

Quick Sort Sacramento



INVITATION FOR BID

FILED

OCT 04 2006

By The Office of The City Clerk

MAIL PREPARATION AND PRESORTING SERVICES CITY OF SACRAMENTO, CALIFORNIA

Date and Time Bid Due

Bid No.

B071187019

CITY OF SACRAMENTO PROCUREMENT SERVICES DEPT OF FINANCE

September 27, 2006 at 2:00 PM

Bids are to be delivered at the City Clerk's Office, Historic City Hall, 915 I Street Sacramento, CA 95814

The return of a signed copy of this form shall constitute a promise to supply in accordance with all terms and conditions shown herein

CONTRACTOR Quick Sort Sacramento 2709 Del Monte St West Sacramento CA 95691-3811

SHIP TO F.O B. City of Sacramento, Freight Prepaid and Allowed: CITY OF SACRAMENTO Finance Department, Procurement Services 915 I Street, 2nd Floor Sacramento, CA 95814 Attn. Rachel Rosas

BIDDER

By (Signature) John Probstfield Print Name John Probstfield Title Vice President Contractor Phone No. 916-712-8173 Contractor Fax No. 916-375-0308

Federal ID No. 68-0484901 Payment Terms net 30 E-Mail Address jwhitten@rrqsmail.com

For furnishing to the Revenue Department and Central Services- Mail Preparation and Presorting Services, City of Sacramento, California See Bid Section for Bid Proposal Items.

Contact for information: Rachel Rosas at 916/808-5918

9/11/06 Date Sent: Rach Prepared by:

City of Sacramento
Procurement Services Division

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GENERAL CONDITIONS

1 PREPARATION OF BIDS:

A All information requested of the contractor shall be entered in the appropriate space on all forms. Failure to do so may disqualify your order. Please print or type all entries in black ink.

B The time and/or date at or prior to which bids will be accepted may be extended or reduced without notifying all contractors in advance, if it is in the best interest of the City of Sacramento to do so.

C Bids received after the time and/or date specified may be accepted at the discretion of the Procurement Services Division.

D Time of delivery shall be stated as the number of calendar days following receipt of the order by the contractor to receipt of the goods or services by the City.

E Time of delivery may be a consideration in the award.

F Terms will be considered as net 30 if no cash discount is shown.

G All bids shall be signed by an authorized party and title shall be clearly indicated.

H Complete all detail on bid envelope tag enclosed.

I Any different or additional terms other than those contained in seller's acceptance are hereby rejected, unless expressly accepted by the City.

2 SPECIFICATION COMPLIANCE:

A Bids must comply in all respects with specifications.

B If the contractor has indicated that the product offered does not comply in all respects with the specifications, the contractor is to list in detail any and all deviations.

3 BRAND NAMES:

A. Unless otherwise indicated, brand names and numbers, when used, are for reference to indicate the character or quality desired.

B. Equal items will be considered, unless otherwise indicated, provided your offer clearly describes the article. Offers for equal items shall state the brand and number, or level of quality.

C. When brand, number, or level of quality is not stated by the contractor, it is understood the offer is exactly as specified.

D. If bidding on manufacturer's product other than that specified, contractor must attach descriptive literature and specifications with the proposal.

E. If necessary, the burden of proof and cost of analysis to determine equality shall be that of the contractor.

4 SAMPLES:

A. Samples of articles, when required, shall be furnished free of cost of any sort to the City of Sacramento.

B. Samples of articles selected may be retained for future comparison.

C. Samples which are not destroyed by testing, or which are not retained for future comparison will be returned upon request at contractor's expense.

5 AWARDS:

The City of Sacramento reserves the right: (1) to award bid(s) received on the basis of individual items, or groups of items, or on the entire list of items; (2) to reject any or all bid(s), or any part thereof; (3) to waive any informality in the bid(s); and (4) to accept the bid that is in the best interest of the City. The City's decision shall be final.

6 LIABILITIES:

The contractor shall hold the City of Sacramento, its officers, agents, servants and employees, harmless from liability of any nature or kind because of use of any copyrighted, or non-copyrighted composition, secret process, patented or non-patented invention, articles or appliances furnished or used under this bid, and agrees to defend, at its own expense any and all actions brought against the City of Sacramento or themselves because of the unauthorized use of such articles.

7 CASH DISCOUNTS:

A. In connection with any cash discount specified on this bid, time will be computed from the date of complete delivery of the supplies or equipment as specified, or from date correct invoices are received in the City Accounting Office, if the latter date is later than the date of delivery. For the purpose of earning the discount, payment is deemed to be made on the date of mailing of the City warrant or check.

B. Cash discounts offered for payment in less than 20 days will not be considered as basis for award.

8 DEFAULT BY CONTRACTOR:

In case of default by contractor, the City of Sacramento may procure the articles or services from other sources and may deduct from any monies due, or that may thereafter become due to the contractor, the difference between the price named in the contract or purchase order and actual cost thereof to the City of Sacramento. Prices paid by the City shall be considered the prevailing market price at the time such purchase is made. Periods of performance may be extended if the facts as to the cause of delay justify such extension in the opinion of the City.

9 EQUIPMENT:

A. All equipment is to be new and latest model in current production. Used, remanufactured, shopworn, demonstrator, prototype or discontinued models are not acceptable unless otherwise stipulated.

B. All material which is discovered to be defective or which does not conform to any warranty of the seller herein upon the initial inspection, or at any later time if the defects contained in the material were not reasonably ascertainable upon the initial inspection, may be returned at the seller's expense for full credit or replacement.

10 MATERIAL SAFETY DATA SHEET:

It is mandatory for a manufacturer, supplier or distributor to supply an MSDS with the first shipment of a hazardous material, also at any time the content of an MSDS is revised the contractor is required to provide new information relevant to the specific material.

INVITATION-FOR-BID NO. B071187019

**Mail Preparation and Presorting Services
City of Sacramento, California**

FOR SERVICES/SUPPLIES:

To the City of Sacramento:

The undersigned bidder (hereafter referred to as the 'bidder' or the 'Contractor') submits the attached bid, and certifies as follows: that the only persons or parties interested in this bid as principals are those named herein as bidder; that this bid is made without collusion with any other person, firm, or corporation; that in submitting this bid the bidder has examined all of the Contract Documents identified below; that the bidder proposes and agrees that if this bid is accepted, the bidder will execute and fully perform the contract for which bids are called; that the bidder shall perform all the work and/or furnish all the materials specified in the Contract Documents, in the manner and time therein prescribed, and according to the requirements as therein set forth; and that the bidder shall take in full payment therefore, the prices set forth in the attached Pricing Schedule.

CONTRACT DOCUMENTS

Performance of and payment for the contract for which bids are called shall be subject to all terms and conditions of the Request for Bids, the Bid Instructions and Requirements, the Bid, the Pricing Schedule(s), the Items Requiring Bidder Response, the Required Submittals, the General Conditions, and any Addenda, Amendments, Special Provisions, Specifications, Plans or other requirements applicable to performance of the work and/or furnishing the materials specified herein. Such documents referred to herein as the 'Contract Documents', are fully incorporated herein by this reference and are collectively referred to as the Contract. By submitting this Bid, the Contractor agrees to fully perform each and every provision of the Contract, provided that City awards the Contract to the Contractor, and provided further that City shall have no obligation hereunder unless and until such award is made. Contractor shall not make any changes to this form without City's written approval, and any changes made without such approval shall be void.

To Be Filled Out By Bidder

NAME OF CONTRACTOR: Quick Sort Sacramento Inc.

PHYSICAL ADDRESS: 2709 Del Monte St
West Sacramento CA 95691-3811

REMITTANCE ADDRESS (IF DIFFERENT THAN ABOVE: Quick Sort Inc.
100 Ryan Industrial Ct
San Ramon CA 94583-4283

EMAIL: qssacbilling @ quicksortmail.com

PHONE #: 916-373-6700 FAX#: 916-375-0308

STATE TAX I.D. #: 2350316 FED. TAX I.D. #: 68-0484901

City of Sacramento Business Operation Tax Certificate #: 116140
(Certificate # must be provided by time of award)

TYPE OF BUSINESS ENTITY (check one):

Individual/Sole Proprietor Partnership
 Corporation Limited Liability Company
 Other (please specify: _____)

BY: John Probstfield
(signature of authorized person)

PRINT NAME: John Probstfield

TITLE: Vice President

Note: All information submitted in or in connection with a bid is submitted under penalty of perjury.
The City shall have the right to terminate at any time any contract awarded pursuant to a bid
that contains false information.

