



STATE OF CALIFORNIA
Department of General Services - Office of Procurement

Purchase Order No. Rev. Date
62220 6/30/2008

PURCHASE ORDER

Form GSOP 1-PIN (04/98)

Supplier No. 776481	Solicitation No. 57055	Delivery Date As Specified	FOB Point Destination	Invoice Terms
S EMPLOYMENT DEVELOPMENT h T DEPARTMENT (EDD) i o 1733 W SPORTS DRIVE STE A p SACRAMENTO, CA 95834		C EMPLOYMENT DEVELOP D h T MIC 52 r o PO BOX 826880 e SACRAMENTO CA 94280-0001		
Agency Billing 23336	Agency Purchase Estimate E870906	Purchase Estimate 67275	Revision 0	
Agency Contact JESSICA COHAGAN		Phone 916-928-7694	Date Received	

SUMRALL SOLUTIONS LLC
4524 MAPLE PLAIN AVENUE
SUITE 201
ELK GROVE, CA 95758
Attn: PAUL SUMRALL

Phone: 916-427-3307

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: SB						
1	20000	MX	7530-999-0200-2	ENVELOPE (AS DESCRIBED) BY THE THOUSAND Envelope #9, single window in accordance with the attached specification #7530-0208, dated 8/5/08.	14.4500	289,000.00
Brand: <u>TENSION ENVELOPE CORPORATION</u>						
Total Value:						289,000.00
ATTACHMENTS: THE FOLLOWING ATTACHED DOCUMENTS ARE PART OF THIS PURCHASE ORDER: 1. SPECIFICATION #7530-0208, DATED AUGUST 5, 2008 2. ADMINISTRATIVE REQUIREMENTS 3. PALLET SPECIFICATION						
DELIVERY: For the purpose of this purchase order, F.O.B. Destination						

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

Buyer <i>Kathleen Sanborn</i> KATHLEEN SANBORN	Phone 916-375-4403	BOC Number
--	-----------------------	------------

Jon Oberly

STATE OF CALIFORNIA

Department of General Services - Office of Procurement

PURCHASE ORDER CONTINUATION

Form GSOP 2-PIN (04/98)

<i>Purchase Order No.</i> 62220	<i>Revision</i>	<i>Date</i> 6/30/2008	<i>Supplier No.</i> 776481	<i>Supplier Name</i> SUMRALL SOLUTIONS LLC
---	-----------------	--------------------------	-------------------------------	---

<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>will be accepted.</p> <p>Delivery dates will be as specified in attached administrative requirements document of three pages.</p> <p><u>CHANGE ORDERS:</u></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> <p>This purchase order is being awarded on September 26, 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>This Purchase order has been registered into the state contact and procurement registration system (https://www.scprs.dgs.ca.gov/). The registration number is 71000908334903.</p>						

**1.0 SCOPE:**

This specification covers custom design envelopes for use by the Employment Development Department (EDD) for mailing letters and forms, and which are required to be suitable for machine inserting, sealing and sorting.

2.0 SPECIFICATIONS AND STANDARDS

Specifications and standards referenced in this document in effect on the opening of the Invitation for Bid form a part of this specification where referenced.

3.0 REQUIREMENTS

- 3.1 Envelope specified size measurement is minimum, only a tolerance of +1/16 inch is acceptable. Tolerance for all other measurements is + or - 1/16 inch.
- 3.2 Envelope size, #9 (3-7/8" x 8-7/8") with single window. Due to the need for rigidity of envelopes through insertion equipment, recycled paper is not acceptable on this order. SEE ATTACHED FIGURES (FIGURES 1-1b)
- 3.3 Paper, 24lb, white virgin bond wove (caliper 4.35-5.50).
- 3.4 Smoothness, 170 ± 15 Sheffield Units on the felt (outside) side with the brightness rated at 84%, and the opacity at 90%.
- 3.5 Side seams shall be 3/4 inch with gum line 7 inches centered.
- 3.6 Single window:
 - Dimension: 1" X 3-1/2"
 - Location: 1-3/8" from left edge and 1/2" from bottom edge.
- 3.7 Window patch shall be polystyrene plastic, acetate or similar material (Glassine, a translucent cellulose bleached paper is not permitted.) in use by the industry that meets U.S. Postal standards with regards to reflectivity.
- 3.8 Envelope shall be printed front and back with black ink, see figure #1 & 1a.

