

# Master Purchase Order

<b>DO NOT INVOICE TO THIS ADDRESS</b>			Master Purchase Order No. 0274A0112	
City & County of Denver			Date: 2/23/2012	Revision No. 1
Purchasing Division			Payment Terms N/30	
201 West Colfax Avenue, Dept. 304			Freight Terms DESTINATION	
Denver, CO 80202			Ship Via Vendor	
United States			Buyer: Joe Saporito	
Phone: 720-913-8100 Fax: 720-913-8101			Phone: 720-913-8118	

Vendor: 0000088319 Phone: 402-339-6500 Fax: 402-339-6588

Pitney Bowes Presort Services, Inc.  
PO Box 809369  
Chicago, IL. 60680-9369

Ship To: Central Services Mailroom Dept. 305 (third floor)  
201 W. Colfax Ave.  
Denver, CO. 80202  
Central Services

Vendor Contact: Lynn Conner  
[lynn.conner@pbpresortservices.com](mailto:lynn.conner@pbpresortservices.com)  
720-979-4494

Bill To: Accounts Payable  
201 West Colfax Department 908  
Denver, Colorado  
80202  
or  
As Specified By Agency

1. **Goods/Services:**  
Pitney Bowes Presort Services, Inc., a Delaware corporation, ("Vendor") shall provide the goods, and any services related thereto, identified and described on attached Exhibit A, to the City and County of Denver, a Colorado municipal corporation (the "City"), all in accordance with the terms and conditions of this Master Purchase Order.
2. **Ordering:**  
The City shall purchase one or more of the goods/services by issuing a written purchase order(s) or similar appropriate written document ("Order"), each of which will be deemed incorporated into this Agreement for purposes of such Order only.
3. **Pricing:**  
The pricing/rates for the goods/services is contained on Exhibit A and shall be held firm for the term of this Master Purchase Order.
4. **Extension or Renewal:**  
The effective period of this Master Purchase Order shall be from date of City signature to and including one year from date of City signature. It is also a specific provision of this Master Purchase Order that the City and the vendor may mutually agree to renew and continue the contract or agreement consummated under this Master Purchase Order for additional periods of one year at the same prices, terms and conditions. However, no more than four (4) yearly extensions shall be made to the original Master Purchase Order.
5. **Non-Exclusive:**  
This Master Purchase Order is non-exclusive. City does not guarantee any minimum purchase other than as provided herein.
6. **Inspection and Acceptance:**  
City may inspect all goods/services prior to acceptance. Payment does not constitute acceptance. Vendor shall bear the cost of any inspection/testing that reveal goods/services that are defective or do not meet specifications. City's failure to accept or reject goods/services shall not relieve Vendor from its responsibility for such goods/services that are defective or do not meet specifications nor impose liability on City for such goods/services. If any part of the goods/services are not acceptable to City, City may, in addition to any other rights it may have at law or in equity: (1) make a warranty claim; (2) repair and/or replace the goods or substitute other services at Vendor's expense; or (3) reject and return the goods at Vendor's cost and/or reject the services at Vendor's expense for full credit. Any rejected goods/services are not to be replaced without written authorization from City, and any such replacement shall be on the same terms and conditions contained in this Master Purchase Order. Vendor shall perform all services in accordance with the standard of care exercised by highly competent vendors who perform like or similar services.
7. **Shipping, Taxes and Other Credits and Charges:**  
All pricing is F.O.B. destination unless otherwise specified. Shipments must be marked with Vendor's name, the Master Purchase Order number, and contain a delivery or packing slip. Vendor shall not impose any charges for boxing, crating, parcel post, insurance, handling, freight, express or other similar charges or fees. Vendor shall notify City in writing of any price decreases immediately, and City shall receive the benefit thereof on all unshipped items. Vendor shall comply with any additional delivery terms specified herein. Vendor shall be responsible for the cleanup and reporting of any contamination (environmental or otherwise) or spillage resulting from the delivery and/or unloading of goods within twenty-four (24) hours of the contamination or spillage or sooner if required by law. Vendor shall procure all permits and licenses; pay all charges, taxes and fees; and give all notices necessary and incidental to the fulfillment of this Master Purchase Order and all cost thereof have been included in the prices contained herein. City shall not be liable for the payment of taxes, late charges or penalties of any nature, except as required by D.R.M.C. § 20-107, et seq. The price of all goods/services shall reflect all applicable tax exemptions. City's Federal Registration No. is 84-6000580 and its State Registration No. is 98-02890. Vendor shall pay all sales and use taxes levied by City.

on any tangible personal property built into the goods/services. Vendor shall obtain a Certificate of Exemption from the State of Colorado Department of Revenue prior to the purchase of any materials to be built into the goods/services and provide a copy of the Certificate to City prior to final payment.