FOR CITY USE ONLY

The Bid was opened on _____.

Bid Bond Required: No; Yes - Amount: \$_____

Received: Cashiers or Certified Check drawn on a California bank; Surety Bond

City Clerk/Procurement Services Manager

CONTRACT AWARD

Bid Items Included in the Contract: All Items, unless otherwise specified below

Specify:

Contract Not-to-Exceed Amount: \$_____

Award Date: _____

CONTRACT APPROVAL

Approved as to Form:

Approved:

Attest:

City Attorney

City Manager
(Or Authorized Designee)

City Clerk

BID PROPOSAL FORMS

PLEASE REMOVE AND

COMPLETE

THE FOLLOWING DOCUMENTS

AND

SUBMIT AS

THE BID PROPOSAL

PACKAGE

ITEMS REQUIRING BIDDER RESPONSE

NOTE: Bidders must provide responses to the following items. Failure to provide a response to each of the items in this section may be grounds for rejection of bid.

1. Small Business Enterprise (SBE) Certification

Is the firm submitting the bid certified by the City of Sacramento as a Small Business Enterprise? Check the appropriate block below:

YES - the firm submitting the bid is certified by the City of Sacramento as a Small Business Enterprise.

NO - the firm submitting the bid is not certified by the City of Sacramento as a Small Business Enterprise.

If the response to the above is YES, provide the City of Sacramento Certification Number _____.

2. Emerging Business Enterprise (EBE) Certification

Is the firm submitting the bid certified by the City of Sacramento as an *Emerging Business Enterprise*? Check the appropriate block below:

YES - the firm submitting the bid is certified by the City of Sacramento as an Emerging Business Enterprise.

NO - the firm submitting the bid is not certified by the City of Sacramento as an Emerging Business Enterprise.

If the response to the above is YES, provide the City of Sacramento Certification Number: _____.

NOTE: SBE/EBE Five Percent (5%) Bid Evaluation Preference

On February 9, 1999, the Sacramento City Council adopted an Emerging and Small Business Development program to provide enhanced opportunities for the participation of small business enterprises (SBEs) and emerging business enterprises (EBEs) in the City's contracting and procurement activities.

Any bid or quotation submitted by a firm that is certified as a SBE by either the State of California or the City of Sacramento, or that is certified as an EBE by the City of Sacramento, will receive a five percent (5%) bid evaluation preference for the purpose of determining the lowest responsible bidder. If, after applying the 5% bid evaluation preference, the bid of an SBE/EBE firm receiving such preference is determined to be the lowest responsible bid, the award will be made for the actual amount bid. To receive this bid evaluation preference, a firm must be certified as a SBE or EBE at the time of bid opening. Questions regarding eligibility for SBE/EBE certification should be addressed to the City of Sacramento Office of Small Business Development at (916) 808-6747.

3. Business Operations Tax Certificate (B.O.T.C.)

Sacramento City Code Chapter 3.08 requires any person or firm conducting business within or with the City of Sacramento to pay a Business Operations Tax and have a current Business Operations Tax Certificate.

To obtain information about the Business Operations Tax Certificate, contact the City of Sacramento Revenue Division, 915 I Street, First Floor, Sacramento, CA 95814, or telephone (916) 808-8500.

4. Interest in More Than One Bid/Quotation**

Unless otherwise specified, more than one quotation/bid received from an individual, firm, partnership, corporate affiliate, or association under the same or different names, in response to a single solicitation, will be rejected. Such rejection will result in rejection of all bids/quotations in which the offeror is interested.

5. Pricing Schedule

Bidders must complete and return with their bid the PRICING SCHEDULE, see index.

6. Drug-Free Workplace Policy and Affidavit

Bidders must sign and return with their bid, the Drug-Free Workplace Policy Affidavit, see index.

7. Living Wage Ordinance Declaration of Compliance

Bidders must sign and return with their bid the Living Wage Declaration, see index.

8. Non-Discrimination in Employee Benefits by City Contractor Ordinance (EBO) Declaration of Compliance

Bidders must sign and return with their bid the Non-Discrimination in Employee Benefits by City Contractors Ordinance (EBO) Declaration of Compliance, see index.

9. Payment Discount

Will you offer a prompt payment discount? Yes [] or No (Net 30 days)

If Yes, the Payment Discount is _____% for payment within _____ calendar days, which will be computed from the date delivery, is made and is accepted by the City, or the date a proper invoice is received, whichever is later.

PAYMENT DISCOUNTS SHALL BE CONSIDERED IN AWARDING THE CONTRACT AS SET FORTH IN THE "BID INSTRUCTIONS AND REQUIREMENTS", PARAGRAPH 11 (ENTITLED "PAYMENT DISCOUNTS").

10. PREAWARD SURVEY

Contractor shall provide responses to the attached PreAward Survey. The results will assist the City of Sacramento in making a determination of responsibility in accordance with City of Sacramento, City Code, Paragraph 3.60.020, Determination of Lowest Responsible Bidder.

11. Items that Must be Submitted by Successful Bidder Prior to Start of Contract

The following documents are required to be completed and submitted by the successful bidder prior to the start of the contract:

- a. Certificate of Insurance. Successful bidders are REQUIRED to submit the necessary Certificate(s) of Insurance as called for in the General Conditions prior to award of the contract.
- b. Business Operations Tax Certificate. Chapter 3.08 of the Sacramento City Code requires that anyone conducting business in the City of Sacramento obtain a Business Operations Tax Certificate and pay the applicable tax if necessary. Successful bidders will be REQUIRED to show compliance with this requirement prior to award of the contract.

To obtain information about the Business Operations Tax Certificate, contact the City of Sacramento, Revenue Division, 730 I Street, Room 114, Sacramento, CA 95814, or telephone (916) 808-5853.

Pricing Schedule Notes

1. Labor, Materials, Equipment, and Supplies

Contractor shall provide all labor, materials, vehicles, and equipment required to perform bill printing and mailing service for the City of Sacramento's, Utility Department, in accordance with the terms, conditions, and specifications provided along with this Pricing Schedule.

2. Contract Intent

The City of Sacramento produces various types and quantities of mail, which is delivered to destination addresses by the United States Postal Service (USPS). The intent of this contract is to achieve postal cost savings by having a Contractor pre-process City mail to achieve favorable USPS rates. Contractor must be ML OCR CASS certified by the U.S.P.S.

3. Bidders shall offer prices on the basis of cost-per-piece for all mail, as specified. Every item must be bid in order for the bid to be considered responsive. Incomplete bids will be considered non-responsive and will not be considered for award.

4. Comingling. Bidder should consider that some mail will require additional postage for U.S.P.S permit requirements and may generate postage savings by co-mingling City mail with other mail processed by the Contractor. All Mail that is comingled per the U.S.P.S permit requirements will be given the same presort letter barcode rebate to the City.

Bidder should consider that some mail will require additional postage and mail with less than minimum pieces for U.S.P.S permit requirements may generate postage savings by co-mingling City mail with other mail processed by the Contractor. Mail that meets the U.S.P.S permit requirements (over 500 pieces) must have prior approval to co-mingle City mail with other mail.

5. Service Schedule

The following Service Schedule has been provide for your assistance in putting together pricing (next page).