- 3.9** One, 1-1/4" x 1/4", PMS 187 color bar on the upper left corner. The bar shall be visible 1-1/4" down from upper left corner and 3/8" visible from the front side. See attached figure #1 for placement.
- 3.10** A security screen tint shall be applied to the envelope interior and must ensure complete opacity to prevent show through of any material contained within. Vendor must guarantee security tint will not show through the envelope and will meet U.S. Postal Service Regulations.
- 3.11** Envelope security tint must be "www.edd.ca.gov" repeated with a bullet between each web-site repetition. Text shall be at seventy degrees, angled left to right.
- 3.12** The back lower left corner of the envelope shall have the following information:
- Manufacturer Name, Job Number, Month, Year
- 3.13** The envelopes shall not jam or cause any other damage to the inserting equipment when inserted at 10,500 envelopes per hour speed on Pitney Bowes Series 8, 9, and 12 machines.

Figure 1

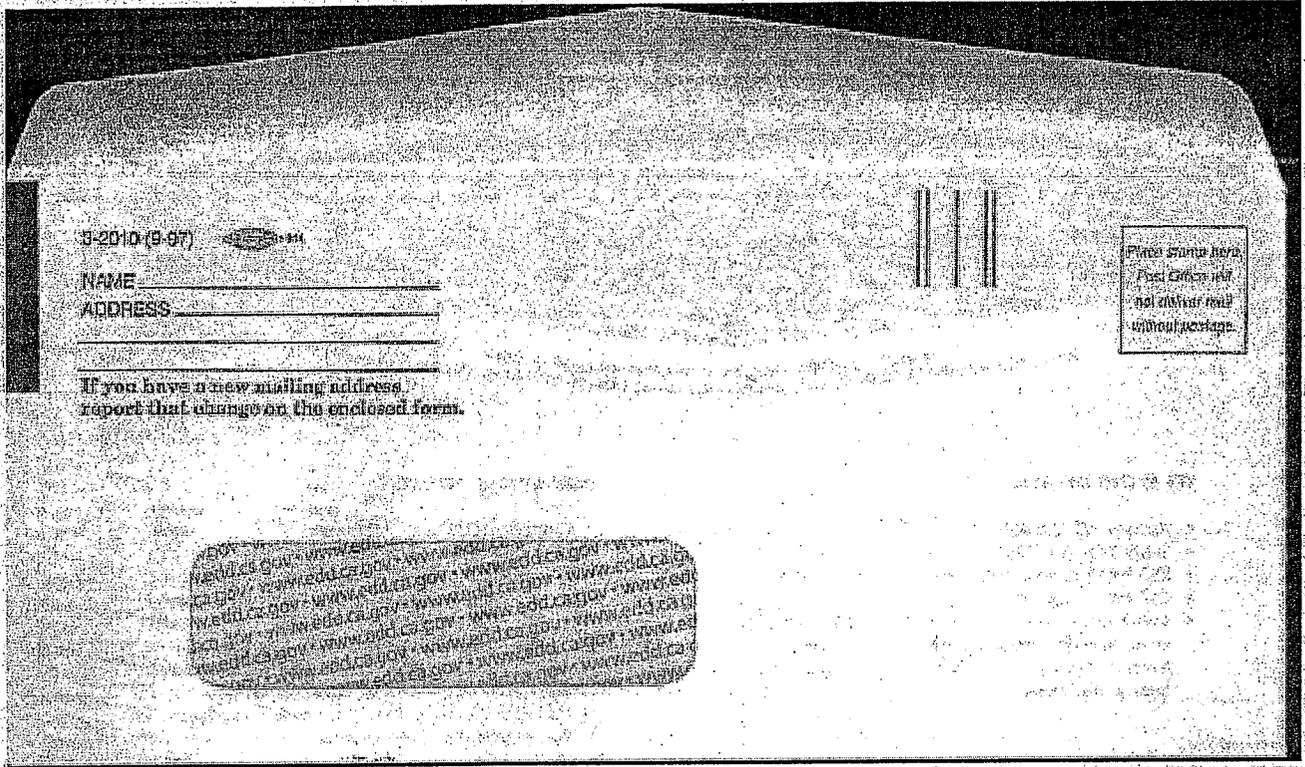


Figure 1a

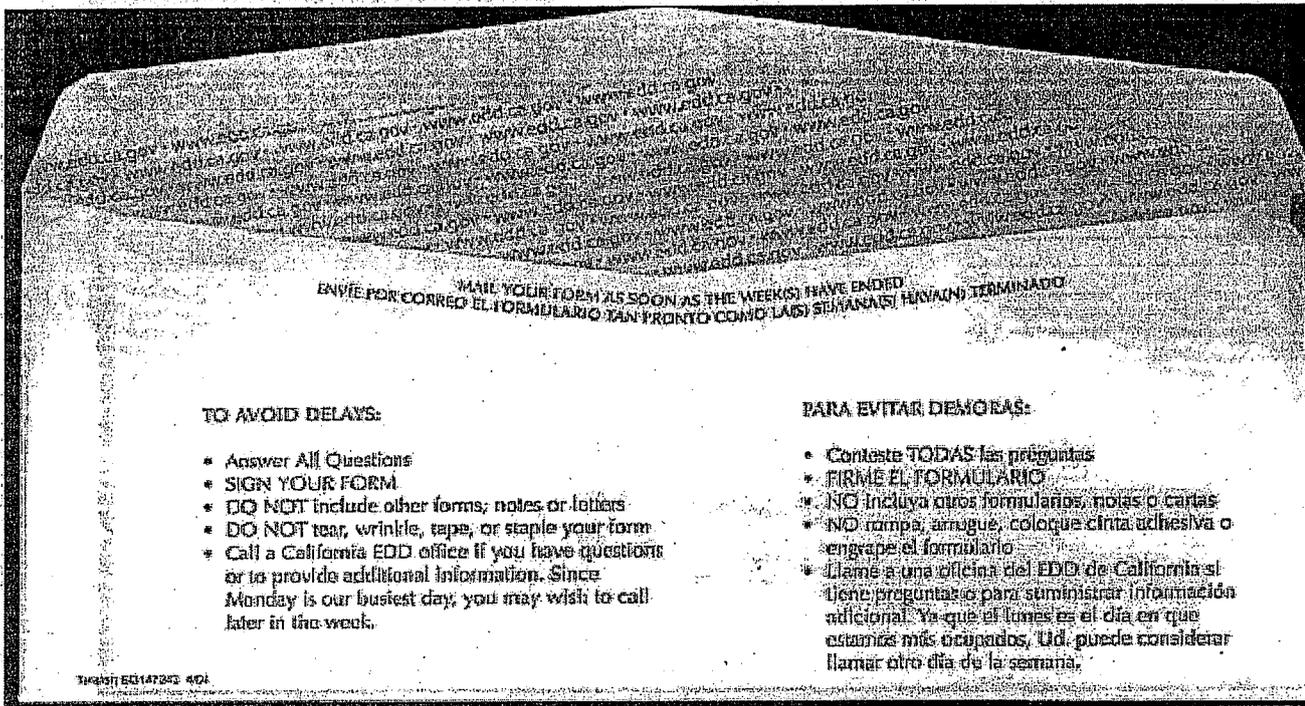
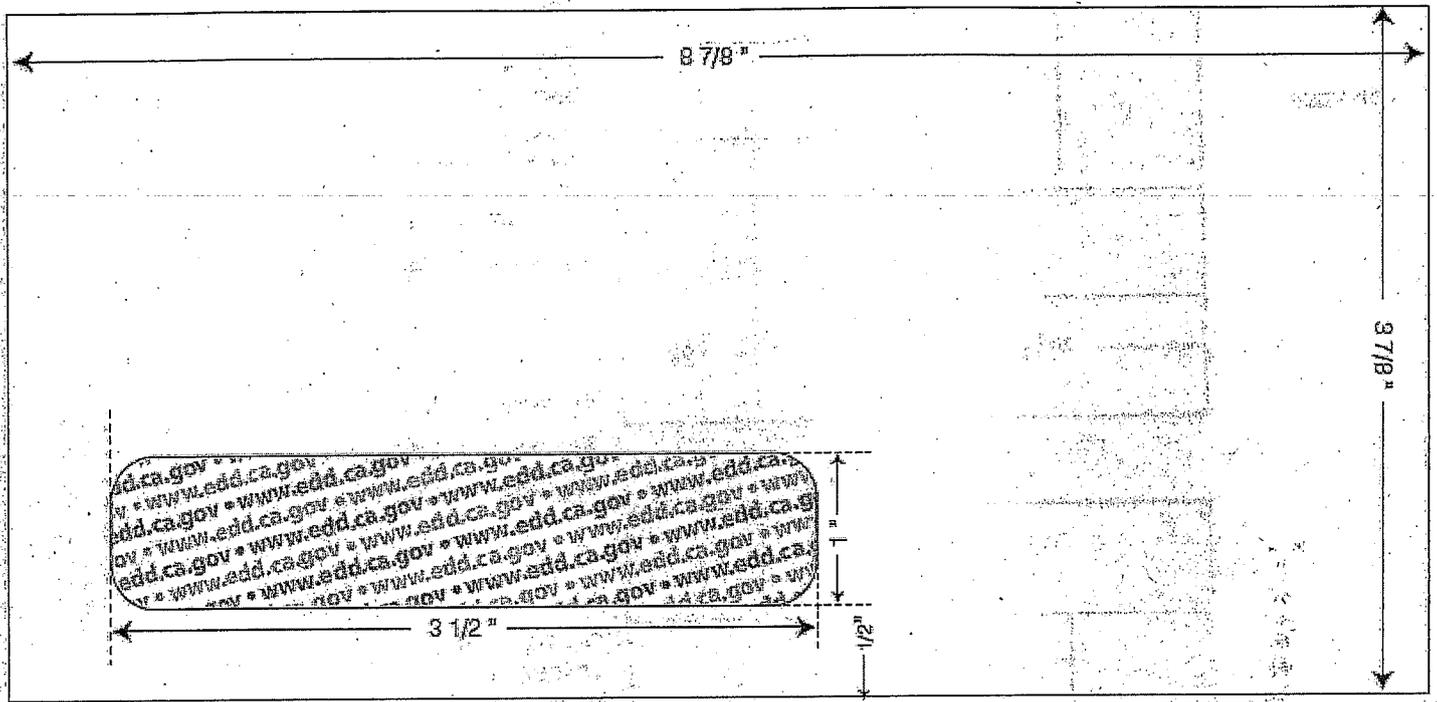
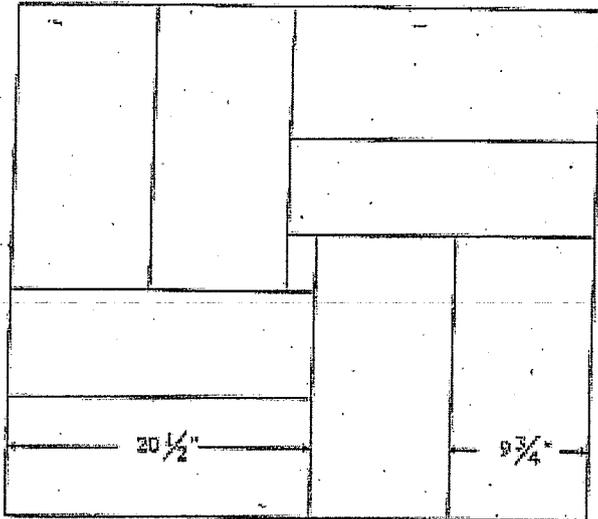


