



## COUNTY COMMISSION

BALDWIN COUNTY  
312 Courthouse Square, Suite 12  
BAY MINETTE, ALABAMA 36507  
(251) 937-0264  
Fax (251) 580-2500  
www.baldwincountyal.gov

MEMBERS  
DISTRICT 1. JAMES E. BALL  
2. JOE DAVIS, III  
3. BILLIE JO UNDERWOOD  
4. CHARLES F. GRUBER

November 19, 2019

Neopost USA, Inc.  
c/o Accurate Control Equipment, Inc.  
30652 Sgt E I Boots Thomas Drive  
Spanish Fort, AL 36527  
ATTN: Randall Stabb

**REFERENCE:** Lease of One (1) Letter Opener for the Baldwin County Sales & Use Tax Office Located in Robertsedale, Alabama

Dear Mr. Stabb:

The Baldwin County Commission during their regularly held meeting on November 19, 2019, approved the lease of one (1) letter opener off the State of Alabama bid for the for thirty-six (36) months as follows:

**Neopost IM16 Letter Opener  
Full Coverage Maintenance Contract  
\$232.14 per quarter – total per year \$928.56**

Please find attached your copy of the executed Agreement. Quarterly billing will be required to the Baldwin County Commission, 312 Courthouse Square, Suite 11, Bay Minette, AL, 36507.

If you have any questions, please call the Purchasing Director, Wanda Gautney at (251) 580-2520.

Sincerely,

BILLIE JO UNDERWOOD, Chairman  
Baldwin County Commission

BJU:wg Item #BE10

Attachment

cc: Wanda Gautney, Purchasing Director

Section (A) Office Information

Office Number	Office Name	Office Phone #	Date Submitted
601	Accurate Control Equipment Inc.	(251) 928-4976	10/11/2019

Section (B) Billing Information

Company Name	BALDWIN COUNTY COMMISSION		
DBA			
Billing Address	312 COURTHOUSE SQ STE 11		
City State Zip+4	BAY MINETTE	AL	36507-4809
Contact Name	FINANCE-ACCOUNTS PAYABLE	Phone	(251) 937-9561
Contact Title		Fax	
Email Address		PO #	

Section (C) Installation Information (if different from billing information)

Company Name	BALDWIN COUNTY SALES & USE TAX		
Installation Address	22070 HWY 59		
City State Zip+4	ROBERTSDALE	AL	36567
Contact Name	HEATHER GWYNN	Phone	(251) 928-3002
Contact Title	SALES & USE TAX COORDINA	Fax	(251) 972-6836
Email Address	HGWYNN@BALDWINCOUNTYAL.GOV		

Section (D) Products

Qty	Model / Part Number	Description (include Serial Number, if applicable)
1	IM16	Letter Opener

Section (E) Lease Payment Information & Schedule

Tax Status: <input type="checkbox"/> Taxable <input checked="" type="checkbox"/> Tax Exempt <i>Certificate attached</i>	Number of Months		Monthly Payment (Plus applicable taxes)
	First	36	\$77.38
Billing Frequency: <input type="checkbox"/> Monthly <input checked="" type="checkbox"/> Quarterly <input type="checkbox"/> Annually			
<input type="checkbox"/> Standard <input checked="" type="checkbox"/> Arrears			

Section (F) Service Products (Check all that apply)

Maintenance  
 Installation/Training  
 Software Support for premise (non-cloud) solutions

Section (G) Approval

This document consists of a Government Product Lease Agreement with MailFinance Inc.; and an Online Services and Software Agreement with Neopost USA Inc. Your signature constitutes an offer to enter into such agreements, and acknowledges that you have received, read, and agree to all applicable terms and conditions (Version: Government-Equipment-Lease-Terms-Dealer-v2-18), which are also available at <https://www.neopost.com/terms/government-equipment-lease-terms-dealer-v2-18.pdf>, and that you are authorized to sign the agreements on behalf of the customer identified above. The applicable agreements will become binding on the companies identified above only after an authorized individual accepts your offer by signing below, or when the equipment is shipped to you.

\*\*\*\*\* SEE PURCHASE ORDER \*\*\*\*\*

Authorized Signature: *Catherine Beaudet*

Print Name and Title: *Bette Collierwood*

Date Accepted: *11/19/19*

Date Accepted: *10/23/19*

Accepted by Neopost USA and its Affiliates

