

EX 101A



CITY OF SACRAMENTO

DEPARTMENT OF GENERAL SERVICES
SUPPORT SERVICES DIVISION

CONTRACT SPECIFICATIONS FOR: MAILING SERVICE

PROPOSAL NO: 1121

PROPOSALS MUST BE RECEIVED
PRIOR TO: 10:30 A.M., AUGUST 18, 1987
AT: CITY CLERK
915 I St. RM. 203
SACRAMENTO, CA. 95814

PRE-BID CONFERENCE: Not Required

DATE BID OPENED	<u>8-18-87</u>
EMPLOYEE INITIALS	<u>le</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"/>	CERTIFIED 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	_____
DATE	_____

APPROVED
BY THE CITY COUNCIL

SEP 29 1987

OFFICE OF THE
CLERK

FILED

AUG 18 1987

By the
Office of the City Clerk

NAME OF VENDOR SUBMITTING THIS BID ZIPSORT INC.

EXHIBIT A

BID TO THE

CITY OF SACRAMENTO, CALIFORNIA
PURCHASING DIVISION

BIDS MUST BE RECEIVED BY THE
CITY CLERK, ROOM 203, CITY HALL

PRIOR TO 10:30 A.M., TUESDAY
AUGUST 18, 1987

FOR: MAILING SERVICE

BID NO: 1121

Name of Bidder ZIPSORT INC. Telephone (916) 448-8752

Type of Business: Corporation, Co-partnership, Individual doing business under his own name,
 Individual doing business using a firm name.

Business Address: 840 NO. 10th St. Ste. E Sacramento, CA 95814
Street City State Zip Code

To the City of Sacramento:

The undersigned, as bidder, certifies 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 he has examined the "General Conditions and Instructions to Bidders" and the specifications; that he proposes and agrees if this bid is accepted, he will execute and fully perform the contract for which bids are called; that he will perform all the work and / or furnish all the materials specified in the contract, in the manner and time therein prescribed, and according to the requirements as therein set forth; and that he will take in full payment therefor, the prices set forth in the attached schedule.

Berman Obaldia, Marketing Manager

Typed or Printed Name and Title

Berman Obaldia 8/14/87 *MARKETING manager*
Signature

Address (If different than above business address)

PLEASE READ CAREFULLY BEFORE SIGNING

To be signed by authorized corporate officer or partner or individual submitting the bid. If bidder is: (Example)

1. An individual using a firm name, sign: "John Doe an individual doing business as Blank Company."
2. An individual doing business under his own name, sign: your own name only.
3. A co-partnership, sign: "John Doe and Richard Roe, co-partners doing business as Blank Co., By John Doe, co-partner."
4. A corporation, sign: "Blank Company, by John Doe, secretary," (or other title).

FOR CITY USE ONLY

Bid was opened on above date and at prescribed place.

APPROVED
BY THE CITY COUNCIL

Bid bond required No Yes Amount _____

SEP 29 1987

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

OFFICE OF THE
CITY CLERK

Lorraine Magana

City Clerk/Purchasing Agent

Approved as to form and legality

City Attorney

FILED

AUG 18 1987

By the
Office of the City Clerk

GENERAL CONDITIONS AND INSTRUCTIONS TO BIDDER

EXHIBIT A

NO BID IS IN LEGAL FORM UNLESS THE FOLLOWING INSTRUCTIONS ARE FULLY COMPLIED WITH

- 1. Bid must be submitted on this printed bid form and sealed in the envelope supplied.
- 2. All bids shall be clearly and distinctly written without erasure or interlineation, and properly signed by an authorized party, who shall indicate the capacity in which the signature is executed.
- 3. Alternate bids are invalid unless invited and covered by the specifications.
- 4. If required, a bid bond in the amount stated on the front of this form must accompany this bid. Payment must be made by cashier's or certified check, or by surety bond.
- 5. All bids must be delivered to the designated recipient not later than the time specified on the front of this form.
- 6. No bidder shall be interested in more than one bid as provided by City Code Section 57.302.
- 7. The right to reject any and all bids is reserved by the City.
- 8. The City reserves the right to waive any informalities or minor irregularities in connection with bids received.
- 9. All provisions of Chapter 57 of the City Code are applicable to any bid submitted or contract awarded pursuant thereto.
- 10. **Faithful Performance Bond.** The successful bidder will [] will not ~~XXX~~ be required to submit a faithful performance bond, in a form approved by the city attorney, in the amount of _____.
- 11. **Cash Discounts.** Cash discounts offered for payment in less than 20 days will not be considered as a basis of award. Cash discounts offered for payment in 20 or more days will be subtracted from the total bid price for the purposes of bid evaluation. Any cash discount offered by the successful bidder will be accepted by the City of Sacramento, whether or not it was considered as a basis of award.

12. Bids will be opened, in public, in the City Council Chambers, City Hall, 915 - Eye Street, Sacramento, California, at ~~10:00~~ ^{10:30} a.m., AUGUST 18, 1987. (Bids must be submitted prior to ~~10:00~~ ^{10:30} a.m.)