Service Schedule

Folding Description	Estimated Quantity	Folding Required	#of inserts	Insert Maximum Required
Daily Mailings				
Regular U.S. Mail	3,000	No	n/a	n/a
Utility Billings	9,000	Yes	5	3
Delinquent Utility Notices	400	Yes	2	1
Total Daily	11,400			
Monthly Mailings				
Dog License Renewals	1,500	Yes	2	1
Delinquent Dog Notices	500	Yes	2	1
Monthly Statements	4,000	Yes	5	3
Fire Invoices	300	Yes	2	1
Total Monthly	6,300			
Quarterly Mailings (June, March, September, December)				
Business License Renewals	6,000	Yes	4	3
Business Del/Audit	2,000	Yes	4	3
Warning of Violations	1,200	Yes	2	1
Semi-Annual Mailings (March & June)				
Weed Abatement	4,000	Yes	2	1
Total Semi-Annual	4,000			
Annual Mailings				
NCF/Rent Renew/CR (March)	25,000	Yes	3	2
Liens (May)	9,000	Yes	2	1
Rental Del/Audit (June)	3,000	Yes	4	3
Utility User Rebate (Dec)	15,000	Yes	0	0
Total Annual	51,000			
Occasional Mailings (Mailing dates and quantities per mailing will vary)				
Special Mailings	20,000/yr	Yes	3	3
Misc Flyers	50,000/yr	Sometimes	3	Sometimes
Total Occasional	70,000/yr			

In compliance with the Contract Documents, the undersigned hereby proposes to furnish all required labor, materials, supervision, transportation, equipment, services, taxes and incidentals required for:

Mail Preparation and Presorting Services, Sacramento, CA

in the City and County of Sacramento, California. The Work is to be done in strict conformity with the Contract Documents now on file in the Department of Finance, for the following sum:

Mailing Services (Base Period)			
Item	Description	U/M	Price
0001	<u>City Processing Fee (1st Ounce) – Letter Size.</u> This is the rate that will be charged the City by the contractor for first-class letter-sized mail, and the rate that will be applied to letter-sized metered by the City. See Pricing Schedule Information for more information.	Per Piece	\$
0002	<u>City Processing Fee (1st Ounce) – Flats.</u> This is the rate that will be charged the City by the Contractor for first-class flats mail, and the rate that will be applied to flats metered by the city. See information above for details.	Per Piece	\$
0003	<u>City Processing Fee – Postcards.</u> This is the rate that will be charged the City by the contractor for first-class postcard mail, and the rate that will be applied to postcard mail metered by the City. See Pricing Schedule Information above for details.	Per Piece	\$
0004	Sorting Fee. First Class Mail, Letter Size. To include sorting, bar-coding, and any other processing steps required.	Per Piece	\$
0005	Sorting Fee. First Class Mail, Flats. To include sorting, bar-coding, and any other processing steps required.	Per Piece	\$
0006	Sorting Fee. First Class Mail, Post Cards. To include sorting, bar-coding, and any other processing steps required.	Per Piece	\$
0007	Pickup Fee for Regular Pickups. For mail pieces at City locations for processing and same-day delivery to USPS; Two pick-us are regularly required on a daily basis.	Per Piece	\$
0008	Pick Fee for Special Pickups. Unscheduled, on-request pickup of mail pieces at City locations for processing and same-day delivery to USPS.	Per Piece	\$
Subtotal Mailing Services			\$

Machine Inserting / Folding Services			
Item	Description	U/M	Price
0009	Insert One (1) Piece	Price Per 1,000	\$
0010	Insert Two (2) Pieces	Price Per 1,000	\$
0011	Insert Three (3) Pieces	Price Per 1,000	\$
0012	Insert Four (4) Pieces	Price Per 1,000	\$
0013	Insert Five (5) Pieces	Price Per 1,000	\$
0014	Insert Six (6) Pieces	Price Per 1,000	\$
0015	Machine Fold	Price Per 1,000	\$
Subtotal Machine Inserting/Folding Services			\$

Hand Inserting / Folding Services			
Item	Description	U/M	Price
0016	Insert One (1) Piece	Price Per 1,000	\$
0017	Insert Two (2) Pieces	Price Per 1,000	\$
0018	Insert Three (3) Pieces	Price Per 1,000	\$
0019	Insert Four (4) Pieces	Price Per 1,000	\$
0020	Insert Five (5) Pieces	Price Per 1,000	\$
0021	Insert Six (6) Pieces	Price Per 1,000	\$
0022	Hand Fold, One (1) Fold	Price Per 1,000	\$

Item	Description	U/M	Price
0023	Hand Fold, Two (1) Folds	Price Per 1,000	\$ _____
Subtotal Hand Inserting/Folding Services			\$ _____

Addressing Services			
Item	Description	U/M	Price
0024	Labeling (Avery)	Price Per 1,000	\$ _____
0025	Cheshire Labeling (Paper)	Price Per 1,000	\$ _____
0026	Laser / Ink-Jet Printing	Price Per 1,000	\$ _____
Subtotal Addressing Services			\$ _____

Miscellaneous Services			
Item	Description	U/M	Price
0027	Meter Only	Price Per 1,000	\$ _____
0028	Meter and Seal	Price Per 1,000	\$ _____
0029	Ink-Jet / Indicia	Price Per 1,000	\$ _____
0030	Personalized Match Insertion	Price Per 1,000	\$ _____
0031	Tape Conversion to Provide Zip+4	Price Per 1,000	\$ _____
0032	Tape Conversion from PC disc to provide Zip+4	Price Per 1,000	\$ _____
0033	Flat Service Fee for Rejection of City Supplied Data Tape	Price Per 1,000	\$ _____
0034	1 Tab for Self-Mailers	Price Per 1,000	\$ _____

Item	Description	U/M	Price
0035	2 Tabs for Self-Mailers	Price Per 1,000	\$ _____
0036	Storage Space for Envelope Inventory	NTE 6 Pallets	\$ _____
0037	Delivery of Stock Envelopes to City Hall (from Contractor's primary place of business to City Hall)	Per Trip	\$ _____
Subtotal Miscellaneous Services			\$ _____

	Subtotal Mail Inserting / Folding Services		\$ _____
	Subtotal Hand Inserting / Folding Services		\$ _____
	Subtotal Addressing Services		\$ _____
	Subtotal Miscellaneous Services		\$ _____
Total (Base Period)			\$ _____

Physical Address of Contractor's Work Yard:

2709 Del Monte St
West Sacramento CA 95691

Complete the information below or the above prices will be fixed for the term of the contract (potentially 5-years). For each year that the contract is extended, the total charge per item listed above may be increased in an amount not to exceed the following:

2nd Option Year _____ % increase above the base period
 3rd Option Year _____ % increase above the 2nd Option Year prices
 4th Option Year _____ % increase above the 3rd Option Year prices

Requests for price increases are to be made in writing and must state the actual percentage increase requested and reasons justifying the request for increase. The proposed percentage increases beyond the first year may be considered as a basis for award of contract.

If awarded the Agreement, the undersigned agrees to sign said Agreement and furnish the necessary surety bonds and insurance certificates within ten (10) days after receipt of the notice of award of Agreement, and to begin work when directed by the City.

It is understood that this Bid Proposal is based upon completion of the Work within a period of **730 calendar days**, commencing on the date set forth in the agreement issued by the City to the Contractor.

In determining the amount bid by each bidder, the City shall disregard mathematical errors in addition, subtraction, multiplication, and division that appear obvious on the face of the Proposal. When such a mathematical error appears on the face of the Proposal, the City shall have the right to correct such error and to compute the total amount bid by said bidder on the basis of the corrected figure or figures.

When an item price is required to be set forth in the Proposal, and the total for the item set forth separately does not agree with a figure which is derived by multiplying the item price times the Project Manager's estimate of the quantity of work to be performed for said item, the item price shall prevail over the sum set forth as the total for the item unless, in the sole discretion of the City, such a procedure would be inconsistent with the policy of the bidding procedure. The total paid for each such item of work shall be based upon the item price and not the total price. Should the Proposal contain only total price for the item and the item price is omitted, the City shall determine the item price by dividing the total price for the item by the Project Manager's estimate of the estimated quantities of work to be performed as items of work.

If the Proposal contains neither the item price nor the total price for the item, then it shall be deemed incomplete and the Proposal shall be disregarded.

The undersigned has examined the location of the proposed Work, the local conditions at the place where the Work is to be done, is familiar with the Contract Documents and is familiar and expressly agrees to the liquidated damages provision of the Contract Documents.

The undersigned has checked carefully all of the foregoing figures and understands that the City of Sacramento will not be responsible for any errors or omissions on the part of the undersigned in making up this Bid Proposal.

