

**SWC# 419 Digital Mailroom**  
**Equipment, Supplies and Maintenance**  
**Contract Information and Usage Instructions**

**\*\*\*The contact information and processes detailed in this document are subject to change at any time. Please go to <https://www.tn.gov/generalservices/procurement/central-procurement-office--cpo-/state-agencies-/statewide-contract-instruction--swc-.html> for the most up-to-date version of statewide contract usage instructions.**

**Contract Period:** This contract has a total five-year term, with the initial term being three years and the remaining two years consisting of optional one-year renewals.

**Contract Start Date:** 4/5/2018

**Current Contract Expiry Date:** 5/14/2022

Special note regarding Term of Contract: This contract has an additional five (5) years built into the term. No new leases will be entered into beyond the end of year five (5) (May 14, 2022) from the resulting contract. The remaining five (5) years of the statewide contract will allow agencies to complete the existing terms and will run through May 14, 2027.

**Summary/Background Information:** This is a statewide contract for the purchase or operational lease or rental of mailing equipment. You can lease meters and scales and purchase software solutions and supplies for the support of mailing equipment. Pricing is structured by catalogs with percent discounts.

This SWC is considered **CONFIDENTIAL** under Tenn. Code Ann. § 10-7-504(i)(3)(B) where the “identity of a vendor that provides to the state goods and services used to protect electronic information processing systems, telecommunication and other systems, data storage systems, government employee information, or citizen information shall be confidential.” Usage instructions will be provided to end users internally through our Intranet and through me as the contract administrator. All other interested parties must sign a non-disclosure agreement (NDA) in order to receive information regarding this SWC.

**State Contract Administrator:**

Erik Busby

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