



Form GSOP I-PIN (04/98)

STATE OF CALIFORNIA
Department of General Services - Office of Procurement

PURCHASE ORDER

Purchase Order No.	Rev.	Date
61987		4/10/2008
Supplier No.	Solicitation No.	Delivery Date
112443	56700	60 Days ARO
FOB Point		Invoice Terms
Destination		

MOORE WALLACE 2295 GATEWAY OAKS DRIVE SUITE 100 SACRAMENTO, CA 95833 Attn: SHARI REYES X112 Phone: 916-614-3112	S EMPLOYMENT DEVELOPMENT h T DEPARTMENT CPDS i o 3704 PARKWAY PLACE P WEST SACRAMENTO, CA 95691 Attn: J. THOMPSON (916)375-6882	C EMPLOYMENT DEVELOP D E-31 h T MIC 52 r o PO BOX 826880 g e SACRAMENTO CA 95280-0001		
	Agency Billing	Agency Purchase Estimate	Purchase Estimate	Revision
	23336	E867842	66912	3
	Agency Contact		Phone	Date Received
JR PIZARRO		916-543-8165		

Item No.	Quantity	Unit	Commodity Code	Description	Unit Price	Extension
THE GENERAL PROVISIONS FOR NON-IT COMMODITIES ARE HEREBY INCORPORATED BY REFERENCE. THESE GENERAL PROVISIONS CAN BE OBTAINED BY PHONING (916) 375-4400 OR BY ACCESSING OUR WEBSITE AT: www.documents.dgs.ca.gov/pd/modellang/GPnonIT0407.pdf THE FOLLOWING INFORMATION IS PROVIDED FOR AGENCY USE ONLY: PRIME CONTRACTOR: NS						
3	EA		7490-000-0015-1	MAILING MACHINE (AS DESCRIBED)	76,730.5800	230,191.74
Item Miscellaneous Charges and Discounts						Dollar Value
MAINTENANCE						27,738.00
MAINTENANCE						38,835.00
MAINTENANCE						41,856.00
Pressure Sealing Systems, as described meeting the requirements (Section 3) of the attached specification 7490-07BS-005R3 of one (1) page, dated 2/4/08.						
Brand: MOOR WALLACE/RR DONNELLEY						
Model: LM-20						
Total Value:						338,620.74
F.O.B. DESTINATION REQUIREMENT						
For the purpose of this award, only F.O.B. Destination will be accepted.						

Sales and/or use tax to be extra unless noted above

Buyer SHANNON KELLER	Phone 916-375-4606	BOC Number
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STATE OF CALIFORNIA

Department of General Services - Office of Procurement

PURCHASE ORDER CONTINUATION

Form GSOP 2-PIN (04/98)

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<i>Purchase Order No.</i>	<i>Revision</i>	<i>Date</i>	<i>Supplier No.</i>	<i>Supplier Name</i>
61987		4/10/2008	112443	MOORE WALLACE

<i>Item No.</i>	<i>Quantity</i>	<i>Unit</i>	<i>Commodity Code</i>	<i>Description</i>	<i>Unit Price</i>	<i>Extension</i>
<p><u>DELIVERY REQUIREMENTS</u></p> <p>Delivery arrangements must be made at least 24 hours prior to delivery. Contact Cindy Kawano at (916) 375-6856. Failure to make delivery arrangements could result in refusal of the delivery.</p>						
<p><u>SET IN PLACE AND OPERATIONAL REQUIREMENT</u></p> <p>The supplier shall be required to unpack and set the items in place as directed, remove all dunnage and instruct personnel on its use.</p>						
<p><u>MANUALS</u></p> <p>A copy of necessary functional manuals, adjustment manuals, schematic diagrams and parts catalogues. Parts for equipment are to be available for each model and available for purchase by the State at not greater cost than published list prices.</p>						
<p><u>WARRANTY</u></p> <p>Equipment shall operate satisfactorily and have a minimum warranty period of one year from date of delivery to the State. All material, labor and transportation costs for repair of defects and failures occurring within the warranty period.</p>						
<p><u>LABEL OR DECAL (EQUIPMENT SERVICE LABEL)</u></p> <p>Supplier will be required to affix a label or decal to this equipment at the time of installation, showing warranty period by dates, and the name, address and telephone number of the dealer responsible for service of the equipment.</p>						
<p><u>SALES TAX:</u> Sales tax is not to be included on the bid or in the bid pricing. If awarded this bid, sales tax should be added at time of invoicing. The sales tax rate applied should be based on the rate of the area the product is to be delivered to.</p>						
<p><u>CHANGE ORDERS</u></p> <p>Any Purchase Order resulting from this bid may be amended, modified, or terminated at any time by mutual agreement of the parties in writing. Change orders amending, modifying or terminating the Purchase Order, including any modifications of the compensation payable, may be issued only by the State Procurement Officer. All such change orders shall be in writing and issued only upon written concurrence of the supplier. Termination, as that term is used in this section, does not include termination for default of the supplier.</p>						
<p>This Purchase order has been registered into the state contact and procurement registration system (https://www.scprs.dgs.ca.gov/). The registration number is 71000408297685.</p>						