The undersigned agrees that all addenda received and acknowledged herein shall become a part of and be included in this Bid Proposal. This Bid Proposal includes the following addenda:

Add. #	<u>bid due date</u>	DATE	<u>September 19th 2006</u>
Add. #	_____	DATE	_____
Add. #	_____	DATE	_____

NOTE: State whether your concern is a corporation, a co-partnership, private individual, or individuals doing business under a firm name.

Corporation

If the Bidder is a corporation, the Bid Proposal must be executed in the name of the corporation and must be signed by a duly authorized officer of the corporation.

If the Bidder is a partnership, the Bid Proposal must be executed in the name of the partnership and one of the partners must subscribe their signature thereto as the authorized representative of the partnership.

AMOUNT OF BID PROPOSAL GUARANTEE ENCLOSED:

CONTRACTOR:

By John Probstfield
(Signature)

John Probstfield
(Print or Type)

Title Vice President

Address 2709 Del Monte St
West Sacramento CA 95691

Telephone No. 916-373-6700

Facsimile No. 916-375-0308

FEDERAL TAX IDENTIFICATION NUMBER

Federal Tax ID # 68-0484901

CITY OF SACRAMENTO BUSINESS OPERATION TAX

Certificate No. 116140

Date 9/27/06

Type BTOZ Mailing Services

State California

**PREAWARD SURVEY OF PROSPECTIVE
NON-PROFESSIONAL SERVICE CONTRACTORS**

Contracts can only be awarded to contractors determined to be responsible in accordance with the City of Sacramento, City Code, Paragraph 3.60.020, Determination of Lowest Responsible Bidder. The City of Sacramento must have sufficient information available to make an affirmative determination that a prospective contractor currently meets the minimum standards as identified in the Invitation-for-Bid prior to contract award. In order to make the required determination and also to expedite the contract award, a list of similar major contracts with other governmental agencies or municipalities your firm has completed in the last three years. For each contract provide the following information, use a separate sheet of paper if necessary:

Company Name: County of Sacramento

Business Unit/Division: Contracts

Address: 10545 Armstrong Ave Ste 202A
Mather CA 95655

Point of Contact: Tom Lee

Telephone: 916-876-6373 Facsimile: 916-854-9058

Email: leeto@saccounty.net

Past Performance Information

Project Title & Location: Sac Countywide Mailing Service

Project Contract/Reference Number: Bid # RFP # 6500

Method of Procurement (choose all that apply):

Sealed Bid Request for Proposal
 Competitive Other _____

Contract Type:

Fixed Price Other _____

Current Status of Contract: (Choose one.)

- Work is continuing and on schedule.
- Work is continuing and currently behind schedule.
- Work completed, no further action pending or underway.
- Work completed, routine administrative action pending or underway.

- () Work completed, claims negotiations pending or underway.
- () Work completed, litigation pending or underway.
- () Terminated for convenience.
- () Terminated for default.
- () Other (explain, use separate page if necessary):

References. Provide a name, telephone number, facsimile, and email for the contract:

Technical/Program Manager: Pat Mc Kowsky
9650 Goethe Rd
Sacramento, CA 95827 916-875-6456 fax
916-875-6042 phone

Contracting Representative: Tom Lee
10545 Armstrong Ave Ste 202A
Mather CA 95655 916-854-9058 fax
916-876-6373 phone

Project Relevance. Explain relevancy of the work performed to the current acquisition:

Pre-sort, lettershop and print services, provided
to all requesting departments within the County

Awards Received for Work on Reference Project: non given

Overall Performance Rating for Work on Reference Project: none given
reference excellent

(If you did not receive a written performance rating, so indicate. If an official performance rating/evaluation was received, attach a copy.)

Performance Problems: (Provide details if applicable. Tell your side of the story of any conflicts with the customer concerning which they may make adverse remarks about your performance. Describe any actions that you have taken or plan to take to correct any shortcomings in your performance. Describe any pending, on-going, or completed litigation.)

none existant

Your role: (X) Prime () Subcontractor () Other: _____

Percentage and type of work you self-performed: % 100% Pre-sort

Percentage and type of work you subcontracted: % 100% Lettershop

If you acted as the subcontractor, provide the contract/reference number, name, address, telephone number, and point of contact for the prime: n/a

Facilities and Equipment

Provide a list of equipment and facilities owned, for performing the work and its present status as to whether or not it is committed to existing contracts. For each listed item, provide the following information: (use separate sheet of paper)

Description of Equipment/Facility
Quantity
Condition
Years of Service
Present Status
Leased vs. Owned.

- () Work completed, claims negotiations pending or underway.
- () Work completed, litigation pending or underway.
- () Terminated for convenience.
- () Terminated for default.
- () Other (explain, use separate page if necessary):

References. Provide a name, telephone number, facsimile, and email for the contract:

Technical/Program Manager: Dee Valesquez
phone 916-808-1712 fax 916-808-7236
dvelasquez@cityofsacramento.org
Contracting Representative: Chris Stewart

Project Relevance. Explain relevancy of the work performed to the current acquisition:

same contract

Awards Received for Work on Reference Project: non given

Overall Performance Rating for Work on Reference Project: non given

(If you did not receive a written performance rating, so indicate. If an official performance rating/evaluation was received, attach a copy.)

Performance Problems: (Provide details if applicable. Tell your side of the story of any conflicts with the customer concerning which they may make adverse remarks about your performance. Describe any actions that you have taken or plan to take to correct any shortcomings in your performance. Describe any pending, on-going, or completed litigation billing issues - plan to correct,

Subcontractor D&D Lettshop Services will bill direct

Your role: Prime () Subcontractor () Other: _____

Percentage and type of work you self-performed: % 100 presort

Percentage and type of work you subcontracted: % 100 lettershop

If you acted as the subcontractor, provide the contract/reference number, name, address, telephone number, and point of contact for the prime: n/a

Facilities and Equipment

Provide a list of equipment and facilities owned, for performing the work and its present status as to whether or not it is committed to existing contracts. For each listed item, provide the following information: (use separate sheet of paper)

Description of Equipment/Facility
Quantity
Condition
Years of Service
Present Status
Leased vs. Owned.

Facilities and Equipment

Location of Processing Facility for Pre-Sort

Quick Sort Sacramento, Inc. (Site #1) (Presort)
2709 Del Monte Street
West Sacramento, CA 95691
916-375-0301

Building size: 15,000 square feet

The building is leased.

Equipment List QUICK SORT Sacramento:

All equipment is maintained and serviced by factory certified technicians and in good working order. Quick Sort updates all software and hardware to meet USPS specifications and requirements and is committed to investing in the best technology available.

Quick Sort Sacramento Inc:
OCR Equipment Type: OPEX/PTI
Sorter Type: 45/45
Number of Sorters (6)

MLOCR #1
MLOCR Manufacturer PTI A DIV Of OPEX CORP
Year of original install: 1997
Machine Serial Number 013011
Software Company: Firstlogic
Reader Manufacturer: Basler
MASS Certification Expiration Date 7/31/2007
Remote Video Encoding MASS Certification Expiration Date 7/31/2007

MLOCR #2
MLOCR Manufacturer PTI A DIV Of OPEX CORP
Year of original install: 2004
Machine Serial Number 013033
Software Company: Firstlogic
Reader Manufacturer: Basler
FASTforward Certification Expiration Date 7/31/2007
MASS Certification Expiration Date 7/31/2007

MLOCR #3
MLOCR Manufacturer PTI A DIV Of OPEX CORP
Year of original install: 1999
Machine Serial Number 012877
Software Company: Firstlogic
Reader Manufacturer: Dalsa
FASTforward Certification Date 7/31/07
MASS Certification Expiration Date 7/31/2007

MLOCR #4
MLOCR Manufacturer PTI A DIV Of OPEX CORP
Date of original install: 2003
Machine Serial Number 012918
Software Company: Firstlogic
Reader Manufacturer: Basler
MASS Certification Expiration Date 7/31/2007

MLOCR #5
MLOCR Manufacturer PTI A DIV Of OPEX CORP
Date of original install. 2001
Machine Serial Number 012806
Software Company. Firstlogic
Reader Manufacturer: Basler
FASTforward Certification Expiration Date 7/31/2007
MASS Certification Expiration Date 7/31/2007

MLOCR #6
MLOCR Manufacturer PTI A DIV Of OPEX CORP
Date of original install: 2000
Machine Serial Number 012783
Software Company: Firstlogic
Reader Manufacturer: Basler
MASS Certification Expiration Date 7/31/2007

All equipment listed above is fully owned by Quick Sort Sacramento Inc.