Figure 1b:



PALLETIZING

TOP VIEW



FOR REGULAR
#9 ENVELOPES
Size 3 7/8" X 5 7/8"

Pallet Size
42" X 42"
Type #2

CARTON SIZE
Outside Dimensions
Approximate

A1 Length = 20 1/2"

A2 Width = 12 1/2"

A3 Height = 9 3/4"

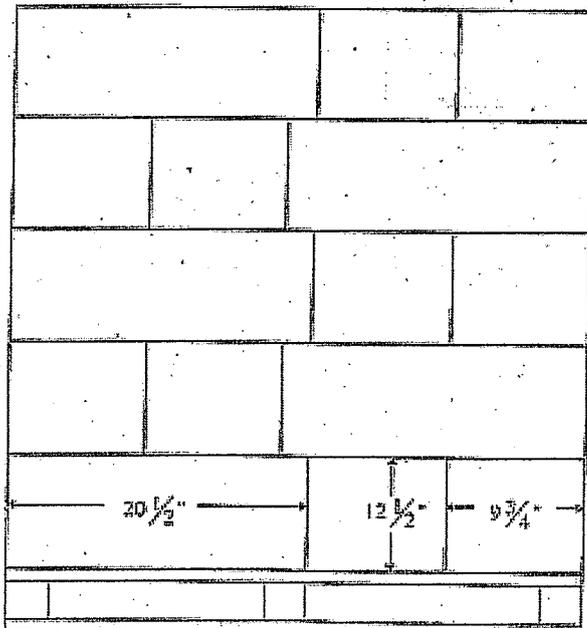
OR IF

B1 Length = 20 1/2"

B2 Width = 9 3/4"

B3 Height = 12 1/2"

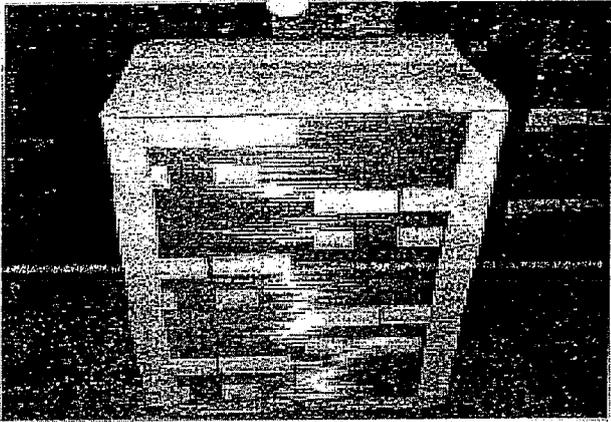
SIDE VIEW



CARTON TO BE
STACKED ON
NARROW EDGE
(A3 or B2)