STATE OF CALIFORNIA
BID SPECIFICATION
PRESSURE SEAL FOLDER SYSTEM

7490-07BS-005R3

1 SCOPE

This document describes an automated Folding and Pressure Sealing System, for Employment Development Department (EDD). The System shall be comprised of 1) Inputting (Feeding), 2) Processing (Folding), 3) Finishing (Sealing), Optional Conveyor.

2 APPLICABLE SPECIFICATIONS / STANDARDS / CODES

Specifications, standards and codes referenced in this document in effect on the opening of the 'Invitation For Bid', form a part of this specification.

3 REQUIREMENTS

3.1 THE SYSTEM SHALL:

- 3.1.1 Be rated with a machine speed between 19,999 to 40,001 documents per hour, based on 8.5" X 11" size document.
- 3.1.2 Be rated with a minimum duty cycle of 1,000,000 documents per month.
- 3.1.3 Be able to, meet or exceed, process/produce finished pressure sealed documents with a:
 - 75% efficiency (net output) of the rated machine speed per hour for the document size 8.5" X 11".
 - 65% efficiency (net output) of the rated machine speed per hour for the document size 8.5" X 14".
- 3.1.4 Be capable of processing different sizes and weights of documents.
 - 3.1.4.1 Sizes: widths 7" to 11" and lengths 8.5" to 14".
 - 3.1.4.2 Weights: 24# bond up to 100# (0.007") tag stock.
- 3.1.5 Be capable of folding and sealing all sides of the document.
- 3.1.6 Be equipped with multi-document and jam detection technology.
- 3.1.7 Be capable of diverting the document or stopping the equipment prior to fold, when double or multiple documents are detected.
- 3.1.8 Be capable of indicating points of error and stoppages to the operator through visible indicator such as lights or display messages.
- 3.1.9 Be capable of programming and/or selecting preprogrammed folds styles from a control panel.
- 3.1.10 Be equipped with a document counter.
- 3.1.11 Inputting (Feeding) Shall:
 - 3.1.11.1 Be equipped with cut sheet input feeder:
 - That can be continuously loaded without stopping the system.
 - With the capacity to hold 2500 minimum documents.
 - 3.1.11.2 Be equipped:
 - With a drop-in station (in-line) that seals an individual document that has been hand folded.
 - OR**
 - With an alternative pressure sealing equipment (off-line equipment provided by the supplier) that seals an individual hand folded document.
- 3.1.12 Processing (Folding) Shall:
 - 3.1.12.1 Be capable of the following fold styles (but is not limited to) V-Fold, C-Fold, Eccentric C-Fold and Z-Fold.
- 3.1.13 Finishing (Seal) Shall:
 - 3.1.13.1 Be capable of sealing all sides of the document.
 - 3.1.13.2 Be capable of feeding out to an existing out-put stacker conveyor.
 - Conveyor height is adjustable 31" to 35" from floor.
 - Maximum speed is 9 ft/min

4 OPTIONAL NON-AWARD ITEM (OUTPUT CONVEYER)

4.1 MANUFACTURERS OPTIONAL CONVEYER SHALL:

- 4.1.1 Be compatible in interfacing height and output speed to the proposed pressure sealer equipment.
- 4.1.2 Be equipped with variable speed and stop controls
- 4.1.3 Be capable of conveying the finished mail sizes stated in 3.1.4.1
- 4.1.4 Be at least six feet long with a conveyer end stop to prevent mail from falling off the end.



State of California
Evaluation Requirements
PRESSURE SEAL FOLDER SYSTEM

Acceptance testing shall be performed to ensure proper operation of the Pressure Sealing systems.