The above machines are involved in co-mingle of mail and can process up to 4,752,000 pieces in a 24 hour period. Current mail volume range is between 650,000 and 1,000,000 per day.

DD MASS MAILING EQUIPMENT TRAC LOG.

D & D Mailing Services building is 10,312 square feet and is leased.

INKJETS X 2:

"BUSKRO" BK 600/1995, UPGRADED TO HP HEADS IN 2001.

OWN/LEASE
OWN

"BUSKRO" BK 400/1996, TRIDENT HEADS. WILL PRINT ADDRESS & PERMIT INDICIA

OWN

INSERTERS X 4:

2003 BELL & HOWELL VIP INTELLIGENT SHEET FEEDER"

LEASE

6 STATION (ALL 6 STATIONS HAVE CAPABILITY OF SELECT)

1993 BELL & HOWELL INTELLIGENT DUAL AIMS 500,

OWN

HIGH CAPACITY "GBR" SHEET FEEDER" & FIMA 2000, 4 STATION SELECT

1985 BELL & HOWELL 6 STATION LETTERSHOP

OWN

1983 BELL & HOWELL 9X12 FLAT 6 STATION WITH OPEN STATION FOR BOOKS.

OWN

TABBERS X 3:

(1)2003 XPS RENA PROTAB (FLOOR MODEL).

OWN

(2)2002 RENA (TABLE TOP MODELS).

OWN

LABELERS 1:

2001 ACCUFEST XL, (P.S) PRESSURE SENSITIVE ADDRESS LABELER

OWN

FOLDERS X 4:

(1) 1995 BAWMFOLDER WITH RIGHT ANGLE (FLOOR MODEL 18X22 1/2).

OWN

(1) PITNEY BOWES (TABLE TOP MODEL).

OWN

(1) BELL & HOWELL BAWMFOLDER (FLOOR MODEL 18X22 1/2).

OWN

COLLATOR 1:

DUPLO- 8 POCKET COLLATOR

OWN

PAPER CUTTER 1:

CHALLENGE, FLOOR MODEL.

OWN

BOOKLET MAKER 1:

OWN

MBM BOOKLET MAKER & STICHER

JOGGERS X 2:

OWN

TRAY STRAPPER X 2

OWN

STRAPEX MODEL.

TYING MACHINES X 1

OWN

BUNN MODEL.

TELEPHONE SYSTEM (STAR TALK-1.5)

OWN

COMPUTER OPERATIONS:

POSTALSOFT SOFTWARE USED FOR DATA PROCESS/AUTOMATION.

OWN

2 DELL COMPUTER'S USED FOR DATA PROCESSING.

OWN

1 KYOCERA LASER PRINTER 5035, 50 PAGES PER MINUTE.

OWN

1 BARCODE TAGGER WITH WHITTIER PRINTER.

OWN

1 ELTRON BARCODE TAG PRINTER

OWN

1 HP 1320N LASER PRINTER (BLACK).

OWN

1 HP 41000 LASER PRINTER (BLACK), USED IN THE PRODUCTION FLOOR.

OWN

1 HP 15100 LASER PRINTER (COLOR), USED FOR LASER/LETTER PRINTING

OWN

1 HP SCANJET 4400C SCANNER

OWN

1 O.T.C. (OUTPUT TECHNOLOGY CORP) MATRIX PRINTER, FOR PRINTING ADDRESS LABELS

OWN

WAREHOUSE:

1 CLARK ELECTRIC FORKLIFT (WITH CHARGER)

OWN

1 CLARK ELECTRIC PALLET JACK (WITH CHARGER)

OWN

WAREHOUSE PALLET RACKS (WILL STORE UP 102 PALLETS)

OWN

2 ELECTRIC STAPLERS

OWN

6 POLY BAG SEALERS

OWN

VEHICLE'S

1998 350 DODGE CARGO VAN

OWN

1988 CHEVY CARGO VAN

OWN

5 PITNEY BOWES R150'S

OWN

DD MASS MAILING EQUIPMENT TRAC LOG.

The above machines are capable to process over 400,000 in a twenty four period.
Current mail volume is approx 100,000 per 8 hr production period. All machines
are in good condition and maintained by qualified technicians

DRUG-FREE WORKPLACE POLICY AND AFFIDAVIT

BID PROPOSAL MAY BE DECLARED NONRESPONSIVE IF THIS FORM (COMPLETED) IS NOT ATTACHED. Pursuant to City Council Resolution CC90-498 dated 6/26/90 the following is required.

The undersigned contractor certifies that it and all subcontractors performing under this Agreement will provide a drug-free workplace by:

1. Publishing a "Drug-Free Workplace" statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the contractor's workplace and specifying the actions that will be taken against employees for violations of such prohibition.
2. Establishing a Drug-Free Awareness Program to inform employees about:
 - a. The dangers of drug abuse in the workplace.
 - b. The contractor's policy of maintaining a drug-free workplace.
 - c. Any available drug counseling, rehabilitation, and employee assistance program.
 - d. The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.
3. Notify employees that as a condition of employment under this Agreement, employees will be expected to:
 - a. Abide by the terms of the statement.
 - b. Notify the employer of any criminal drug statute conviction for a violation occurring in the workplace.
4. Making it a requirement that each employee to be engaged in the performance of the Agreement be given a copy on the "Drug-Free Workplace" statement.
5. Taking one of the following appropriate actions, within thirty (30) days of receiving notice from an employee or otherwise receiving such notice, that said employee has received a drug conviction for a violation occurring in the workplace:
 - a. Taking appropriate disciplinary action against such an employee, up to and including termination; or
 - b. Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health, law enforcement or other appropriate agency.

* I certify that no person employed by this company, corporation, or business has been convicted of any criminal drug statute violation on any job site or project where this company, corporation or business was performing, within three years of the date of my signature below.

EXCEPTION: _____
Date Violation Type Place of Occurrence

If additional space is required use back of this form.

*** The above statement will also be incorporated as a part of each subcontract agreement for any and all subcontractors selected for performance on this project.**

IN THE EVENT THIS COMPANY, CORPORATION, OR BUSINESS IS AWARDED THIS CONSTRUCTION AGREEMENT, AS A RESULT OF THIS BID; THE CONTRACTOR WITH HIS/HER SIGNATURE REPRESENTS TO THE CITY THAT THE INFORMATION DISCLOSED IN THIS

DOCUMENT IS COMPLETE AND ACCURATE. IT IS UNDERSTOOD AND AGREED THAT FALSE CERTIFICATION IS SUBJECT TO IMMEDIATE TERMINATION BY THE CITY.

The Representations Made Herein On This Document Are Made Under Penalty Of Perjury.

CONTRACTOR'S NAME: Quick Sort Sacramento
BY: John P. [Signature] Vice President Date: 9/29/06
Signature Title

Effects of violations: a. Suspension of payments under the Agreement. b. Suspension or termination of the Agreement. c. Suspension or debarment of the contractor from receiving any Agreement from the City of Sacramento for a period not to exceed five years.

DATE BID OPENED	<u>10-4-06</u>
EMPLOYEE INITIALS	<u>V.M.</u>
MARK ONE BOX FOR EACH ITEM ONLY	
BID SECURITY	
<input checked="" type="checkbox"/>	NONE REQUIRED
<input type="checkbox"/>	PROPERLY SIGNED
BID DEPOSIT TYPE	
<input type="checkbox"/>	BID BOND
<input type="checkbox"/>	CALIF. BANK CASHIER'S CHECK
<input type="checkbox"/>	CENTRAL BANK CHECK
<input type="checkbox"/>	CASH
<input type="checkbox"/>	CALIF. BANK MONEY ORDER
AFTER AWARD OF BID	
<input type="checkbox"/>	SECURITY RETURNED
<input type="checkbox"/>	SECURITY ACCEPTED
EMPLOYEE INITIALS	

**REQUIREMENTS OF THE NON-DISCRIMINATION IN EMPLOYEE BENEFITS CODE
(EQUAL BENEFITS ORDINANCE)**

INTRODUCTION

The Sacramento Non-Discrimination In Employee Benefits Code (the "Ordinance"), codified as Sacramento City Code Chapter 3.54, prohibits City contractors from discriminating in the provision of employee benefits between employees with spouses and employees with domestic partners, and between the spouses and domestic partners of employees.