- 8. Risk of Loss:**

Vendor shall bear the risk of loss, injury or destruction of goods prior to delivery to City. Loss, injury or destruction shall not release Vendor from any obligation hereunder.
- 9. Invoice:**

Each invoice shall include: (i) the Master Purchase Order number; (ii) individual itemization of the goods/services; (iii) per unit price, extended and totaled; (iv) quantity ordered, back ordered and shipped; (v) an invoice number and date; (vi) ordering department's name and "ship to" address; and (vii) agreed upon payment terms set forth herein.
- 10. Payment:**

Payment shall be subject to City's Prompt Payment Ordinance D.R.M.C. § 20-107, et-seq. after City accepts the goods/services. Any other provision of this Agreement notwithstanding, in no event shall the City be liable for aggregate payments under this Master Purchase Order in excess of Seven Million Five Hundred Thousand Dollars (\$7,500,000). The Vendor acknowledges that any goods/services provided beyond those specifically described in Exhibit A are performed at Contractor's risk and without authorization from the City. City's payment obligations hereunder, whether direct or contingent, shall extend only to funds appropriated by the Denver City Council for the purpose of this Master Purchase Order, encumbered by the City after receipt of Vendor's invoice and paid into the Treasury of City. Vendor acknowledges that: (i) City does not by this Master Purchase Order, irrevocably pledge present cash reserves for payments in future fiscal years; and (ii) this Master Purchase Order is not intended to create a multiple-fiscal year direct or indirect debt or financial obligation of City. City may setoff against any payments due to Vendor any claims and/or credits it may have against Vendor under this Master Purchase Order.
- 11. Amendments/Changes:**

Only the Manager of General Services or his delegate is authorized to change or amend this Master Purchase Order by a formal written change order. Any change or amendment that would cause the aggregate payable under this Master Purchase Order to exceed the amount appropriated and encumbered for this Master Purchase Order is expressly prohibited and of no effect. Vendor shall verify that the amount appropriated and encumbered is sufficient to cover any increase in cost due to changes or amendments. Goods/services provided without such verification are provided at Vendor's risk. The Vendor has no authority to bind City on any contractual matters.
- 12. Warranty:**

Vendor warrants and guarantees to City that all goods furnished under this Master Purchase Order are free from defects in workmanship and materials, are merchantable, and fit for the purposes for which they are to be used. For any goods furnished under this Master Purchase Order which become defective within twelve (12) months (unless otherwise specified) after date of receipt by City, Vendor shall either, at City's election and to City's satisfaction, remedy any and all defects or replace the defective goods at no expense to City within seven (7) days of receipt of the defective goods or accept the defective goods for full credit and payment of any return shipping charges. Vendor shall be fully responsible for any and all warranty work, regardless of third party warranty coverage. Vendor shall furnish additional or replacement parts at the same prices, conditions and specifications delineated herein.
- 13. Indemnification/Limitation of Liability:**

Vendor shall indemnify and hold harmless City (including but not limited to its employees, elected and appointed officials, agents and representatives) against any and all losses (including without limitation, loss of use and costs of cover), liability, damage, claims, demands, actions and/or proceedings and all costs and expenses connected therewith (including without limitation attorneys' fees) that arise out of or relate to any claim of infringement of patent, trademark, copyright, trade secret or other intellectual property right related to this Master Purchase Order or that are caused by or the result of any act or omission of Vendor, its agents, suppliers, employees, or representatives. Vendor's obligation shall not apply to any liability or damages which result solely from the negligence of City. City shall not be liable for any consequential, incidental, indirect, special, reliance, or punitive damages or for any lost profits or revenues, regardless of the legal theory under which such liability is asserted. In no event shall City's aggregate liability exceed the agreed upon cost for those goods/services that have been accepted by City under this Master Purchase Order. Notwithstanding anything contained in this Master Purchase Order to the contrary, City in no way limits or waives the rights, immunities and protections provided by C.R.S. § 24-10-101, et seq.
- 14. Termination:**

