



STATE OF CALIFORNIA  
Department of General Services - Office of Procurement

Purchase Order No. Rev. Date  
62156 6/30/2008

**PURCHASE ORDER**

Form GSOP I-PIN (04/98)

Supplier No. 127697	Solicitation No. 57088	Delivery Date As Specified	FOB Point Destination	Invoice Terms
S h T i o P DEPT OF GENERAL SERVICES OFC STATE PUBLISHING 344 N. 7TH ST., 2ND FLOOR WEST SACRAMENTO, CA 95811		C h a T r o g e GENERAL SERVICES P-06 OFS OF STATE PUBLISHING ADMINISTRATION (SAME TO SHIP TO ADDRESS)		
Agency Billing 30090	Agency Purchase Estimate 3118674	Purchase Estimate 67012	Revision 1	
Agency Contact STEPHANIE L COUNTS		Phone 916-324-6879	Date Received	

K WILSON & CO INC  
189 BEACON ST  
S.SAN FRANCISCO, CA 94080  
Attn: GREGORY PARKER

Phone: 650-952-3003

Item No.	Quantity	Unit	Commodity Code	Description	Unit Price	Extension
<p>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:</p> <p><a href="http://www.documents.dgs.ca.gov/pd/modellang/GPnonIT0407.pdf">www.documents.dgs.ca.gov/pd/modellang/GPnonIT0407.pdf</a></p> <p>THE FOLLOWING INFORMATION IS PROVIDED FOR AGENCY USE ONLY:</p> <p>PRIME CONTRACTOR: SB</p> <p>FISCAL YEAR: 2007/2008</p> <p>FOR THE PURPOSE OF THIS AWARD, ONLY F.O.B. Destination will be accepted.</p> <p>This Purchase order has been registered into the state contact and procurement registration system (<a href="https://www.scprs.dgs.ca.gov/">https://www.scprs.dgs.ca.gov/</a>). The registration number is: 17600908332694</p> <p>NOTE: Attachments accompany this PO as follow:</p> <p>SPECIFICATIONS - BOOKBINDER, PERFECT - 3610-08BS-001 OF THREE (3) PAGES, DATED 04/21/08</p> <p>ATTACHMENT(S)</p> <p>ADMINISTRATIVE REQUIREMENTS FOR BOOKBINDER, PERFECT -67012AR OF THREE (3) PAGES, DATED 04/21/08</p> <p>PERFORMANCE TEST PLAN FOR BOOKBINDER, PERFECT -67012PT OF TWO (2) PAGES DATED 04/21/08</p>						
1	1	EA	3610-288-5002-2	BINDING EQUIPMENT (AS DESCRIBED) Book Binding Machine for the Department of General Services, Office of State Publishing per the attached State of California Bid Specification 3610-08BS-001, dated April 21, 2008.	174,754.0000	174,754.00
Total Value:						174,754.00

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

Buyer  EVONNE ROGERS	Phone 916-375-4346	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)

<i>Purchase Order No.</i>	<i>Revision</i>	<i>Date</i>	<i>Supplier No.</i>	<i>Supplier Name</i>
62156		6/30/2008	127697	K WILSON & CO INC

<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>This purchase order is being awarded on September 11th, 2008 pursuant to Government Code Section 13332.17. Any encumbrances made pursuant to this purchase order shall be construed to have been made on the last day of the preceding fiscal year.</p> <p>CHANGE ORDERS:</p> <p>This Purchase Order 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>						



## 1 SCOPE

This document establishes the requirements and specifications for a perfect book binding system (PBS). The PBS shall be able to produce books made from folded signatures or stacks of cut sheets. The PBS shall consist of but is not limited to: 1) book inputting/feeding station, 2) Spine processing/milling station, 3) gluing station, 4) nipping/cover station, 5) scoring station, 6) cover feeding station, and 7) finished book delivery station. The PBS shall be used by Office of State Publishing.

## 2 APPLICABLE SPECIFICATIONS / STANDARDS / CODES

2.1 Specifications and standards referenced in this document in effect on the opening of the invitation for bid, form a part of this specification.

2.2 Bidder shall comply with requirements of following standards and codes as they apply:

2.2.1 All electrical and mechanical equipment furnished shall comply with Title 8 (Industrial Safety Orders), Title 24 (State Building Standards Law) and Title 17 (Public Health of the California Administrative Code. All electrical equipment furnished shall be grounded except as provided in these codes.

2.2.2 UL electrical safety standard(s) with UL logo or equivalent on the PBS.

## 3 REQUIREMENTS

### 3.1 PBS

3.1.1 Shall be an "automatic" set-up through user (graphic touch screen) interface.

- User (graphic touch screen) interface shall display production data (speed, count, etc.) and provide menu guided make-ready instructions/settings to configure the perfect binder for the specific job.