APPLICATION

The provisions of the Ordinance apply to any contract or agreement (as defined below), between a Contractor and the City of Sacramento, in an amount exceeding \$25,000.00. The Ordinance applies to that portion of a contractor's operations that occur: (i) within the City of Sacramento; (ii) on real property outside the City of Sacramento if the property is owned by the City or if the City has a right to occupy the property; or (iii) at any location where a significant amount of work related to a City contract is being performed.

The Ordinance does not apply: to subcontractors or subcontracts of any Contractor or contractors; to transactions entered into pursuant to cooperative purchasing agreements approved by the Sacramento City Council; to legal contracts of other governmental jurisdictions or public agencies without separate competitive bidding by the City; where the requirements of the ordinance will violate or are inconsistent with the terms or conditions of a grant, subvention or agreement with a public agency or the instructions of an authorized representative of any such agency with respect to any such grant, subvention or agreement; to permits for excavation or street construction; or to agreements for the use of City right-of-way where a contracting utility has the power of eminent domain.

DEFINITIONS

As set forth in the Ordinance, the following definitions apply:

"Contract" means an agreement for public works or improvements to be performed, or for goods or services to be purchased or grants to be provided, at the expense of the City or to be paid out of moneys deposited in the treasury or out of the trust money under the control or collected by the City. "Contract" also means a written agreement for the exclusive use ("exclusive use" means the right to use or occupy real property to the exclusion of others, other than the right reserved by the fee owner) or occupancy of real property for a term exceeding 29 days in any calendar year, whether by singular or cumulative instrument, (i) for the operation or use by others of real property owned or controlled by the City for the operation of a business, social, or other establishment or organization, including leases, concessions, franchises and easements, or (ii) for the City's use or occupancy of real property owned by others, including leases, concessions, franchises and easements.

"Contract" shall not include: a revocable at-will use or encroachment permit for the use of or encroachment on City property regardless of the ultimate duration of such permit; excavation, street construction or street use permits; agreements for the use of City right-of-way where a contracting utility has the power of eminent domain; or agreements governing the use of City property that constitute a public forum for activities that are primarily for the purpose of espousing or advocating causes or ideas

and that are generally protected by the First Amendment to the United States Constitution or that are primarily recreational in nature.

"Contractor" means any person or persons, firm partnership or corporation, company, or combination thereof that enters into a Contract with the City. "Contractor" does not include a public entity.

"Domestic Partner" means any person who has a currently registered domestic partnership with a governmental entity pursuant to state or local law authorizing the registration.

"Employee Benefits" means bereavement leave; disability, life, and other types of insurance; family medical leave; health benefits; membership or membership discounts; moving expenses; pension and retirement benefits; vacation; travel benefits; and any other benefit given to employees; "Employee benefits" shall not include benefits to the extent that the application of the requirements of this chapter to such benefits may be preempted by federal or state.

CONTRACTOR'S OBLIGATION TO PROVIDE THE CITY WITH DOCUMENTATION AND INFORMATION

Contractor shall provide the City with documentation and information verifying its compliance with the requirements of the Ordinance within ten (10) days of receipt of a request from the City. Contractors shall keep accurate payroll records, showing, for each City Contract, the employee's name, address, Social Security number, work classification, straight time pay rate, overtime pay rate, overtime hours worked, status and exemptions, and benefits for each day and pay period that the employee works on the City Contract. Each request for payroll records shall be accompanied by an affidavit to be completed and returned by the Contractor, as stated, attesting that the information contained in the payroll records is true and correct, and that the Contractor has complied with the requirements of the Ordinance. A violation of the Ordinance or noncompliance with the requirements of the Ordinance shall constitute a breach of contract.

EMPLOYER COMPLIANCE CERTIFICATE AND NOTICE REQUIREMENTS

(a) All contractors seeking a Contract subject to the Ordinance shall submit a completed Declaration of Compliance Form, (See Bid Documents Section), signed by an authorized representative, with each proposal, bid or application. The Declaration of Compliance shall be made a part of the executed contract, and will be made available for public inspection and copying during regular business hours.

(b) The Contractor shall give each existing employee working directly on a City contract, and (at the time of hire), each new employee, a copy of the notification provided as attachment "A."

(c) Contractor shall post, in a place visible to all employees, a copy of the notice provided as attachment "B."

**DECLARATION OF COMPLIANCE
Equal Benefits Ordinance**

Name of Consultant: Quick Sort Sacramento

Address: 2709 Del Monte St West Sacramento CA

The above named Consultant ("Contractor") hereby declares and agrees as follows:

1. I have read and understand the Requirements of the Non-Discrimination In Employee Benefits Code (the "Requirements") provided to me by the City of Sacramento ("City") in connection with my City contract or agreement ("Contract").
2. As a condition of receiving the City Contract, I agree to fully comply with the Requirements, as well as any additional requirements that may be specified in the City's Non-Discrimination In Employee Benefits Code codified at Chapter 3.54 of the Sacramento City Code (the "Ordinance").
3. I understand, to the extent that such benefits are not preempted or prohibited by federal or state law, employee benefits covered by the Ordinance, are any of the following:
 - a. Bereavement Leave
 - b. Disability, life, and other types of insurance
 - c. Family medical leave
 - d. Health benefits
 - e. Membership or membership discounts
 - f. Moving expenses
 - g. Pension and retirement benefits
 - h. Vacation
 - i. Travel benefits
 - j. Any other benefit offered to employees

I agree that should I offer any of the above listed employee benefits, that I will offer those benefits, without discrimination between employees with spouses and employees with domestic partners, and without discrimination between the spouses and domestic partners of such employees

4. I understand that I will not be considered to be discriminating in the provision or application of employee benefits under the following conditions or circumstances:
 - a. In the event that the actual cost of providing a benefit to a domestic partner or spouse, exceeds the cost of providing the same benefit to a spouse or domestic partner of an employee, I will not be required to provide the benefit, nor shall it be deemed discriminatory, if I require the employee to pay the monetary difference in order to provide the benefit to the domestic partner or to the spouse
 - b. In the event I am unable to provide a certain benefit, despite taking reasonable measures to do so, if I provide the employee with a cash equivalent, I will not be deemed to be discriminating in the application of that benefit.

- c. If I provide employee benefits neither to employee's spouses nor to employee's domestic partners.
- d. If I provide employee benefits to employees on a basis unrelated to marital or domestic partner status.
- e. If I submit, to the Program Coordinator, written evidence of making reasonable efforts to end discrimination in employee benefits by implementing policies which are to be enacted before the first effective date after the first open enrollment process following the date the Contract is executed with the City.

I understand that any delay in the implementation of such policies may not exceed one (1) year from the date the Contract is executed with the City, and applies only to those employee benefits for which an open enrollment process is applicable.

- f. Until administrative steps can be taken to incorporate, in the infrastructure, nondiscrimination in employee benefits.

The time allotted for these administrative steps will apply only to those employee benefits for which administrative steps are necessary and may not exceed three (3) months from the date the Contract is executed with the City.

- g. Until the expiration of a current collective bargaining agreement(s) where, in fact, employee benefits are governed by a collective bargaining agreement(s).
- h. I take all reasonable measures to end discrimination in employee benefits by either requesting the union(s) involved agree to reopen the agreement(s) in order for me to take whatever steps are necessary to end discrimination in employee benefits or by my ending discrimination in employee benefits without reopening the collective bargaining agreement(s).
- i. In the event I cannot end discrimination in employee benefits despite taking all reasonable measures to do so, I provide a cash equivalent to eligible employees for whom employee benefits (as listed previously), are not available.

Unless otherwise authorized in writing by the City Manager, I understand this cash equivalent must begin at the time the union(s) refuse to allow the collective bargaining agreement(s) to be reopened or no longer than three (3) months from the date the Contract is executed with the City.