The Acceptance Test shall be performed under the following conditions:

1. The Acceptance Test will be a pass/fail test.
2. The Acceptance Test will consist of the three (3) individual tests described below in "Pressure Sealer Performance Test Requirements"
3. Passing the Acceptance Test will require that all three (3) individual tests and set-up times are run consecutively and successfully.
4. The supplier will be allowed only two (2) attempts to pass the Acceptance Test.
5. The Acceptance Test will be performed by only one supplier operator.
6. Total set-up time for each individual test shall be less than 30 minutes.
7. EDD and the supplier must mutually agree upon the total quantity of test material needed prior to testing.

Pressure Sealer Performance Test Requirements:

1. The first test will be run using 10,000 documents of EDD Stock A; 8-1/2"x11" (28# bond) Z fold.
2. The second test will be run using 10,000 documents of EDD Stock B; 8-1/2"x11" (28# bond) Z fold.
3. The third test will be run using 10,000 documents of EDD Stock C; 8-1/2"x14" (28# bond) Z fold.

Each individual test will be considered successful when the finished mail products are successfully processed at

- 75% efficiency (net output) for tests 1 and 2
- 65% efficiency (net output) for test 3

of the machine speed or faster. Equipment stops or jams will be included in the run time.

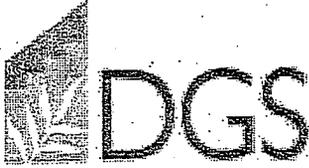
Example:

Proposed equipment's rated machine speed is 32,000 documents per hour.
Allowed Acceptance Test time will be based on paper size: (net output)

- 8.5" X 11" documents, a 24,000/hour cycle speed time (75% of 32,000 = 24,000)
- 8.5" X 14" documents, a 20,800/hour cycle speed time (65% of 32,000 = 20,800).

The allowed time to process 10,000 documents based on paper size:

- 8.5" X 11" documents, will be 25 minutes or less $[(10,000/24,000) \times 60 \text{ minutes} = 25 \text{ minutes}]$.
- 8.5" X 14" documents, will be 28 minutes and 51 seconds or less $[(10,000/20,800) \times 60 \text{ minutes} = 28.846 \text{ minutes}]$.



EDD
Administrative Requirements
PRESSURE SEAL FOLDER SYSTEM

SCOPE OF WORK

The supplier shall provide Employment Development Department (EDD) delivery, setup, all equipment, labor, materials, parts, training and documentation for three (3) automatic Folding and Pressure Sealing Systems in compliance with Specification 7490-07BS-005R3, dated 2/4/2008. The supplier agrees to provide to EDD preventive and remedial maintenance service for the three (3) Pressure Sealers during the 1-year warranty period.

The services shall be performed at the Employment Development Department, 3704 Parkway Place, West Sacramento, CA.

Definition of Terms

PREVENTIVE MAINTENANCE – Maintenance performed by the supplier on a scheduled basis which is designed to keep the equipment in proper operating condition.

REMEDIAL SERVICE – Maintenance performed by the supplier which results from equipment failure which is performed as required, i.e. on an unscheduled basis.

Site Preparation

Supplier:

Supplier shall provide to EDD a written site preparation specification and schedule for the systems within thirty (30) calendar days of award. The written, detailed specifications/schedule is to ensure efficient environmental and functional operation of the equipment.

State:

EDD shall create a written site location plan for the equipment and detail the associated power and environmental control requirements within 30 days of award issuance. If requested, the supplier shall be provided a copy of the plan. The supplier may review and comment on the adequacy of the EDD's plan and shall be permitted access to the location site, subject to security requirements for the site.

Install/Set-Up

Supplier shall be responsible for all installations, support necessary to install/setup, and make the systems operational at the EDD, 3704 Parkway Place, West Sacramento, CA, within 30 days after delivery. The installation dates may be changed by written mutual consent between the Supplier and EDD.

EDD
Administrative Requirements
PRESSURE SEAL FOLDER SYSTEM

Mutual Agreement:

Mutually agreed arrangements must be made with EDD and supplier to schedule a phased installation and access to the location site.

EDD and the supplier shall mutually agree in writing to:

- Site preparation specification
- Phase installation Schedule
- Site location plan (See provided layout for general information)

The supplier shall specify and provide the time required to install the equipment within five (5) days upon request of EDD.

The supplier shall certify in writing that the equipment is ready for use, and operates in conformance with the specifications. The supplier shall certify in writing that the equipment is ready for the operational control by EDD. EDD will accept control of the equipment for the purpose of validating its installation and performing the Acceptance Testing. All installations shall be performed by factory trained and certified technicians for the specific equipment and systems listed in the bid requirements.

The supplier shall unpack the equipment; set it in place and remove all dunnage.