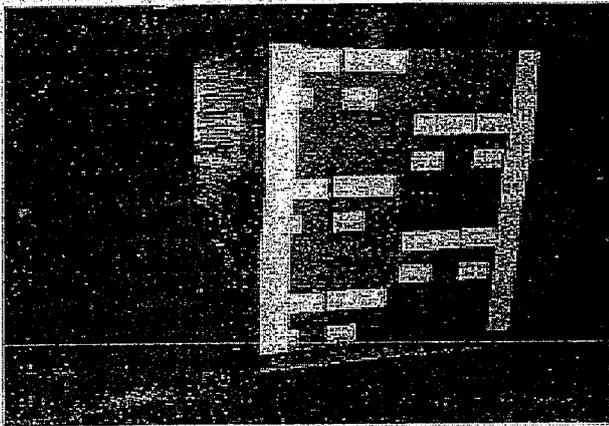
8 Cartons to a Tier
3 Tiers High

A sheet of fiberboard
will top each stacked
pallet before plastic
wrapping.



**TOP SHEET
FIBERBOARD
AND
V-BOARD
ILLUSTRATION**

A sheet of
Fiberboard
will top each
stacked pallet
and a V-Board
2 1/2" x 2 1/2"
.160 caliper,
shall be placed
full length at
each corner of
pallet for
reinforcement
before plastic
wrapping.



ADMINISTRATIVE REQUIREMENTS

1.0 QUALITY ASSURANCE PROVISIONS:

- 1.1 Vendor shall provide construction and printing proof within 10 working days following receipt of purchase order. Construction and print proof will be reviewed by departmental staff and returned to the vendor within three (3) working days.
- 1.2 Send proof to Attention: Jessica Cohagan, MIC 38, Employment Development Department, 1733W Sports Dr, Sacramento CA 95834. Telephone number (916) 928-7694. In order not to delay the processing of the proof, please notify the Department representative 24 hours prior to delivery.

2.0 PREPARATION FOR DELIVERY:

- 2.1 Each delivery should have the packing list attached to the outside of one of the panels, clearly visible upon receipt. Each packing list shall also include the EDD Requisition Number and carton count.
- 2.2 Packaging: Envelopes shall be packaged 500 per shelf box, with flaps folded down. Flaps shall be at top of box.
- 2.3 Shipping Carton: There shall be 5 shelf boxes per shipping carton. Carton size shall yield a solid and air tight pack to prevent crushing when pallets are stacked. All packaging and shipping shall conform to applicable Federal and State Regulations and conform to good commercial practices.
- 2.4 Palletizing: The envelopes shall be shipped on pallets complying with State of California Specification 3990-01A-01, Pallets, Wooden (see palletizing diagram). All pallets must be maintained in good working order with no exposed nails or broken boards. Pallet Size: 2 (42" x 42"), Type: 2. Cartons are not to overhang on side of pallet. If due to carton size overhanging should occur on the 42" x 42" pallet, then a 44" x 44" or 46" x 46" pallets are acceptable. Pallets shall be free of excess moisture to prevent contamination.
- 2.5 The cartons shall be interlocked stacked, eight (8) cartons to a tier, round robin, to prevent shifting of the cartons. Stacked five (5) tiers high per pallet, alternate layers. A sheet of fiberboard will top each stacked pallet
- 2.6 With V-Board 2 1/2" x 2 1/2" with a Caliper of .160 placed full length at each corner of the pallet for reinforcement before plastic wrapping (See attached TOP SHEET FIBERBOARD AND V-BOARD ILLUSTRATION.) Envelopes shall be stacked on edge, width or length.

2.7 The cartons shall be protected from cutting, crushing and breaking resulting from banding pressure. The cartons shall be palletized such that the pallet load contents can be identified from any of the four sides. All cartons on a single pallet shall contain the same identical product.

3.0 DELIVERY SCHEDULE AND INFORMATION:

3.1 Vendors must call Frank Stegeman at 916-928-5903 to schedule delivery appointment. If the driver is unable to meet the appointment, you must call the warehouse to reschedule. Failure to notify warehouse of delivery, or failure to palletize carton per order specifications may result in partial or total refusal of order or receiving delay. EDD will refuse orders shipped on pallets larger than 46" x 46".

3.2 Failure to contact the EDD warehouse prior to delivery, or failure to palletize cartons per order specifications may result in the total or partial refusal of delivery.

3.3 The EDD reserves the right to adjust the delivery quantities and dates of this order should there be insufficient warehouse space to accept and store.