3.1.2 Shall provide monitor to all safety guarding interlocks.

3.1.3 Shall be equipped with at least one emergency stop at the control console.

3.1.4 Shall be equipped with diagnostic/troubleshooting guide.

### 3.2 Book Inputting/Feeding Station

3.2.1 Shall be able to handle the following:

- Minimum book page material thickness (weight) shall be less than or equal to 40 lb "News Print" paper.
- Maximum book page material thickness (weight) shall be greater than or equal to 100 lb Book paper for the inside of the book and 100 lb Cover stock for the cover of the book.
- Minimum cover material thickness (weight) shall be less than or equal to 50 lb Cover or 75 lb Index paper.
- Maximum cover material thickness (weight) shall be greater than or equal to 100 lb Cover or 150 lb Index paper.
- Minimum untrimmed book size shall be less than or equal to 4.2" wide x 5.8" high.

- Maximum untrimmed book size shall be greater than or equal to 12.50" wide x 12.50" high.
- Minimum untrimmed cover size shall be less than or equal to 5.50" wide x 9.00" high.
- Maximum untrimmed cover size shall be greater than or equal to 12.50" wide x 25.50" high.
- Minimum finished book thickness shall be less than or equal to .2".
- Maximum finished book thickness shall be greater than or equal to 2.50".
- Shall be equipped with at least a 4-clamp feeding station.
- Shall be equipped with a feature that is capable of detecting if there is no book at the feeding station, which then stops the cover feeder from feeding a cover.

**3.2.2** Maximum book input cycle shall be greater than or equal to 1,000 cycles/hour.

### **3.3 Spine Processing/Milling Station**

**3.3.1** Shall be equipped with milling/notching unit (ref: rufner knives) to expose and cross the fibers of each sheet from one to another, and pages are interlocked with one another.

- Spine shall have a minimum of two scores inside of the cover.
- Shall have two hinge scores.
- Shall be capable of scoring on the outside of the cover approximately .25 inch away from the spine score.

**3.3.2** Shall be equipped with dust extraction system that captures the paper trim dust without leaking or dispersing into the surrounding work area. It must hold at least the amount of paper dust that could be generated by producing 5,000 books of at least 1.25" thickness.

### **3.4 Gluing Station**

**3.4.1** Shall be equipped with a hot melt "ethylene vinyl acetate (EVA)" gluing unit.

**3.4.2** Shall be equipped with minimum 10-gallon pre-melt compartment (tank) and all related accessories.

**3.4.3** Shall be able to apply glue on spine and sides.

**3.4.4** Shall be equipped with a "seven-day" programmable timer to switch on glue tank according to the current programmed setting.

**3.4.5** Shall be equipped with glue cleaning unit.

**3.4.6** Shall be equipped with an exhaust manifold and fan that pulls the glue fumes away from the equipment and the operator.

- Shall be able to connect to a round exhaust duct that will be supplied by OSP to take the fumes outside of the building.

**3.5 Nipping/Cover Station**

- 3.5.1** Shall squeeze the cover onto the spine without marking or generating excess glue onto visible portions of the book.
- 3.5.2** Shall have side glue less than or equal to .25" from hinge score.

**3.6 Scoring Station**

- 3.6.1** Shall make a clean commercial quality score onto the cover while feeding the cover just prior to the nipping station.

**3.7 Cover Feeding Station**

- 3.7.1** Cover capacity shall be greater than or equal to 5.0".
- 3.7.2** Shall be equipped with missing and/or multiple cover detection.

**3.8 Finished Book Delivery Station**

- 3.8.1** Shall be equipped with a stacking unit and/or conveyor delivery system.
- 3.8.2** Shall be positioned to either (a) bring finished books around the machine back toward the hand feed station area, or (b) to take books away from the machine to a pallet staging area.



STATE OF CALIFORNIA  
ADMINISTRATIVE REQUIREMENT  
BOOKBINDER, PERFECT

67012AR

1. General

- The perfect book binding system (PBS) shall be set in-place and made fully functional after delivery to the location specified per this IFB.
- The PBS shall be tested by Office of State Publishing (OSP). The burden of proof of compliance with the specification will be the responsibility of the bidder.

2. Delivery

- The equipment is to be delivered within 14 weeks after receipt of order to:

The Office of State Publishing  
344 North Seventh St.  
Sacramento, CA 95814

- OR If the date of planned delivery is AFTER August 1<sup>st</sup>, 2008; the equipment is to be delivered to:

OSP - Digital Print Services  
1050 Richards Boulevard  
Sacramento, CA 95814

- The receiving dock is open to accept deliveries between 7am and 3pm, Monday through Friday; except State Holidays.

3. Vendor Qualification

- The bidder shall be able to demonstrate a history and expertise in the sale/manufacturing of similar PBS and has been in business continuously for a minimum of 24 consecutive months prior to this bid. Bidders shall provide a minimum of three (3) references that are currently operating the proposed PBS including contact numbers and names with the bid or within 5 days of request by the State.
- All bidders/vendors shall be either the factory or factory authorized distributors, and offer factory or factory authorized service for the products they are offering. Factory Authorization Letter shall be submitted with the bid or within 5 days of request by the State.