Acceptance

Acceptance testing shall ensure that the Pressure Sealing systems operate properly. The supplier must certify in writing that the equipment is fully functional within five (5) days prior to acceptance testing. The Acceptance Test is defined in document 66912at.

The equipment will not be accepted by EDD until the Acceptance Test has been successfully completed. If any system fails both attempts to pass the Acceptance Test, EDD has the option to either default the supplier or allow for a single retest run that shall occur within five (5) business days of the original testing date. If there is a retest, it shall be performed under the same test conditions describe in this section. Failure of the retest shall automatically cause the supplier to be in default.

Upon successful completion of the Acceptance Test, EDD will notify the supplier in writing of equipment acceptance.

DGS may witness the acceptance testing and shall receive a copy of the Letter of Acceptance from EDD to the supplier.

Note: Optional conveyer purchase will be determined prior to Acceptance testing.

Operational Hours

The services shall be provided during the hours of plant operation: Starting 7:00 AM on Mondays running 24 hours a day until 6:00 PM on Saturdays; excluding State holidays.

EDD
Administrative Requirements
PRESSURE SEAL FOLDER SYSTEM

Maintenance Service and Parts

Supplier shall provide full coverage of remedial and preventive maintenance for all of the equipment covered by this agreement during the shifts and hours specified, to keep the equipment in the proper operating (optimal) condition.

The supplier shall provide a monthly preventive maintenance schedule, to the EDD Project Manager, two (2) working days before the subject month begins. The schedule shall contain the dates and times the preventive maintenance shall be performed. The equipment shall be thoroughly inspected for worn parts, and such parts replaced at no cost to the State. The equipment shall be cleaned, lubricated and adjusted as necessary to maintain the equipment in good operating condition.

All repairs and adjustments must be made to comply with original manufacturers' specifications unless prior authorization to deviate from the manufacturers' specifications has been obtained from the EDD Project Manager in writing. At the end of the contract period EDD may, at EDD's option, (1) require that any parts installed by the supplier which were not manufactured by the original manufacturer be replaced with original manufacturer produced parts, and (2) any adjustments made by the supplier that deviated from the manufacturers' specifications be returned to the manufacturers' specifications. There shall be no additional cost to EDD for the return of equipment to original manufacturers' specifications.

All repairs performed by supplier must adhere to manufacturers' safety requirements. Supplier may not remove or bypass any safety devices in order to facilitate repair and operation of equipment.

Service Technicians

The supplier shall provide fully trained and qualified technicians for the specific equipment and systems listed in this agreement. All of the supplier's technicians performing maintenance at the work-site during the term of this agreement are subject to EDD security clearance requirements prior to their being admitted to the work-site.

EDD reserves the right to bar any supplier's employee from the work-site.

Training

Training must be provided to ensure assigned staff is technically competent to operate the Pressure Sealer to meet the daily mail volumes.

Supplier shall provide on site training to a minimum of 15 employees distributed between day and swing shifts to bring the staff to a level that assures effective operation of the Pressure Sealer. The Supplier shall coordinate a training schedule within five (5) days of award. EDD shall not incur any costs associated with this training.

EDD
Administrative Requirements
PRESSURE SEAL FOLDER SYSTEM

Training shall be provided by a factory certified or trained representative. Training shall cover all aspects of the equipment's operation and routine maintenance.

A copy of the operating manual shall be furnished for each piece of equipment at the time of delivery at no cost to the EDD. If there are any special tools required for normal operation, one set shall be provided at no cost to the EDD. All manuals and instructions shall be in the English language.

Warranties

The Supplier warrants that:

The services shall be performed promptly, with diligence, in a competent and professional manner in accordance with the description of services in the Agreement and to EDD's satisfaction.

If EDD believes that there is a breach of warranty, EDD shall notify the Supplier, setting forth the nature of such claimed breach. The Supplier shall promptly investigate the claimed breach and shall either:

Provide information satisfactory to EDD that no breach of warranty occurred; OR

Promptly take action as may be required to correct the breach.

Standard Commercial Product

The equipment offered shall be in accordance with the requirements of this document. Features that are part of the manufacturer's standard commercial product shall be included in the equipment being furnished. A standard commercial product is a product, which has been sold or is currently being offered for sale on the commercial market through manufacturer's catalogs, brochures, or advertisements, and represents the latest production model. The equipment shall be new and latest model in current production. Used, shopworn, demonstrator, prototype, or discontinued models are not acceptable.

Please return this document with the bid package and sign below acknowledging all four (4) pages have been received.

Signature