3.4 Delivery Schedule:
2,000,000 December 10, 2008
2,000,000 January 7, 2009
2,000,000 February 11, 2009
2,000,000 March 11, 2009
2,000,000 April 8, 2009
2,000,000 May 13, 2009
2,000,000 June 10, 2009
2,000,000 July 8, 2009
2,000,000 August 12, 2009
2,000,000 September 9, 2009
20,000,000 Total

4.0 CARTON LABEL INFORMATION:

Envelope Form Number, Revision Date: 3-2010 (9-97)

Title: #9 Custom Window Rtn. Env. UI.

EDD Stock Item Code: 7530-233-2010

EDD Requisition Number: E870906

Quantity: 2500

Alpha and Date to correspond to each delivery date.

EXAMPLE: First delivery A (12-10-08)
Second delivery B (01-07-09)

sawed) with no edge knots. Sawed side is to be assembled to the inside of the pallets. Fastening shall be accomplished with 2¼ inch (+1/16 inch) 7 penny flat head drive screws (helical threaded nail) or 2¼ (+1/16 inch) #10 wire gauge annular ring nails as recommended in Specifications and Grades for Warehouse. Permanent or Returnable Pallets of West Coast Woods as published by the National Wooden Pallet and Container Association (Specifications and Grades, NWPCA).

3.2 Non-Standard Duty-Cycle Pallets

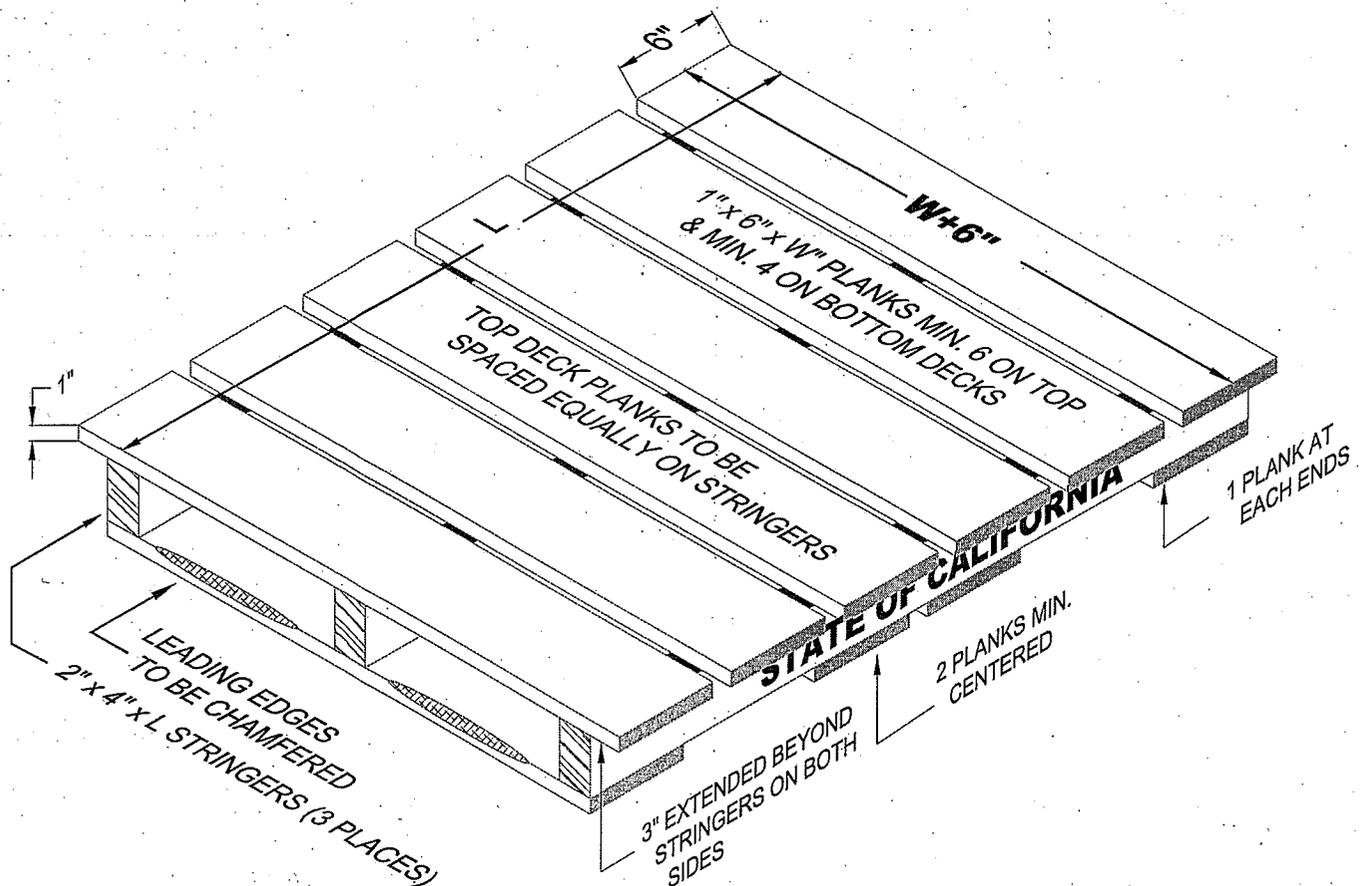
When specifically requested by the user, pallets may be manufactured using pine, oak or ash woods.