4. Setup/Site Preparation/Operation

- Supplier shall provide OSP the site preparation specification for the PBS at least 30 days prior to the delivery date. The specification shall include but is not limited to operating environment, power requirement, weight of the each pressure point from the machine, heat generated by the machine (BTU), cubic feet per minute (CFM) of exhaust air from the glue pot and space requirements. On-site set up and operation shall be provided by a factory certified or trained representative.

5. MANUALS

- Vendor shall provide at least three (3) set of complete operation and maintenance manuals covering the completed PBS as delivered at time of delivery.

- All manuals and instructions shall be in the English language.
6. Performance Tests
- Shall be conducted per 67012pt.doc.
7. Failure To Meet Test
- In the event the PBS fails to meet the performance test on the first trial, second trials may be made at the option of the bidder within 30 days of the date of the first trial. Such trial shall be final and conclusive and failure to comply with these requirements shall be cause for rejection. Failure to comply with changes to conform to any clause of the specifications, within 30 days after notice is given to the bidder of such changes, shall also be cause for rejection of the PBS. Permission to keep or store the PBS in any building owned or occupied by the purchaser or its use by the purchaser during the above-specified period with the permission of the bidder shall not constitute acceptance.
8. Training
- The supplier shall provide a minimum of two (2) training sessions that are four (4) hours in length. The sessions shall be at OSP and designed to train at least ten (10) employees before acceptance testing begins. Trainer(s) shall be on-site 100% of the allotted training time.
  - The training syllabus and materials needed for each trainee shall be delivered to OSP at least one (1) week prior to the beginning of the training.
  - Training materials shall include the detailed instruction needed to achieve the course objectives required to perform the tasks necessary for efficient operation and effective maintenance of PBS.
  - All training materials shall become the property of the State. Upon completion of training, trainees will be certified to perform their respective functions by the supplier in writing.
9. Warranty and Service
- The PSB shall be fully warranted to be free from defects in materials and workmanship for a minimum of 1 year from date of acceptance.
  - For repair of defects or failures, the vendor shall be on-site within four (4) hours after the initial call is made. The service or repair shall be completed within one (1) working day.
  - In the event the PBS fails to perform after repair has been attempted, or is proved to be defective within the first three-months of the warranty periods, the bidder shall install a replacement without cost to the State.
  - Vendor shall provide maintenance service/repair support 24 hours a day, 5 days a week, with option to request additional coverage up to 24 hours a day, for 7 days a week during high volume, high priority workload requirements.
  - Specific details of the service to conform to OSP production requirements and vendor's best service possibility for the given repair required.

- OSP shall not be billed at a rate greater than the standard amounts billed to large commercial operations running similar equipment systems and production volumes for Saturday or Sunday service.
- OSP shall provide adequate storage space and protection for any spare parts the supplier deems necessary to have on site to comply with this warranty.

## 1 SCOPE

This document describes the testing plan and procedures to validate a perfect book binding system (PBS). The PBS shall be subjected to the performance testing per the following procedures and complied with the pass criteria per this specification.

## 2 PROCEDURES

2.1 Testing materials shall be provided by Office of State Publishing (OSP).

2.2 Testing shall be conducted by OSP staff.

2.3 Prior the actual testing, supplier shall ensure the PBS is adjusted to manufacturer's specification and ready for testing.

2.4 Three (3) tests shall be required and conducted with trained operator(s). PBS shall pass the first test in order to proceed to the next test, The tests are:

### 2.5 Test #1

2.5.1 Process greater than or equal to 1,200 books with one operator. The materials shall be 40 lb newsprint bound to 100 lb index paper cover for a finished book size of 6" x 9" and thickness is less than or equal to 1.5".

### 2.6 Test #2

2.6.1 Process greater than or equal 1,000 books with two (2) operators working together. The materials shall be 16 lb bond paper bound to 140 lb index cover for a finished book size of 8.5" x 11" with thickness ranging from .5" to 1.25".

### 2.7 Test # 3

2.7.1 Process greater than or equal to 500 books with one operator. The materials shall be 20 lb bond text paper bound to 100 lb index cover with thickness of at least 2.00".

2.8 At the end of each test run, the number of finished book produced shall be counted.

## 3 PASS/FAIL CRITERIA

3.1 In order to deem the PBS compliant to this plan, random sample 10% of finished books from each test shall be:

3.1.1 Able to withstand 80 pounds pull test in three different areas of the book.

3.1.2 Able to flex 500 times to three different pages and the book will not come apart.

3.1.3 Able to verify there is no marking in the text or cover caused by the PBS.

3.1.4 Square and free of wrinkles and air pockets in the glue.

3.1.5 Glued that book text is adhered to the cover less than or equal to 1mm "head to foot".

### 3.2 Test #1

3.2.1 Process time shall be less than or equal to 2 hours to process 1200 finished books.

### 3.3 Test #2

3.3.1 Process time shall be less than or equal to 1 hour to process 1,000 finished books.

3.4 Test #3

3.4.1 Process time shall be less than or equal to 1 hour to process 500 finished books.

3.5 No failure (stop) caused by the system at each test run.