City may terminate this Master Purchase Order, in whole or in part, at any time and for any reason immediately upon written notice to Vendor. In the event of such a termination, City's sole liability shall be limited to payment of the amount due for the goods/services accepted by City. Vendor acknowledges the risks inherent in this termination for convenience and expressly accepts them. Termination by City shall not constitute a waiver of any claims City may have against Vendor.
- 15. Interference:**

Vendor shall notify the Director of Purchasing immediately of any condition that may interfere with the performance of Vendor's obligations under this Master Purchase Order and confirm such notification in writing within twenty-four (24) hours. City's failure to respond to any such notice shall in no way act as a waiver of any rights or remedies City may possess.

**16. Venue, Choice of Law and Disputes:**

Venue for all legal actions shall lie in the District Court in and for City and County of Denver, State of Colorado, and shall be governed by the laws of the State of Colorado as well as the Charter and Revised Municipal Code, rules, regulations, Executive Orders, and fiscal rules of City. All disputes shall be resolved by administrative hearing, pursuant to the procedure established by D.R.M.C. § 56-106. Director of Purchasing shall render the final determination.

**17. Assignment/No Third Party Beneficiary:**

Vendor shall not assign or subcontract any of its rights or obligations under this Master Purchase Order without the written consent of City. In the event City permits an assignment or subcontract, Vendor shall continue to be liable under this Master Purchase Order and any permitted assignee or subcontractor shall be bound by the terms and conditions contained herein. This Master Purchase Order is intended solely for the benefit of City and Vendor with no third party beneficiaries

**18. Notice:**

Notices shall be made by Vendor to the Director of Purchasing and by City to Vendor at the addresses provided herein, in writing sent registered, return receipt requested.

**19. Compliance With Laws:**

Vendor shall observe and comply with all federal, state, county, city and other laws, codes, ordinances, rules, regulations and executive orders related to its performance under this Master Purchase Order. City may immediately terminate this Master Purchase Order, in whole or in part, if Vendor or an employee is convicted, plead nolo contendere, or admits culpability to a criminal offense of bribery, kickbacks, collusive bidding, bid-rigging, antitrust, fraud, undue influence, theft, racketeering, extortion or any offense of a similar nature.

