms of the Participating Addendum, purchase agreements, lease agreements, rental agreements or software license agreements. If a State agency requires third-party financing for any of the offerings from Pitney Bowes, each State agency shall negotiate the terms of the third-party financing directly with IBM, MAM, or PNC.

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Releasing Off a Multiple Award Master Contract

A best value determination is required before a State agency may place a release off a multiple award master contract. Agencies must receive approval from their State Purchasing Officer (SPO) prior to release off a mailroom equipment, supplies, or maintenance master contract. The SPO's approval documents the required best value determination. The process for placing a release is provided in the Unified Procurement Program Process Manual (UPP Manual) and requires releases be placed using BidBuy. The UPP Manual may be found here <https://www2.illinois.gov/cpo/general/Pages/UnifiedProcurementProgram.aspx>.

For questions regarding this Notice, please contact the Unified Procurement Program at CPO.UPP@illinois.gov.

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