SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEMS
OFFEROR TO COMPLETE BLOCKS 12, 17, 23, 24, & 30

1. REQUISITION NUMBER: PR-R3-18-00200

PAGE 1 OF 7

2. CONTRACT NO.: GS-25F-0010M

3. AWARD/ EFFECTIVE DATE: 8/1/2016

4. ORDER NUMBER: 68HE0318F0466

5. SOLICITATION NUMBER:

6. SOLICITATION ISSUE DATE:

7. FOR SOLICITATION INFORMATION CALL: a. NAME: Alexandra Rajkowski-Reyes

b. TELEPHONE NUMBER (No collect calls): 215-814-5127

8. OFFER DUE DATE/LOCAL TIME:

9. ISSUED BY CODE R3

Region III
US Environmental Protection Agency
Contracts Branch (3PM10)
1650 Arch Street
Philadelphia PA 19103-2029

10. THIS ACQUISITION IS [X] UNRESTRICTED OR [ ] SET ASIDE: % FOR:

[ ] SMALL BUSINESS
[ ] HUBZONE SMALL BUSINESS
[ ] SERVICE-DISABLED VETERAN-OWNED SMALL BUSINESS
[ ] WOMEN-OWNED SMALL BUSINESS (WOSB) ELIGIBLE UNDER THE WOMEN-OWNED SMALL BUSINESS PROGRAM
[ ] EDWOSB
[ ] 8(A)

NAICS: 532420

SIZE STANDARD: $32.5

11. DELIVERY FOR FOB DESTINATION UNLESS BLOCK IS MARKED [ ] SEE SCHEDULE

12. DISCOUNT TERMS

[ ] 13a. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 700)

13b. RATING

14. METHOD OF SOLICITATION [ ] RFQ [ ] IFB [ ] RFP

15. DELIVER TO CODE R3

Region 3
US Environmental Protection Agency
1650 Arch Street
Philadelphia PA 19103-2029

16. ADMINISTERED BY CODE R3

Region III
US Environmental Protection Agency
Contracts Branch (3PM10)
1650 Arch Street
Philadelphia PA 19103-2029

17a. CONTRACTOR/ OFFEROR CODE 785569240 FACILITY CODE

PITNEY BOWES GLOBAL FINANCIAL SERVICES LLC
Attn: Jacquelyn Alpert
PO Box 371887
3RD FLOOR
Pittsburgh PA 15250

TELEPHONE NO. 9179930058

[ ] 17b. CHECK IF REMITTANCE IS DIFFERENT AND PUT SUCH ADDRESS IN OFFER

18a. PAYMENT WILL BE MADE BY CODE RTP

RTP Finance Center
US Environmental Protection Agency
RTP-Finance Center (AA216-01)
109 TW Alexander Drive
www2.epa.gov/financial/contracts
Durham NC 27711

18b. SUBMIT INVOICES TO ADDRESS SHOWN IN BLOCK 18a UNLESS BLOCK BELOW IS CHECKED [ ] SEE ADDENDUM

19. ITEM NO.	20. SCHEDULE OF SUPPLIES/SERVICES	21. QUANTITY	22. UNIT	23. UNIT PRICE	24. AMOUNT
	DUNS Number: 785569240 TOCOR: Alicia Martinez Invoice Approver: Alicia Martinez Total POP with Options: 8/1/2018 to 7/31/2023				
0001	Mail metering equipment lease - Base Year (8/1/2018 - 7/31/2019) Lease includes the cost of the equipment, meter rental, maintenance, all postage rate changes, and training in accordance with the attached Statement of Work.	12	MO	111.46	1,337.52

(Use Reverse and/or Attach Additional Sheets as Necessary)

25. ACCOUNTING AND APPROPRIATION DATA: See schedule

26. TOTAL AWARD AMOUNT *(For Govt. Use Only)*: $1,337.52

[ ] 27a. SOLICITATION INCORPORATES BY REFERENCE FAR 52.212-1, 52.212-4. FAR 52.212-3 AND 52.212-5 ARE ATTACHED. ADDENDA [ ] ARE [ ] ARE NOT ATTACHED.

[ ] 27b. CONTRACT/PURCHASE ORDER INCORPORATES BY REFERENCE FAR 52.212-4. FAR 52.212-5 IS ATTACHED. ADDENDA [ ] ARE [ ] ARE NOT ATTACHED.

[ ] 28. CONTRACTOR IS REQUIRED TO SIGN THIS DOCUMENT AND RETURN _____ COPIES TO ISSUING OFFICE. CONTRACTOR AGREES TO FURNISH AND DELIVER ALL ITEMS SET FORTH OR OTHERWISE IDENTIFIED ABOVE AND ON ANY ADDITIONAL SHEETS SUBJECT TO THE TERMS AND CONDITIONS SPECIFIED.