**20. Insurance:**

Vendor shall secure, before delivery of any goods/services, the following insurance covering all operations, goods and services provided to City. Vendor shall keep the required insurance coverage in force at all times during the term of the Purchase Order, or any extension thereof, during any warranty period, and for three (3) years after termination of this Purchase Order. The required insurance shall be underwritten by an insurer licensed to do business in Colorado and rated by A.M. Best Company as "A-"VII or better. Each policy shall contain a valid provision stating "Should any of the above-described policies be canceled or non-renewed before the expiration date thereof, the issuing company shall endeavor to provide thirty (30) days written notice to the Denver Risk Management, 201 West Colfax Avenue, Dept. 1105, Denver, Colorado 80202. Additionally, Vendor shall provide written notice of cancellation to the address above by certified mail, return receipt requested. Vendor shall be responsible for the payment of any deductible or self-insured retention. The insurance coverages specified in this Purchase Order are the minimum requirements, and these requirements do not lessen or limit the liability of Vendor. Vendor shall provide a copy of this Purchase Order to its insurance agent or broker. Vendor may not commence services or work relating to the Purchase Order prior to placement of coverage. Contractor certifies that the attached certificate of insurance attached to the Purchase Order documents, preferably an ACORD certificate, complies with all insurance requirements of this Purchase Order. The City's acceptance of a certificate of insurance or other proof of insurance that does not comply with all insurance requirements set forth in this Purchase Order shall not act as a waiver of Vendor's breach of this Purchase Order or any of the City's rights or remedies under this Agreement. The City's Risk Management Office may require additional proof of insurance. Vendor's insurer shall name as Additional Insured to its Commercial General Liability and Business Auto Liability policies the City and County of Denver, its elected and appointed officials, employees and volunteers. Vendor's insurer shall waive subrogation rights against the City. All sub-contractors and sub-consultants (including independent contractors, suppliers or other entities providing goods/services required by this Purchase Order) shall be subject to all of the requirements herein and shall procure and maintain the same coverages required of Vendor. Vendor shall include all such entities as insureds under its policies or shall ensure that they all maintain the required coverages. Vendor shall provide proof of insurance for all such entities upon request by City. For Worker's Compensation Insurance, Vendor shall maintain the coverage as required by statute for each work location and shall maintain Employer's Liability insurance with limits of \$100,000 for each bodily injury occurrence claim, \$100,000 for each bodily injury caused by disease claim, and \$500,000 aggregate for all bodily injuries caused by disease claims. Vendor expressly represents to City, as a material representation upon which City is relying, that none of the Vendor's officers or employees who may be eligible under any statute or law to reject Workers' Compensation Insurance shall effect such rejection during any part of the term of this Purchase Order, and that any such rejections previously effected, have been revoked. Vendor shall maintain Commercial General Liability coverage with limits of \$1,000,000 for each occurrence, \$1,000,000 for each personal and advertising injury claim, \$2,000,000 products and completed operations aggregate, and \$2,000,000 policy aggregate. Vendor shall maintain Business Auto Liability coverage with limits of \$1,000,000 combined single limit applicable to all owned, hired and non-hired vehicles used in performing services under this Purchase Order. For Commercial General Liability coverage, the policy must provide the following: (i) That this Purchase Order is an Insured Contract under the policy; (ii) Defense costs in excess of policy limits; (iii) A severability of interests, separation of insureds or cross liability provision; and (iv) A provision that coverage is non-contributory with other coverage or self-insurance provided by City. For claims-made coverage, the retroactive date must be on or before the first date when any goods or services were provided to City. At their own expense, and where such general aggregate or other aggregate limits have been reduced below the required per occurrence limit, the Contractor will procure such per occurrence limits and furnish a new certificate of insurance showing such coverage is in force.

- 21. Severability:**  
If any provision of this Master Purchase Order, except for the provisions requiring appropriation and encumbering of funds and limiting the total amount payable by City, is held to be invalid, illegal or unenforceable by a court of competent jurisdiction, the validity of the remaining portions or provisions shall not be affected if the intent of City and Vendor can be fulfilled.
- 22. Survival:**  
All terms and conditions of this Master Purchase Order which by their nature must survive termination/expiration shall so survive. Without limiting the foregoing, Vendor's insurance, warranty and indemnity obligations shall survive for the relevant warranty or statutes of limitation period plus the time necessary to fully resolve any claims, matters or actions begun within that period. Bonds shall survive as long as any warranty period.
- 23. No Construction Against Drafting Party:**  
No provision of this Master Purchase Order shall be construed against the drafter.
- 24. Status of Vendor/Ownership of Work Product:**  
Vendor is an independent contractor retained on a contractual basis to perform services for a limited period of time as described in Section 9.1.1E(x) of the Charter of City. Vendor and its employees are not employees or officers of City under Chapter 18 of the D.R.M.C. for any purpose whatsoever. All goods, deliverables, hardware, software, plans, drawings, reports, submittals and all other documents or things furnished to City by Vendor shall become and are the property of City, without restriction.
- 25. Records and Audits:**  
Vendor shall maintain for three (3) years after final payment hereunder, all pertinent books, documents, papers and records of Vendor involving transactions related to this Master Purchase Order, and City shall have the right to inspect and copy the same.
- 26. Remedies/Waiver:**  
No remedy specified herein shall limit any other rights and remedies of City at law or in equity. No waiver of any breach shall be construed as a waiver of any other breach.
- 27. No Discrimination in Employment:**  
Vendor shall not refuse to hire, discharge, promote or demote, or to discriminate in matters of compensation against any person otherwise qualified, solely because of race, color, religion, national origin, gender, age, military status, sexual orientation, marital status, or physical or mental disability; and Vendor shall insert the foregoing provision in any subcontracts hereunder.
- 28. Use, Possession or Sale of Alcohol or Drugs:**  
Vendor shall cooperate and comply with the provisions of Executive Order 94. Violation may result in City terminating this Master Purchase Order or barring Vendor from City facilities or from participating in City operations.
- 29. Conflict of Interest:**  
No employee of City shall have any personal or beneficial interest in the goods/services described in this Master Purchase Order, and Vendor shall not hire or contract for services any employee or officer of City which would be in violation of City's Code of Ethics, D.R.M.C. §2-51, et seq. or the Charter §§ 1.2.8, 1.2.9, and 1.2.12.
- 30. No Employment of Illegal Aliens to Perform Work Under The Agreement:**
- a. This Agreement is subject to Division 5 of Article IV of Chapter 20 of the Denver Revised Municipal Code, and any amendments (the "Certification Ordinance").
  - b. The Contractor certifies that:
    - (1) At the time of its execution of this Agreement, it does not knowingly employ or contract with an illegal alien who will perform work under this Agreement.
    - (2) It will participate in the E-Verify Program, as defined in § 8-17.5-101(3.7), C.R.S., to confirm the employment eligibility of all employees who are newly hired for employment to perform work under this Agreement.
  - c. The Contractor also agrees and represents that:
    - (1) It shall not knowingly employ or contract with an illegal alien to perform work under the Agreement.
    - (2) It shall not enter into a contract with a subconsultant or subcontractor that fails to certify to the Contractor that it shall not knowingly employ or contract with an illegal alien to perform work under the Agreement.
    - (3) It has confirmed the employment eligibility of all employees who are newly hired for employment to perform work under this Agreement, through participation in the E-Verify Program.
    - (4) It is prohibited from using the E-Verify Program procedures to undertake pre-employment screening of job applicants while performing its obligations under the Agreement, and that otherwise requires the Contractor to comply with any and all federal requirements related to use of the E-Verify Program including, by way of example, all program requirements related to employee notification and preservation of employee rights.
    - (5) If it obtains actual knowledge that a subconsultant or subcontractor performing work under the Agreement knowingly employs or contracts with an illegal alien, it will notify such subconsultant or subcontractor and the City within three (3) days. The Contractor will also then terminate such subconsultant or subcontractor if within three (3) days after such notice the subconsultant or subcontractor does not stop employing or contracting with the illegal alien, unless during such three-day