- 5. I understand that failure to comply with the provisions of Section 4. (a) through 4. (i), above, will subject me to possible suspension and/or termination of this Contract for cause; repayment of any or all of the Contract amount disbursed by the City; debarment for future contracts until all penalties and restitution have been paid in full; deemed ineligible for future contracts for up to two (2) years; the imposition of a penalty, payable to the City, in the sum of \$50.00 for each employee, for each calendar day during which the employee was discriminated against in violation of the provisions of the Ordinance.

6. I understand and do hereby agree to provide each current employee and, within ten (10) days of hire, each new employee, of their rights under the Ordinance. I further agree to maintain a copy of each such letter provided, in an appropriate file for possible inspection by an authorized representative of the City. I also agree to prominently display a poster informing each employee of these rights.
7. I understand that I have the right to request an exemption to the benefit provisions of the Ordinance when such a request is submitted to the Procurement Services Division, in writing with sufficient justification for resolution, prior to contract award.

I further understand that the City may request a waiver or exemption to the provisions or requirements of the Ordinance, when only one contractor is available to enter into a contract or agreement to occupy and use City property on terms and conditions established by the City; when sole source conditions exist for goods, services, public project or improvements and related construction services; when there are no responsive bidders to the Ordinance requirements and the contract is for essential goods or services;

when emergency conditions with public health and safety implications exist; or when the contract is for specialized legal services if in the best interest of the City.

9. In consideration of the foregoing, I shall defend, indemnify and hold harmless, the City, its officers and employees, against any claims, actions, damages, costs (including reasonable attorney fees), or other liabilities of any kind arising from any violation of the Requirements or of the Ordinance by me.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct, and that I am authorized to bind the Contractor to the provisions of this Declaration.

John Probstfield
Signature of Authorized Representative

9/29/06
Date

John Probstfield
Print Name

Vice President
Title



YOUR RIGHTS UNDER THE CITY OF SACRAMENTO'S NON-DISCRIMINATION IN EMPLOYEE BENEFITS CODE

If your employer provides employee benefits, they must be provided to those employees working on a City of Sacramento contract without discriminating between employees with spouses and employees with domestic partners.

The included employee benefits are:

- Bereavement leave
- Disability, life and other types of insurance
- Family medical leave
- Health benefits
- Membership or membership discounts
- Moving expenses
- Pension and retirement benefits
- Vacation
- Travel benefits
- Any other benefits given to employees

If you feel you have been discriminated against by your employer . . .

You May . . .

- Submit a written complaint to the City of Sacramento, Contract Services Unit, containing the details of the alleged violation. The address is:

City of Sacramento
Contract Services Unit
915 I St., 2nd Floor
Sacramento, CA 95814

- Bring an action in the appropriate division of the Superior Court of the State of California against the employer and obtain reinstatement, injunctive relief, compensatory damages, punitive damages and reasonable attorney's fees and costs

Discrimination and Retaliation Prohibited.

If you feel you have been discriminated or retaliated against by your employer in the terms and conditions of your application for employment, or in your employment, because of your status as an applicant or as an employee protected by the Ordinance, or because you reported a violation of this Ordinance . . .

You May Also . . .

Submit a written complaint to the City of Sacramento, Contract Services Unit, at the same address, containing the details of the alleged violation.

**DECLARATION OF COMPLIANCE
Living Wage Ordinance**

Name of Contractor: Quick Sort Sacramento
Address: 2709 Del Monte St West Sacramento CA
Contracting Department: Pre-sort

The above-named contractor ("Contractor") hereby declares and agrees as follows:

1. I have read and understand the Living Wage Requirements provided to me by the City of Sacramento ("City") in connection with the City's request for proposals or other solicitation for the performance of services under a City contract
2. As a condition of receiving the City contract, I agree to fully comply with the Living Wage Requirements, as well as any additional requirements that may be specified in the City's Living Wage Ordinance codified at Chapter 3 58 of the Sacramento City Code (the "Ordinance") If required by the Ordinance, I will pay not less than the minimum compensation specified in the Ordinance to my employees, for all time spent performing any work under my City contract
3. If the amount of my City contract is less than \$100,000, as a condition of receiving this contract I will notify the City in writing if the aggregate value of my City contract and of any other Nonprofessional Services contract(s) covered by the Ordinance that the City has awarded to me within the previous 12 months, is \$100,000 or more.
4. I acknowledge and agree that the Living Wage Requirements, the Ordinance and this Declaration shall constitute part of my City contract, and that these provisions shall govern in the event of any conflict with any other provisions of the contract.
5. I further acknowledge and agree that any violation of the Living Wage Requirements or the Ordinance constitutes a material breach of my City contract, and that, if such a breach occurs, the City will be authorized to terminate the contact, and pursue all available legal and equitable remedies.
6. If requested by the City, I will promptly submit certified payroll records to the City, for myself and/or for my subcontractor(s), as requested by the City, and I will take any other steps as may be required by the City to determine whether my subcontractor(s) or I have complied with the Living Wage Requirements and the Ordinance.
7. I will require all of my subcontractors who are covered by these requirements to comply with the Living Wage Requirements and any additional requirements that may be specified in the Ordinance, and I will include these requirements in all subcontracts covered by the Ordinance
8. I will defend, indemnify and hold harmless the City, its officers and employees against any claims, actions, damages, costs (including reasonable attorney fees) or other liabilities of any kind arising from any violation of the City's Living Wage Requirements or the Ordinance by me or by any subcontractor retained to perform work or provide services under my City contract.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct, and that I am authorized to bind the Contractor to the provisions of this Declaration.

John Probstfield 9/29/06
Signature of Authorized Representative Date

Print Name & Title: John Probstfield, Vice President

Page: 1 Document Name: untitled

BT02

BUSINESS TAX MASTER RECORD

116140

09/27/06

BUSINESS NAME: QUICK SORT MAILING SRVCS LLC
 DESCRIPTION: MAILING SERVICES
 ADDRESS: 855 RIVERSIDE PARKWAY #40
 WEST SACRAMENTO CA 95605
 MAILING NAME: QUICK SORT MAILING SRVCS LLC
 ATTENTION:
 ADDRESS: 2709 DEL MONTE ST
 WEST SACRAMENTO CA 95691

START DATE CLOSE DATE
 06/13/00

PHONE: 916/375-0301

OWNER NAME #1: RIVERO MAURO
 NAME #2: ABU-GHABEN HAYSAM
 NAME #3:

FEDERAL-ID: [REDACTED]
 S.S.N.: [REDACTED]
 STATE ID NO: [REDACTED]

NOTICES RENEWAL: 2 AUDIT: DELINQUENT: CERTIFICATE: 1 REFUND: ALERT:
 A-2-04/01/06-03/31/07 (001) 401

TAX INFORMATION CLASSIFIED

PRESS PF3 TO RETURN TO MAIN MENU
 PRESS CLEAR TO EXIT



DEPARTMENT OF FINANCE

CITY OF SACRAMENTO
CALIFORNIA

915 - I STREET
2nd FLOOR
SACRAMENTO, CA
95814

PROCUREMENT SERVICES
DIVISION

CENTRAL SERVICES
6240
CONTRACT SERVICES
5747
OFFICE OF SMALL BUSINESS DEVELOPMENT
PURCHASING

PHONE: 916-808-

FAX: 916-808-

September 19, 2006

SUBJECT: Invitation-for-Bid B071187019, Mail Preparation and Presorting Services, City of Sacramento, California

1. The Invitation-for-Bid due date has been extended from September 27, 2006 to October 4, 2006.
2. All other terms, conditions, and specifications of IFB B071187019 remain unchanged.
3. If a bid package is not being submitted, it is not necessary to return this addendum or acknowledge receipt of such.
4. Bidders submitting a bid package must acknowledge receipt of this addendum prior to the hour and date specified in the bid request by one of the following methods:

(a) By signing and returning one (1) copy of this addendum with the bid package if not previously submitted; or

(b) If the bid package has been previously submitted, the addendum may be submitted by separate letter, which must include on the outside of the mailing envelope the bid and addendum number and bid due date. This information must be clearly marked in CAPITAL LETTERS on the outside of the envelope. Failure of your acknowledgement to be received at Clerk's Office, 915 I Street, Historic City Hall, Sacramento, California 95814, prior to the hour and date specified, may result in rejection of your bid.