[ ] 29. AWARD OF CONTRACT: _____ OFFER DATED _____. YOUR OFFER ON SOLICITATION (BLOCK 5), INCLUDING ANY ADDITIONS OR CHANGES WHICH ARE SET FORTH HEREIN, IS ACCEPTED AS TO ITEMS:

30a. SIGNATURE OF OFFEROR/CONTRACTOR

31a. UNITED STATES OF AMERICA *(SIGNATURE OF CONTRACTING OFFICER)*

Alexandra Rajkowski-Reyes

30b. NAME AND TITLE OF SIGNER *(Type or print)*

30c. DATE SIGNED

31b. NAME OF CONTRACTING OFFICER *(Type or print)*: Alexandra Rajkowski-Reyes

31c. DATE SIGNED: 06/27/2018

19. ITEM NO.	20. SCHEDULE OF SUPPLIES/SERVICES	21. QUANTITY	22. UNIT	23. UNIT PRICE	24. AMOUNT
	Accounting Info: 18-19-B-03C00MS-000GF2-2330-1803CB1003-001 BFY: 18 EFY: 19 Fund: B Budget Org: 03C00MS Program (PRC): 000GF2 Budget (BOC): 2330 DCN - Line ID: 1803CB1003-001 Funded: $842.64 Accounting Info: 18-T-03C-000GF2-2330-0300BM00-1803CB1003-002 BFY: 18 Fund: T Budget Org: 03C Program (PRC): 000GF2 Budget (BOC): 2330 Job #: 0300BM00 DCN - Line ID: 1803CB1003-002 Funded: $494.88				
0002	**Mail metering equipment lease - Option Year One (8/1/2019 - 7/31/2020)** Lease includes the cost of the equipment, meter rental, maintenance, all postage rate changes, and training in accordance with the attached Statement of Work. (Option Line Item)	12	MO	174.96	Option
0003	**Mail metering equipment lease - Option Year Two (8/1/2020 - 7/31/2021)** Lease includes the cost of the equipment, meter rental, maintenance, all postage rate changes, **Continued ...**	12	MO	174.96	Option

32a. QUANTITY IN COLUMN 21 HAS BEEN

☐ RECEIVED ☐ INSPECTED ☐ ACCEPTED, AND CONFORMS TO THE CONTRACT, EXCEPT AS NOTED: _____

32b. SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE	32c. DATE	32d. PRINTED NAME AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE
32e. MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE		32f. TELEPHONE NUMBER OF AUTHORIZED GOVERNMENT REPRESENTATIVE 32g. E-MAIL OF AUTHORIZED GOVERNMENT REPRESENTATIVE

33. SHIP NUMBER	34. VOUCHER NUMBER	35. AMOUNT VERIFIED CORRECT FOR	36. PAYMENT	37. CHECK NUMBER
☐ PARTIAL ☐ FINAL			☐ COMPLETE ☐ PARTIAL ☐ FINAL	
38. S/R ACCOUNT NUMBER	39. S/R VOUCHER NUMBER	40. PAID BY		

41a. I CERTIFY THIS ACCOUNT IS CORRECT AND PROPER FOR PAYMENT		42a. RECEIVED BY *(Print)*	
41b. SIGNATURE AND TITLE OF CERTIFYING OFFICER	41c. DATE	42b. RECEIVED AT *(Location)*	
		42c. DATE REC'D *(YY/MM/DD)*	42d. TOTAL CONTAINERS

NAME OF OFFEROR OR CONTRACTOR
PITNEY BOWES GLOBAL FINANCIAL SERVICES LLC

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	and training in accordance with the attached Statement of Work. (Option Line Item)				
0004	**Mail metering equipment lease - Option Year Three (8/1/2021 - 7/31/2022)** Lease includes the cost of the equipment, meter rental, maintenance, all postage rate changes, and training in accordance with the attached Statement of Work. (Option Line Item)	12	MO	174.96	Option
0005	**Mail metering equipment lease - Option Year Four (8/1/2022 - 7/31/2023)** Lease includes the cost of the equipment, meter rental, maintenance, all postage rate changes, and training in accordance with the attached Statement of Work. (Option Line Item)	12	MO	174.96	Option

Statement of Work
The U.S. Environmental Protection Agency
Region 3 Philadelphia Office
1650 Arch Street 19103
Mail Metering Equipment Requirement

The U.S. Environmental Protection Agency, Region 3 Philadelphia Office requires updated equipment to maintain an efficient and functional mailroom facility. EPA requires the mail getting to its recipients in a timely and professional manner. The new mailing system will simplify operations and increase the rate at which mail can be processed at a minimum of 90 letters per minute (lpm). A mailing system with a 120 letter per minute in Batch mode and 80 letter per minute in dynamic weighting mode is also considered acceptable This will improve efficiency and is mission critical to the overall productivity of the mailroom staff. The proposed lease pricing will include the cost of the equipment, meter rental, maintenance contract (parts and labor), all postage rate changes and training. EPA requires a 24 - 48 hour maximum response time for service calls. The only additional costs are supplies: ink and tapes. The leasing options will guarantee a constant and all-inclusive operating cost throughout life of the equipment.