3.3 Construction

Pallet type and construction shall comply with Specifications and Grades, NWPCA. The pallets shall be Grade "Quality" (QAL).

The decking shall be secured with 3 nails or screws at each surface of contact with the stringer. Nails shall not be within ½ inch of deck-board edges or another nails.

All leading and outside edges of the bottom deck shall be chamfered. The chamfers shall be at least 12 inches long and shall be cut on an approximate 35 degree angle to the face so as to leave an edge adjacent to the chamfer not less than ¼ inch nor more than ½ inch from the outer



**FIG. 2 - TYPE 4
SINGLE WING WOODEN PALLET**

STATE OF CALIFORNIA SPECIFICATION PALLETS, WOODEN

1 SCOPE

This specification covers pallets intended for use with low lift pallet trucks or forklift trucks.

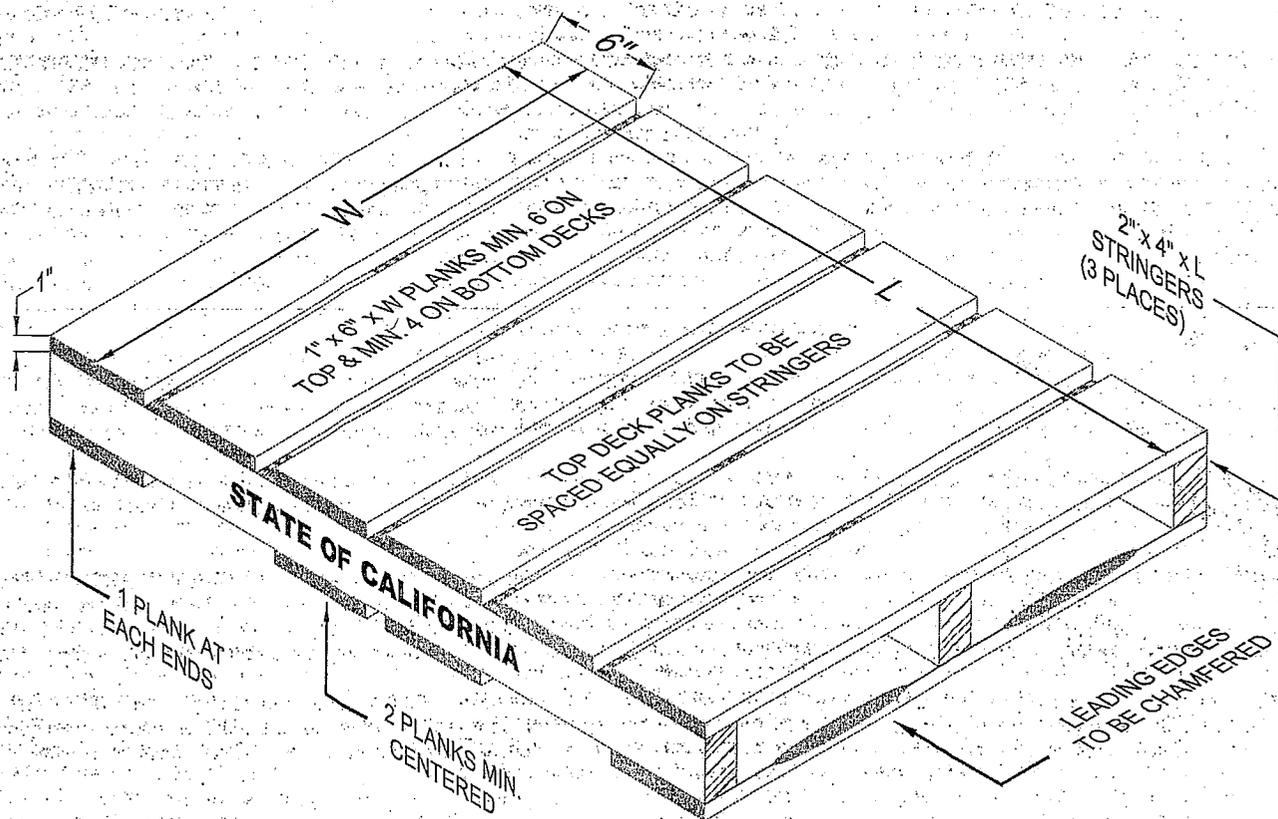
2 SPECIFICATION AND STANDARDS

Specifications and standards referenced in this document in effect on the opening of the Invitation for Bid form a part of this specification where referenced.