(c) If, by virtue of this addendum you decide to change a bid already submitted, such change may be made by letter, as specified in (b) above.

URA 0110 1421593

Rachel Rosas, Program Analyst
Procurement Services Division, Department of Finance

Quick Sort Sacramento
Company Name

John Probstfield, Vice President/General Manager
Printed Name and Title

John Probstfield 9-25-06
Signature and Date



POINT OF CONTACT FOR QUICK SORT SACRAMENTO

BUSINESS DEVELOPMENT MANAGER:
JACQUI WHITTEN
916-919-0203

VICE PRESIDENT /GENERAL MANAGER
JOHN PROBSTFIELD, JP
916-712-8173

OPERATIONS
LUIS DIAZ
916-919-0507

CLIENT ADVOCATE
MARIELLA CORADO
916-437-8750

QUICK SORT BILLING
MARIVIC GEBILAGUIN
925-552-7554

In compliance with the Contract Documents, the undersigned hereby proposes to furnish all required labor, materials, supervision, transportation, equipment, services, taxes and incidentals required for:

Mail Preparation and Presorting Services, Sacramento, CA

in the City and County of Sacramento, California. The Work is to be done in strict conformity with the Contract Documents now on file in the Department of Finance, for the following sum:

Mailing Services (Base Period)			
Item	Description	U/M	Price
0001	<u>City Processing Fee (1st Ounce) – Letter Size.</u> This is the rate that will be charged the City by the contractor for first-class letter-sized mail, and the rate that will be applied to letter-sized metered by the City. See Pricing Schedule Information for more information.	Per Piece	\$.326
0002	<u>City Processing Fee (1st Ounce) – Flats.</u> This is the rate that will be charged the City by the Contractor for first-class flats mail, and the rate that will be applied to flats metered by the city. See information above for details.	Per Piece	\$.429
0003	<u>City Processing Fee – Postcards.</u> This is the rate that will be charged the City by the contractor for first-class postcard mail, and the rate that will be applied to postcard mail metered by the City. See Pricing Schedule Information above for details.	Per Piece	\$.233
0004	Sorting Fee. First Class Mail, Letter Size. To include sorting, bar-coding, and any other processing steps required.	Per Piece	\$.0175 (Indicia) -\$.011* (metered)
0005	Sorting Fee. First Class Mail, Flats. To include sorting, bar-coding, and any other processing steps required.	Per Piece	\$.04
0006	Sorting Fee. First Class Mail, Post Cards. To include sorting, bar-coding, and any other processing steps required.	Per Piece	\$ 0
0007	Pickup Fee for Regular Pickups. For mail pieces at City locations for processing and same-day delivery to USPS; Two pick-us are regularly required on a daily basis.	Per Piece	\$ 10 ⁰⁰
0008	Pick Fee for Special Pickups. Unscheduled, on-request pickup of mail pieces at City locations for processing and same-day delivery to USPS.	Per Piece	\$ 20 ⁰⁰
Subtotal Mailing Services			\$ 29,054⁵

*Quick Sort will give City of Sacramento a rebate of \$0.011 for each piece of mail that gets a delivery point barcode. The rebate will be a credit on the invoices

Machine Inserting / Folding Services			
Item	Description	U/M	Price
0009	Insert One (1) Piece	Price Per 1,000	\$ <u>11⁰⁰</u>
0010	Insert Two (2) Pieces	Price Per 1,000	\$ <u>13⁰⁰</u>
0011	Insert Three (3) Pieces	Price Per 1,000	\$ <u>15⁰⁰</u>
0012	Insert Four (4) Pieces	Price Per 1,000	\$ <u>16⁰⁰</u>
0013	Insert Five (5) Pieces	Price Per 1,000	\$ <u>17⁰⁰</u>
0014	Insert Six (6) Pieces	Price Per 1,000	\$ <u>18⁰⁰</u>
0015	Machine Fold	Price Per 1,000	\$ <u>8⁰⁰</u>
Subtotal Machine Inserting/Folding Services			\$ <u>98⁰⁰</u>

Hand Inserting / Folding Services			
Item	Description	U/M	Price
0016	Insert One (1) Piece	Price Per 1,000	\$ <u>23⁰⁰</u>
0017	Insert Two (2) Pieces	Price Per 1,000	\$ <u>25⁰⁰</u>
0018	Insert Three (3) Pieces	Price Per 1,000	\$ <u>29⁰⁰</u>
0019	Insert Four (4) Pieces	Price Per 1,000	\$ <u>31⁰⁰</u>
0020	Insert Five (5) Pieces	Price Per 1,000	\$ <u>33⁰⁰</u>
0021	Insert Six (6) Pieces	Price Per 1,000	\$ <u>35⁰⁰</u>
0022	Hand Fold, One (1) Fold	Price Per 1,000	\$ <u>25⁰⁰</u>

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Mail Preparation and Presorting Services

Item	Description	U/M	Price
0023	Hand Fold, Two (1) Folds	Price Per 1,000	\$ <u>25⁰⁰</u>
Subtotal Hand Inserting/Folding Services			\$ <u>226⁰⁰</u>

Addressing Services			
Item	Description	U/M	Price
0024	Labeling (Avery)	Price Per 1,000	\$ <u>12⁰⁰</u>
0025	Cheshire Labeling (Paper)	Price Per 1,000	\$ <u>12⁰⁰</u>
0026	Laser / Ink-Jet Printing	Price Per 1,000	\$ <u>14⁰⁰</u>
Subtotal Addressing Services			\$ <u>38⁰⁰</u>

Miscellaneous Services			
Item	Description	U/M	Price
0027	Meter Only	Price Per 1,000	\$ <u>12⁰⁰</u>
0028	Meter and Seal	Price Per 1,000	\$ <u>14⁰⁰</u>
0029	Ink-Jet / Indicia	Price Per 1,000	\$ <u>12⁰⁰</u>
0030	Personalized Match Insertion	Price Per 1,000	\$ <u>50⁰⁰</u>
0031	Tape Conversion to Provide Zip+4	Price Per 1,000	\$ <u>20⁰⁰</u>
0032	Tape Conversion from PC disc to provide Zip+4	Price Per 1,000	\$ <u>20⁰⁰</u>
0033	Flat Service Fee for Rejection of City Supplied Data Tape	Price Per 1,000	\$ <u>Ø</u>
0034	1 Tab for Self-Mailers	Price Per 1,000	\$ <u>12⁰⁰</u>

Item	Description	U/M	Price
0035	2 Tabs for Self-Mailers	Price Per 1,000	\$ <u>20⁰⁰</u>
0036	Storage Space for Envelope Inventory	NTE 6 Pallets	\$ <u>15⁰⁰</u>
0037	Delivery of Stock Envelopes to City Hall (from Contractor's primary place of business to City Hall)	Per Trip	\$ <u>20⁰⁰</u>
Subtotal Miscellaneous Services			\$ <u>195⁰⁰</u>

	Subtotal Mail Inserting / Folding Services		\$ <u>98⁰⁰</u>
	Subtotal Hand Inserting / Folding Services		\$ <u>226⁰⁰</u>
	Subtotal Addressing Services		\$ <u>38⁰⁰</u>
	Subtotal Miscellaneous Services		\$ <u>195⁰⁰</u>
Total (Base Period)			\$ <u>557⁰⁰</u>

Physical Address of Contractor's Work Yard:

Quick Sort Sacramento
2709 Del Monte St
West Sacramento CA 95691-3811

Complete the information below or the above prices will be fixed for the term of the contract (potentially 5-years). For each year that the contract is extended, the total charge per item listed above may be increased in an amount not to exceed the following:

2nd Option Year 0 % increase above the base period
 3rd Option Year 0 % increase above the 2nd Option Year prices
 4th Option Year 0 % increase above the 3rd Option Year prices

Requests for price increases are to be made in writing and must state the actual percentage increase requested and reasons justifying the request for increase. The proposed percentage increases beyond the first year may be considered as a basis for award of contract.