The vendor guarantees that EPA's mailroom will always receive the correct postage rates as soon as they are available prior to postage rate effective date.

EPA requires the ability to monitor postage spent and mailing trends.

EPA along with the company's assistance should have fail safes in place that assure it has the ability to process its mail every day. If the equipment requires service, this should not prevent the organization's ability to get its mail out that same day.

NOTE: In the event the equipment is not working and mail cannot be metered, included is SendPro Software. This software will create a fail safe where the EPA can process mail even if the DM475 needs service. With SendPro the EPA will have the ability to print USPS postage directly onto envelopes from any PC. The SendPro Software includes a 10lb scale and will also allow the EPA to create UPSSP full service IMpb labels taking advantage of Commercial Based Pricing discounts for Priority, Express and Parcels with the USPS. The SendPro account will be linked to the same postage account as the DM475 allowing the EPA to use one postage account to fund all USPS transactions.

Clause Addendum

Invoicing:
For information on electronic submission of invoices please see:

https://www.epa.gov/financial/contracts

PLEASE NOTE BILLING/INVOICING IS MONTHLY IN ARREARS.

PLEASE ENSURE YOU REFERENCE THE CONTRACT NUMBER AND DELIVERY/TASK ORDER NUMBER ON YOUR INVOICE.

52.232-39 Unenforceability of Unauthorized Obligations. (Jun 2013)
(a) Except as stated in paragraph (b) of this clause, when any supply or service acquired under this contract is subject to any End User License Agreement (EULA), Terms of Service (TOS), or similar legal instrument or agreement, that includes any clause requiring the Government to indemnify the Contractor or any person or entity for damages, costs, fees, or any other loss or liability that would create an Anti-Deficiency Act violation (31 U.S.C. 1341), the following shall govern:
(1) Any such clause is unenforceable against the Government.
(2) Neither the Government nor any Government authorized end user shall be deemed to have agreed to such clause by virtue of it appearing in the EULA, TOS, or similar legal instrument or agreement. If the EULA, TOS, or similar legal instrument or agreement is invoked through an "I agree" click box or other comparable mechanism (e.g., "click-wrap" or "browse-wrap" agreements), execution does not bind the Government or any Government authorized end user to such clause.
(3) Any such clause is deemed to be stricken from the EULA, TOS, or similar legal instrument or agreement.
(b) Paragraph (a) of this clause does not apply to indemnification by the Government that is expressly authorized by statute and specifically authorized under applicable agency regulations and procedures.

(End of clause)

52.232-18 Availability of Funds. (Apr 1984)

Full funding is not presently available for this contract. The Government's obligation under this contract is contingent upon the availability of appropriated funds from which payment for contract purposes can be made. No legal liability on the part of the Government for any payment may arise until funds are made available to the Contracting Officer for this contract and until the

Contractor receives notice of such availability, to be confirmed in writing by the Contracting Officer.

(End of clause)

52.217-8 Option to Extend Services. (Nov 1999)

The Government may require continued performance of any services within the limits and at the rates specified in the contract. These rates may be adjusted only as a result of revisions to prevailing labor rates provided by the Secretary of Labor. The option provision may be exercised more than once, but the total extension of performance hereunder shall not exceed 6 months. The Contracting Officer may exercise the option by written notice to the Contractor within 30 dayss of expiration of the delivery/task order.

(End of clause)

52.217-9 Option to Extend the Term of the Contract. (Mar 2000)

(a) The Government may extend the term of this contract by written notice to the Contractor within 30 days prior to expiration of the current delivery/task order period of performance; provided that the Government gives the Contractor a preliminary written notice of its intent to extend at least 30 days before the contract expires. The preliminary notice does not commit the Government to an extension.

(b) If the Government exercises this option, the extended contract shall be considered to include this option clause.

(c) The total duration of this contract, including the exercise of any options under this clause, shall not exceed 5 years.

(End of clause)

1552.211-79 Compliance with EPA Policies for Information Resources Management. (OCT 2000)

(a) Definition. Information Resources Management (IRM) is defined as any planning, budgeting, organizing, directing, training, promoting, controlling, and managing activities associated with the burden, collection, creation, use and dissemination of information. IRM includes both information itself, and the management of information and related resources such as personnel, equipment, funds, and technology. Examples of these services include but are not limited to the following:

(1) The acquisition, creation, or modification of a computer program or automated data base for delivery to EPA or use by EPA or contractors operating EPA programs.