3 REQUIREMENTS

3.1 Material

The pallets shall be constructed from nominal size standard or better (West Coast Lumber Inspection Bureau, Standard Grading Rules for West Coast Lumber) grade Douglas Fir, Hemlock, Larch or Hem-Fir. The stringers shall be S4S and the decking S4S or S1S2E (re-



**FIG. 1 - TYPE 2
WOODEN PALLET**

edge of the deck-board. The chamfer shall extend to within 3 inches of the stringers. Pallet configuration shall comply with table below.

COMMONLY USED PALLET TYPES & SIZE			
SIZE	TYPE	TOP DECK	BOTTOM DECK
1	2 (Fig. 1)	42"L x 36"W Six 1" x 6" x 36" deck-boards, spaced evenly along the pallet width	42"L x 36"W Min. Four 1" x 6" x 36" boards. One placed each end of the stringers Two at center of the stringers
2	2 (Fig. 1)	42"L x 42"W Six 1" x 6" x 42" deck-boards, spaced evenly along the pallet width	42"L x 42"W Min. Four 1" x 6" x 42" boards. One placed each end of the stringers Two at center of the stringers
3	2 (Fig. 1)	44"L x 44"W Six 1" x 6" x 44" deck-boards, spaced evenly along the pallet width	44"L x 44"W Min. Four 1" x 6" x 44" boards. One placed each end of the stringers Two at center of the stringers(Fig. 1)
4	2 (Fig. 1)	45"L x 36"W Six 1" x 6" x 36" deck-boards, spaced evenly along the pallet width	45"L x 36"W Min. Four 1" x 6" x 36" boards. One placed each end of the stringers Two at center of the stringers
5	2 (Fig. 1)	46"L x 44"W Six 1" x 6" x 44" deck-boards, spaced evenly along the pallet width	46"L x 44"W Min. Four 1" x 6" x 44" boards. One placed each end of the stringers Two at center of the stringers
6	2 (Fig. 1)	48"L x 48"W Six 1" x 6" x 48" deck-boards, spaced evenly along the pallet width	48"L x 48"W Min. Four 1" x 6" x 48" boards. One placed each end of the stringers Two at center of the stringers
Note: SIZE 1, TYPE 4 - has a single wing applied to top deck.			
1	4 (Fig. 2)	42"L x 36"W Six 1" x 6" x 36" deck-boards, spaced evenly along the pallet width with 3" wings extending beyond the stringers outboard faces	42"L x 30"W Min. Four 1" x 6" x 36" boards. One placed each end of the stringers, Two at center of the stringers

4 SAMPLING AND INSPECTION

This commodity will be sampled and inspected for compliance to this specification as deemed necessary. Sampling and inspection by attributes will be in accordance with ANSI/ASQ Z1.4-1993, Sampling Procedures and Tables for Inspection by Attributes. An inspection lot is defined as one delivery to one agency at one time.

4.1 Workmanship

The pallets shall be free from defects as outlined under Grade "Quality" (QAL) in the "Specifications and Grades", NWPCA.

5 MARKING

Each pallet shall be marked (two places), "STATE OF CALIFORNIA". Marking shall be easily readable, in black letters and on outboard faces of stringers.

Subsequent deliveries should be labeled respectively.

5.0 PURCHASE ORDER QUALITY AND PRICE MODIFICATIONS:

The state reserves the right to amend the total amount of envelopes in this order +/- (plus or minus) 20% at the quoted unit price, or to increase the total dollar amount of the contract up to 30% without a re-bid process. The state will provide the vendor written notification of the reduction or addition to the order at least 30 days prior to the last production run of the order, or a mutually agreed notification lead time if less than 30 days prior to the last production run of this envelope.

6.0 VENDOR QUALIFICATION:

The vendor shall be able to demonstrate a history and expertise in the manufacturing/distributing of this product

All bidders are required to submit a letter from the manufacturer that they have read the bid specification will comply with all the requirements of this document.

7.0 EXPERIENCE:

This bid requires that the manufacturer of this product must have been in this business for at least 3 years. All bidders are required to submit with the bid at least 2 customer references that are using the envelopes manufactured by this manufacturer.