period the subconsultant or subcontractor provides information to establish that the subconsultant or subcontractor has not knowingly employed or contracted with an illegal alien.

(6) It will comply with any reasonable request made in the course of an investigation by the Colorado Department of Labor and Employment under authority of § 8-17.5-102(5), C.R.S, or the City Auditor, under authority of D.R.M.C. 20-90.3.

d. The Contractor is liable for any violations as provided in the Certification Ordinance. If Contractor violates any provision of this section or the Certification Ordinance, the City may terminate this Agreement for a breach of the Agreement. If the Agreement is so terminated, the Contractor shall be liable for actual and consequential damages to the City. Any such termination of a contract due to a violation of this section or the Certification Ordinance may also, at the discretion of the City, constitute grounds for disqualifying Contractor from submitting bids or proposals for future contracts with the City.

This Master Purchase Order is acknowledged and agreed to by:

Vendor Name: Pitney Bowes Presort Services, Inc.  
(Company Name)

By:   
(Authorized Signature)

Print Name: Jay A. Orton, President & C.O.O.

Title: \_\_\_\_\_

Date: 3/9/12

City & County of Denver, Purchasing Division

By: 

Print Name: Joe Saporito

Title: Senior Buyer

Date: 3/12/12

**EXHIBIT "A"**

**Vendor:** Pitney Bowes Presort Services, Inc.  
**Title:** Mailing Services - First Class Presort  
**Master Purchase Order No.:** 0274A0112

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**It is recommended that you use your Master Purchase Order No. - 0274A0112, in all future correspondence, billing, invoicing or other communications.**

Description of the goods, and services related thereto, being purchased and pricing:

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The purpose of this Master Purchase Order between the City and County of Denver (the City) and Pitney Bowes Presort Services, Inc. (Vendor) is for FIRST CLASS PRESORT MAILING and other mailing services.

**SCOPE OF WORK AND TECHNICAL REQUIREMENTS**

Vendor shall pick up mail primarily from the City's mail room located 201 W. Colfax Ave on a daily basis, at a minimum, at approximately 3:00 PM Monday through Friday, excluding City holidays. Vendor may also provide pickup services at other City locations, as needed. The mail shall be post marked the same day of pickup services. The City reserves the right to adjust or add pickup times; however, the City does not foresee adding more than one pickup time. This pickup requires presort and postal drop-off at the Denver's United States Postal Services General Mail Facility prior to an agreed upon time the same day as pick up.