(2) The analysis of requirements for, study of the feasibility of, evaluation of alternatives for, or design and development of a computer program or automated data base for use by EPA or contractors operating EPA programs.

(3) Services that provide EPA personnel access to or use of computer or word processing equipment, software, or related services.

(4) Services that provide EPA personnel access to or use of: Data communications; electronic messaging services or capabilities; electronic bulletin boards, or other forms of electronic information dissemination; electronic record-keeping; or any other automated information services.
(b) General. The Contractor shall perform any IRM related work under this contract in accordance with the IRM policies, standards and procedures set forth in this clause and noted below. Upon receipt of a work request (i.e. delivery order or work assignment), the Contractor shall check this listing of directives (see paragraph (d) for electronic access). The applicable directives for performance of the work request are those in effect on the date of issuance of the work request.
(1) IRM Policies, Standards and Procedures. The 2100 Series (2100–2199) of the Agency's Directive System contains the majority of the Agency's IRM policies, standards and procedures.
(2) Groundwater Program IRM Requirement. A contractor performing any work related to collecting Groundwater data; or developing or enhancing data bases containing Groundwater quality data shall comply with EPA Order 7500.1A—Minimum Set of Data Elements for Groundwater.
(3) EPA Computing and Telecommunications Services. The Enterprise Technology Services Division (ETSD) Operational Directives Manual contains procedural information about the operation of the Agency's computing and telecommunications services. Contractors performing work for the Agency's National Computer Center or those who are developing systems which will be operating on the Agency's national platforms must comply with procedures established in the Manual. (This document may be found at: http://basin.rtpnc.epa.gov/etsd/directives.nsf).
(c) Printed Documents. Documents listed in (b)(1) and (b)(2) may be obtained from: U.S. Environmental Protection Agency Office of Administration Facilities Management and Services Division Distribution Section Mail Code: 3204 1200 Pennsylvania Ave., NW., Washington, DC 20460 Phone: (202) 260–5797
(d) Electronic access. A complete listing, including full text, of documents included in the 2100 Series of the Agency's Directive System is maintained on the EPA Public Access Server on the Internet at http://epa.gov/docs/irmpoli8/.

(End of clause)

In the case of a conflict between the terms and conditions of the vendor's terms and conditions and the terms and conditions of this order, and any applicable federal law or regulation, the terms and conditions of this order and all federal laws and regulations shall control.

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT

1. CONTRACT ID CODE

PAGE 1 OF PAGES 1

2. AMENDMENT/MODIFICATION NO.: P00001

3. EFFECTIVE DATE: See Block 16C

4. REQUISITION/PURCHASE REQ. NO.

5. PROJECT NO. (If applicable)

6. ISSUED BY CODE R3

Region III
US Environmental Protection Agency
Contracts Branch (3PM10)
1650 Arch Street
Philadelphia PA 19103-2029

7. ADMINISTERED BY (If other than Item 6) CODE

8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code)

PITNEY BOWES GLOBAL FINANCIAL SERVICES LLC
Attn: Jacquelyn Alpert
PO Box 371887
3RD FLOOR
Pittsburgh PA 15250

CODE 785569240 FACILITY CODE

(x) 9A. AMENDMENT OF SOLICITATION NO.

9B. DATED (SEE ITEM 11)

X 10A. MODIFICATION OF CONTRACT/ORDER NO. GS-25F-0010M 68HE0318F0466

10B. DATED (SEE ITEM 13) 06/27/2018

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended. ☐ is not extended.
Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)
See Schedule

13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

CHECK ONE	
	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
X	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
	D. OTHER (Specify type of modification and authority)

E. IMPORTANT: Contractor ☒ is not. ☐ is required to sign this document and return _____ copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

DUNS Number: 785569240
TOCOR: Alicia Martinez Max Expire Date: 01/31/2024 Invoice Approver: Alicia Martinez
The purpose of this modification is to add the Contractor's SIN number to the Task Order.

Accordingly:

1. The Task/Delivery Order is hereby modified to add SIN 51-1001.
2. Except as expressly specified herein, all other terms and conditions remain unchanged and in full force and effect.
3. The effective date of this modification is the date as authorized by the Contracting Officer.

Except as provided herein, all terms and conditions of the document referenced in Item 9 A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)

16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print): Alexandra Rajkowski-Reyes

15B. CONTRACTOR/OFFEROR (Signature of person authorized to sign)

15C. DATE SIGNED

16B. UNITED STATES OF AMERICA (Signature of Contracting Officer)

16C. DATE SIGNED 07/03/2018

NSN 7540-01-152-8070
Previous edition unusable

STANDARD FORM 30 (REV. 10-83)
Prescribed by GSA
FAR (48 CFR) 53.243