

August 29, 2022

Ms. Barbara Bonfig  
Tristate Office  
PO Box 566  
Southeastern, PA, 19399

RE: Public Records Request

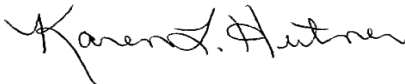
Dear Ms. Bonfig:

Thank you for your recent Public Records Request. The Massachusetts Public Records Law (M.G.L. Chapter 66 & Chapter 4, Section 7(26)) provides that every person has a right to access public information. This right of access includes the right to inspect or be furnished a copy of any public record within ten (10) business days following the receipt of a request. A state agency is only required to provide records that are in existence and is not required to create a new record based on information in its custody to accommodate a specific request.

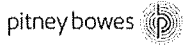
Your request, received on August 19, 2022, "requesting records for the 2021-22 Fiscal Year or 2021 tax year in relation to Inventory Management and Package-Asset Tracking/Management Software. (ex. package tracking software, package lockers/smart lockers, asset-inventory management software, mail postage system). These items are being used in your mailroom, receiving, facilities, and IT departments.

Please provide a lease or purchase order for Package Tracking/Delivery software and/or Smart Locker equipment. A copy of your mailroom equipment lease or purchase order if applicable. please provide a copy of the lease that shows the type of mailing equipment, monthly/quarterly payment, and date of the signed agreement. If you have a copy of your most recent invoice or purchase order, please submit," has been fulfilled via the attached documents.

Sincerely,



Karen Hutner  
Interim Director of Institutional Communications/Records Access Officer



# Fair Market Value Option Lease Agreement

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Agreement Number

## Your Business Information

Full Legal Name of Lessee / DBA Name of Lessee Tax ID # (FEIN/TIN)  
 QUINSIGAMOND COMMUNITY COLLEGE 42897624

Sold-To: Address  
 670 W BOYLSTON ST, WORCESTER, MA, 01606-2092, US

Sold-To: Contact Name Sold-To: Contact Phone # Sold-To: Account #  
 [REDACTED] [REDACTED] [REDACTED]

Bill-To: Address  
 670 W BOYLSTON ST, WORCESTER, MA, 01606-2092, US

Bill-To: Contact Name Bill-To: Contact Phone # Bill-To: Account # Bill-To: Email  
 [REDACTED] [REDACTED] [REDACTED] [REDACTED]

Ship-To: Address  
 670 W BOYLSTON ST, WORCESTER, MA, 01606-2092, US

Ship-To: Contact Name Ship-To: Contact Phone # Ship-To: Account #  
 [REDACTED] [REDACTED] [REDACTED]

PO #

## Your Business Needs

Qty	Item	Business Solution Description
1	RELAY5000	Relay 5000 Inserting System
1	F700327	F700327 - Special Tower Feeder Kit
4	F780183	F780183 - Sheet/Flat envelope Tray
4	F780184	F780184 - Insert Tray
1	F9PG	F9PG-PowerGuard Service Package
1	STDSLA	Standard SLA-Equipment Service Agreement (for Relay 5000 Inserting System)
1	T150	T150 - Relay 5000 Inserting System
1	TIRC	TIRC-60 In Table

## Your Payment Plan

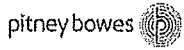
Initial Term: 60 months	Initial Payment Amount:	
Number of Months	Monthly Amount	Billed Quarterly at*
60	\$ 670.97	\$ 2,012.91

\*Does not include any applicable sales, use, or property taxes which will be billed separately.

- Tax Exempt Certificate Attached
- Tax Exempt Certificate Not Required
- Purchase Power<sup>®</sup> transaction fees included
- Purchase Power<sup>®</sup> transaction fees extra

Pitney Bowes  
Southbridge

Start 12/30/2019  
End 12/29/2023  
48 months



**Fair Market Value Option Lease Agreement**

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Agreement Number

**Your Business Information**

Full Legal Name of Lessee / DBA Name of Lessee: QUINSIGAMOND COMMUNITY COLLEGE  
Tax ID # (FEIN/TIN): 42547053

Sold-To: Address  
5 OPTICAL DRSTE 100, SOUTHBRIDGE, MA, 01550-2559, US

Sold-To: Contact Name, Sold-To: Contact Phone #, Sold-To: Account #

Bill-To: Address  
670 W BOYLSTON ST, WORCESTER, MA, 01606-2092, US

Bill-To: Contact Name, Bill-To: Contact Phone #, Bill-To: Account #, Bill-To: Email

Ship-To: Address  
5 OPTICAL DRSTE 100, SOUTHBRIDGE, MA, 01550-2559, US

Ship-To: Contact Name, Ship-To: Contact Phone #, Ship-To: Account #

PO #

**Your Business Needs**

Qty	Item	Business Solution Description
1	MAILSTATION	Mailstation2
1	K7M0	K7M0 - Mailstation2 Meter
1	M0L5	Mailstation2 with 5lb Scale and 10 Accis
1	PB-4000-US	SmartLink: LVM WIFI/LAN analytics device
1	SJK7	SoftGuard for Mailstation2
1	STDSLA	Standard SLA-Equipment Service Agreement (for Mailstation2)

**Your Payment Plan**

Initial Term: 48 months	Initial Payment Amount:	
Number of Months	Monthly Amount	Billed Quarterly at*
48	\$ 27.70	\$ 83.10

- Tax Exempt Certificate Attached
- Tax Exempt Certificate Not Required
- Purchase Power® transaction fees included
- Purchase Power® transaction fees extra

\*Does not include any applicable sales, use, or property taxes which will be billed separately.