**F.O.B. POINT:**

All prices quoted shall be at a firm price F.O.B. Denver, Colorado, delivered to the City's Central Services Mailroom and various other City locations.

Central Services Mailroom Dept. 305 (third floor)  
201 W. Colfax Ave.  
Denver, CO. 80202

**ADDITIONAL REQUIREMENTS:**

- Vendor shall provide all equipment, labor and materials incidental to accomplishing the presorting of all City mail and the delivery of same, including unqualified bags of mail to the U.S. Post Office.
- Transportation costs of all mail between designated business locations shall be the sole responsibility of the vendor.
- Pickup times shall be subject to change according to the City's needs and postal requirements. With advance arrangements vendor shall be able to provide for occasional Saturday pickup service and extra daily pickup when requested.
- Services shall include the detection of out-of-country mail, unmetered mail, misaddressed mail and non-zip coded mail, and its prompt return to the City's mail department.
- Vendor shall provide #3 sacks and trays for mailing handling services as requested by the City.

- Vendor guarantees that all mail for the day will be delivered to the USPS General Mail Facility by 6:00 P.M or other mutually agreed upon time to ensure same day service.
- Vendor guarantees 100% qualification of all in-state automation compatible (Colorado) mail.

**MAIL PREPARATION AND PROCESSING:**

Vendor shall ensure all mail is sorted by zip code sequence and barcoded and prepared in full compliance with the United States postal regulations and applicable State and Federal laws to qualify for the maximum USPS discounted presort postage rate.

- Minimum piece counts shall not be required as amounts may vary on a daily basis.
- Vendor agrees to pay additional postage to USPS for non-qualifying pieces at time of deposit and shall invoice the City accordingly for reimbursement.
- Vendor may be required to add additional postage for mail that cannot be presorted.
- Vendor shall provide Bulk Rate Mailing Services, where applicable or requested, which includes the requirements necessary for preparing mail for bulk rate and the necessary paperwork required by the USPS.
- Vendor shall pick-up bulk mail and sort it in such a manner that the lowest postage is received.

**SITE VISIT:**

Upon request, representatives from the City may visit vendor's mailing facility to ensure City requirements contained in this proposal are met.

**ESTIMATED QUANTITIES:**

The City has estimated 3,000,000 pieces of mail annually. Quantities listed are the City's best estimate and do not obligate the Buyer to order or accept more than City's actual requirements during the period of this agreement, as determined by actual needs and availability of appropriated funds. It is expressly understood and agreed that the resulting contract is to supply the City with its complete actual requirement of the materials specified in this proposal for the contract period.

**COOPERATIVE PURCHASING:**

The City encourages and participates in cooperative purchasing endeavors undertaken by or on behalf of other governmental jurisdictions, pursuant to Denver Revised Municipal Code Sec. 20-64.5. To the extent other governmental jurisdictions are legally able to participate in cooperative purchasing endeavors; the City supports such cooperative activities. Further, it is a specific requirement of this contract that pricing offered herein to the City may be offered by the vendor to any other governmental jurisdiction purchasing the same products.

The vendor must deal directly with any governmental agency concerning the placement of purchase orders, freight charges for destinations outside of the Denver Metro area, contractual disputes, invoicing, and payment. The City shall not be liable for any costs, damages incurred by any other entity.

**PRICING:**

Any omissions of fees in this contract shall be borne by the Vendor, unless mutually agreed upon, including any omissions for software, hardware, support, etc. which is necessary to the success of the contract. The City shall not increase the contract or any purchase order (either dollar amount or time) for items not included in this contract.

**ITEM No. 1: FIRST CLASS PRESORT**

First Class Mail Presort	Unit of Measure	THREE DIGIT ZIP CODE PROCESSING	FIVE DIGIT ZIP CODE PROCESSING
1 ounce	Per piece	\$ 0.374*	\$ 0.350*
2 ounce	Per piece	\$ 0.374*	\$ 0.350*
3 ounce	Per piece	\$ 0.624*	\$ 0.600*

\*The pre sort rates may be adjusted based on the United States Postal Service rate changes. However, all other proposal items shall remain firm and fixed throughout the initial contract term, or any extension thereof. The three & five digit postage rates for Item no. 1 shall be a direct pass through from the rate of the USPS. Vendor shall not add additional fees to the USPS rates.

