



ERIC L. HOUSEHOLDER
CABINET SECRETARY

STATE OF WEST VIRGINIA
DEPARTMENT OF ADMINISTRATION
PURCHASING DIVISION

2019 WASHINGTON STREET, EAST
CHARLESTON, WEST VIRGINIA 25305-0130

SAMANTHA L. WILLIS
DIRECTOR

Notice of Contract Document Availability

Awarded Contract No.: **CMA 0212 MAILMCHN26** - Procurement Folder No.: 2011189

Dear Vendor,

This email is intended to notify you that important documents have been posted to the West Virginia Purchasing Division's website relating to the above identified solicitation and/or contract. Your firm is receiving this email because it:

XX Received a Direct Award contract utilizing the NASPO Cooperative Master Agreement No. CTR058808

PITNEY BOWES, INC.

_____ Holds a contract and is receiving a Central Delivery Order (CDO).

_____ Holds a contract and is receiving confirmation of an approved Change Order.

The award document, delivery order, or change order in question can be accessed at <https://www.state.wv.us/admin/purchase/Awards/awarded.html> within one business day. Please utilize the weblink to obtain a copy of the document for your records as soon as possible. The documents will only remain available on the website for 90 days.

The Purchasing Division appreciates your interest in doing business with the State. If you wish to attain additional details regarding the award of this purchase order/contract, please note that all officially awarded purchase orders/contracts are public information and available for public inspection at the Purchasing Division, 2019 Washington Street East, Charleston, WV 25305.

Sincerely,

Mark A. Atkins

Mark Atkins, CPPB
Buyer Supervisor
WV Purchasing Division