**LEASE SCHEDULE**

**MAILROOM EQUIPMENT, SUPPLIES & MAINTENANCE**

**SCHEDULE NO.**

**TO NASPO VALUEPOINT MASTER AGREEMENT NO. ADSPO16-169897**

**AND THE STATE OF COLORADO PARTICIPATING ADDENDUM NO. 2018-010**

**WITH PITNEY BOWES INC.**

**Pitney Bowes Inc**., (“Lessor”) and **Insert name of State Agency** (“Lessee”) are Parties to the NASPO ValuePoint Master Agreement (the “Master Agreement”) and the State of Colorado Participating Addendum (the “Participating Addendum”) identified above. Pursuant to Exhibit E, Pitney Bowes Straight Lease Agreement Terms, Exhibit B, General Work Requirements, Section 2.2, Equipment Leasing, Cancellable Rentals and Postage Meter Rentals, and Exhibit C, Products and Price List of the Participating Addendum, this Lease Schedule (the “Schedule”), which shall be identified by the Schedule Number specified above, and the Master Agreement and Participating Addendum (collectively, the “Agreements”), together comprise a separate Lease between the parties. The terms and conditions of the Master Agreement and Participating Addendum are hereby incorporated by reference into this Schedule. All capitalized terms used in this Schedule without definition shall have the meanings ascribed to them in the Agreements.

1. **Equipment.** Subject to the terms and conditions of the Agreements, Lessor agrees to lease to Lessee the Equipment identified below:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Description** | **Part Number** | **Quantity** | **Contract Price** | **Extended Contract Price** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **Total Contract Price** |  |

1. **Straight Lease Financial Terms.**

|  |  |
| --- | --- |
| **1.**  Term (number of months): |       |
| **2.** Quarterly Lease Payment Amount: | $      |

**3.** Reference Attachment 1, Lease Payment Schedule, which is attached hereto and incorporated by reference.

**4.** The maximum amount payable for each Fiscal Year (FY) (July 1 – June 30) shall be as follows:

|  |  |
| --- | --- |
| FY       | $      |
| FY       | $      |
| FY       | $      |
| FY       | $      |
| FY       | $      |
| FY       | $      |

|  |  |
| --- | --- |
| **5.** The total maximum amount payable under this Schedule is: | $      |

1. **Acceptance.** Pursuant to Section 2.4, Inspection and Acceptance of Exhibit B to the Participating Addendum, the Lease shall not commence until the Lessee has inspected and accepted all Equipment under this Schedule as denoted by Attachment 2, Certificate of Acceptance, which is attached hereto and incorporated by reference.
2. **Parties.**

|  |  |  |
| --- | --- | --- |
| **LESSOR:** |  | **LESSEE:** |
| **Pitney Bowes Inc.** |  | **Insert name of State Agency** |
| Address Line 1 |  | Address Line 1 |
| Address Line 2 |  | Address Line 2 |
| City, State, Zip |  | City, State, Zip |
| **By:**  |  |  | **By:**  |  |
| **Phone:**  |  |  | **Phone:**  |  |
| **Signature:**  |  |  | **Signature:**  |  |
| **Date:**  |  |  | **Date:**  |  |

**ALL CONTRACTS REQUIRE APPROVAL BY THE STATE CONTROLLER**

§24-30-202 C.R.S. requires the State Controller to approve all State Contracts. This Contract (aka the “Schedule”) is not valid until signed and dated below by the State Controller or an authorized delegate.

|  |
| --- |
| **STATE CONTROLLER****Robert Jaros, CPA, MBA, JD****By:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Effective Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**Attachment 1 – Lease Payment Schedule**

**ANNEX A**

 **TO**

**MAILROOM EQUIPMENT, SUPPLIES & MAINTENANCE**

**SCHEDULE NO.**

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**AND THE STATE OF COLORADO PARTICIPATING ADDENDUM NO. 2018-010**

**WITH PITNEY BOWES INC.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Start Date:** |  |  | **End Date:** |  |

|  |  |  |
| --- | --- | --- |
| **Payment No.** | **Payment Date** | **Payment Amount** |
| **1** |  |  |
| **2** |  |  |
| **3** |  |  |
| **4** |  |  |
| **5** |  |  |
| **6** |  |  |
| **7** |  |  |
| **8** |  |  |
| **9** |  |  |
| **10** |  |  |
| **11** |  |  |
| **12** |  |  |
| **13** |  |  |
| **14** |  |  |
| **15** |  |  |
| **16** |  |  |
| **17** |  |  |
| **18** |  |  |
| **19** |  |  |
| **20** |  |  |

**Attachment 2 – Certificate of Acceptance**

**ANNEX B**

 **TO**

**MAILROOM EQUIPMENT, SUPPLIES & MAINTENANCE**

**SCHEDULE NO.**

**TO NASPO VALUEPOINT MASTER AGREEMENT NO. ADSPO16-169897**

**AND THE STATE OF COLORADO PARTICIPATING ADDENDUM NO. 2018-010**

**WITH PITNEY BOWES INC.**

|  |  |  |
| --- | --- | --- |
| **To:** | **Pitney Bowes Inc.** | **(“Lessor”)** |

Pursuant to the provisions of the Schedule and Agreements (collectively, the “Lease”), Lessee hereby certifies and warrants that (a) all Equipment described in the Schedule has been delivered and installed; (b) Lessee has inspected the Equipment, and all such testing as it deems necessary has been performed by Lessee and/or Lessor to the Satisfaction of Lessee; and (c) Lessee accepts the Equipment for all purposes of the Lease.

|  |
| --- |
| **Insert name of State Agency (“Lessee”)** |
| **By:** |  |
| **Title:** |  |
| **Date:** |  |