PBPS shall have the ability to provide mailing services by using either PBPS's permit/account number or the City's permit/account number. In instances where the PBPS permit/account number is used, PBPS will invoice the City for reimbursement.

Rates can be found at:

<http://pe.usps.com/TEXT/DMM300/Notice123.htm#1849928>

**Associated First Class Presort fees.**

Processing fee: \$ 0.003/piece (3 digit)  
 \$ 0.027/piece (5 digit)

Metering fee: \$ 0.025/piece (3 & 5 digit)

Courier/Transportation fee: \$ 0.0/piece

Fuel fee: \$ 0.0/piece

Reject fee: \$ 0.0/piece

Pick Up / Delivery Fee: \$ 0.0/per occasion

**ITEM No. 2: MOVE UPDATE**

As required by the USPS, vendor should have options to meet the Move Update (NCOA) requirement. The purpose is to provide mail piece address correction service. This shall be done on a quarterly basis.

Service Fee: \$ 0.003/piece



**ITEM No. 3: ADDITIONAL SERVICES**

Set up fees: \$ 0.0/piece

Inkjet Permit fee: \$ 0.0155/piece

Inkjet Return Address \$ 0.0155/piece

Inkjet Addressing \$ 0.022/piece

Barcoding \$ 0.0/piece

Storage fees: \$ 0.0 (The City may request the vendor store items from time to time. This may be for items such as envelopes or printed materials.)

**ITEM No.4: FOLDING**

Folding of mail pieces to appropriate size for the mailing being processed.

Price Per Fold: One Fold: \$ 0.008/piece

Two Folds: \$ 0.012/piece

Three Folds: \$ 0.015/piece

Four Folds: \$ 0.024/piece

**ITEM No.5: INSERTING**

Automated inserting and sealing of materials into envelopes for mailing. Pricing per piece shall include sealing.

Price Per Insert: One Insert: \$ 0.01/piece

Two Inserts: \$ 0.015/piece

Three Inserts: \$ 0.019/piece

Four Inserts: \$ 0.024/piece

Five Inserts: \$ 0.028/piece

Six Inserts: \$ 0.035/piece

**ITEM No. 6: FLATS PRICING:**

<b>Weight</b>	<b>Unit of Measure</b>	<b>3 Digit Postage Rate</b>	<b>Processing Fee</b>	<b>Move Update Fee</b>	<b>Metering Fee</b>
1 ounce	Per Piece	\$ 0.574*	\$ 0.19	\$ 0.020	\$ 0.040
2 ounce	Per Piece	\$ 0.744*	\$ 0.19	\$ 0.020	\$ 0.040
3 ounce	Per Piece	\$ 0.914*	\$ 0.19	\$ 0.020	\$ 0.040
4 ounce	Per Piece	\$ 1.084*	\$ 0.19	\$ 0.020	\$ 0.040
5 ounce	Per Piece	\$ 1.254*	\$ 0.19	\$ 0.020	\$ 0.040
6 ounce	Per Piece	\$ 1.424*	\$ 0.19	\$ 0.020	\$ 0.040
7 ounce	Per Piece	\$ 1.594*	\$ 0.19	\$ 0.020	\$ 0.040
8 ounce	Per Piece	\$ 1.764*	\$ 0.19	\$ 0.020	\$ 0.040
9 ounce	Per Piece	\$ 1.934*	\$ 0.19	\$ 0.020	\$ 0.040
10 ounce	Per Piece	\$ 2.104*	\$ 0.19	\$ 0.020	\$ 0.040
11 ounce	Per Piece	\$ 2.274*	\$ 0.19	\$ 0.020	\$ 0.040
12 ounce	Per Piece	\$ 2.444*	\$ 0.19	\$ 0.020	\$ 0.040
13 ounce	Per Piece	\$ 2.614*	\$ 0.19	\$ 0.020	\$ 0.040

\*The pre sort rates may be adjusted based on the United States Postal Service rate changes.