13. Within thirty (30) days after the bid opening a contract will be awarded by the City to the lowest responsible bidder, subject to the right of the city to reject all bids, as it may deem proper. The time for awarding a contract may be extended an additional thirty (30) days, at the sole discretion of the City, if required to evaluate bids or for such other purpose as the City may determine, unless the Bidder objects to such extension in writing with his bid. The "lowest responsible bidder" is defined as follows:

In addition to price in determining the lowest responsible bidder under the provisions of this chapter, consideration shall be given to: (i) the quality and performance of the supplies to be provided by the bidder; (ii) the ability, capacity and skill of the bidder to perform the contract or effectuate the transaction; (iii) the ability of the bidder to perform the contract or effectuate the transaction within the time specified, without delay; (iv) the character, integrity, reputation, judgement, experience and efficiency of the bidder; (v) the quality of bidder's performance on previous purchases by, or contracts with, the City; and (vi) the ability of the bidder to provide future maintenance, repair parts and services for the supplies provided. (Section 57.102)

In addition to the above considerations, the City will also consider which bids will result in receipt by the City of sales or use tax under the Provisions of Part 1.5 of Division 2 of the California Revenue and Taxation Code and Article III of Chapter 41 of the Sacramento City Code and shall deduct the amount of such sales or use tax which will be received from any such bid. (Ordinance No. 4064)

THE CITY CANNOT ACCEPT A BID FAILING TO COMPLY WITH ANY OF THE ABOVE REQUIREMENTS

EXHIBIT A

VENDOR NOTE: COMPLETION OF THIS FORM AND SUBMITTAL WITH BID REQUIRED

CITY OF SACRAMENTO SOUTH AFRICA DIVESTMENT AFFIDAVIT

The undersigned hereby declares, under penalty of perjury, as follows:

My name is BERMAN F. OBALDIA.
(Please Print)

I am employed by ZIPSORT INC., hereafter referred to below as "the firm".

I am the MARKETING MANAGER of the firm, and as such I am
(Title)
authorized to make this declaration.

The firm does not have and does not contemplate any outstanding loan or letter of credit to:

- South Africa or Namibia, or
- any business firm organized under the laws of South Africa or Namibia, or
- any business firm for the express purpose of doing business with, conducting business operations in, or trading with any private or public entity located in South Africa or Namibia.

The firm is not organized under the laws of South Africa or Namibia. The firm does not have and does not contemplate having business arrangements or business operations in South Africa or Namibia, as those terms are defined in City of Sacramento Ordinance No. 86-126.

The firm is not proposing to sell, as part of this bid, products which have been manufactured or produced in South Africa or Namibia.

If the firm, after the date of this declaration, changes its policy in any manner which would render this declaration no longer entirely accurate, the firm will so notify the Treasurer of the City of Sacramento.

I declare under penalty of perjury that the foregoing is true and correct.

Executed on AUGUST 14, 1987, at 90:15 AM.

Berman F. Obaldia
(Signature)

MARKETING MANAGER
(Title)

APPROVED
BY THE CITY COUNCIL

FILED

SEP 29 1987

AUG 18 1987

CITY CLERK

By the
Office of the City Clerk

EXHIBIT A

APPROVED
BY THE CITY COUNCIL

SEP 29 1987

OFFICE OF THE
CITY CLERK

CITY OF SACRAMENTO
SACRAMENTO, CALIFORNIA

FILED
AUG 18 1987
By the
Office of the City Clerk

BIDDING SHEET

Request for bids for providing Mailing Service to the City of Sacramento in accordance with the following provisions and specifications.

Quantities (Estimated)

The quantities specified are based upon the best estimates available and are subject to increase or decrease.

<u>Item No.</u>	<u>Annual Cycle Billing Date</u>	<u>Items to be Mailed</u>	<u>Folding Required</u>	<u>No. of Inserts</u>	<u>Insert Folding Required</u>	<u>Price Per M for 1st Class Presort</u>
1	7/1	Cycle 4 U.B.* Approx. 36,000	x	5	3	\$ <u>20.50</u>
2	7/15	Cycle 1 U.B. Approx. 20,000	x	5	3	\$ <u>20.50</u>
3	8/1	Cycle 2 U.B. Approx. 25,000	x	5	3	\$ <u>20.50</u>
4	8/15	Cycle 3 U.B. Approx. 31,000	x	5	3	\$ <u>20.50</u>
5	8/1	Cycle 4 U.B. Approx. 36,000	x	5	3	\$ <u>20.50</u>
6	9/15	Cycle 1 U.B. Approx. 20,000	x	5	3	\$ <u>20.50</u>
7	10/1	Cycle 2 U.B. Approx. 25,000	x	5	3	\$ <u>20.50</u>
8	10/15	Cycle 3 U.B. Approx. 31,000	x	5	3	\$ <u>20.50</u>
9	11/1	Cycle 4 U.B. Approx. 35,000	x	5	3	\$ <u>20.50</u>
10	11/15	Cycle 1 U.B. Approx. 20,000	x	5	3	\$ <u>20.50</u>
11	12/1	Cycle 2 U.B. Approx. 26,000	x	5	3	\$ <u>20.50</u>
12	12/15	Cycle 3 U.B. Approx. 31,000	x	5	3	\$ <u>20.50</u>
13	1/1	Cycle 4 U.B. Approx. 36,000	x	5	3	\$ <u>20.50</u>
14	1/15	Cycle 1 U.B. Approx. 20,000	x	5	3	\$ <u>20.50</u>
15	2/1	Cycle 2 U.B. Approx. 25,000	x	5	3	\$ <u>20.50</u>
16	2/15	Cycle 3 U.B. Approx. 31,000	x	5	3	\$ <u>20.50</u>
17	3/1	Cycle 4 U.B. Approx. 36,000	x	5	3	\$ <u>20.50</u>
18	3/15	Cycle 1 U.B. Approx. 20,000	x	5	3	\$ <u>20.50</u>

EXHIBIT A

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SEP 28 1987

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Item No.	Annual Cycle Billing Date	Items to be Mailed	Folding Required	No. of Inserts	Insert Folding Required	Price Per M for 1st Class Presort
19	4/1	Cycle 2 U.B. Approx. 25,000	x	5	3	\$ <u>20.50</u>
20	4/15	Cycle 3 U.B. Approx. 31,000	x	5	3	\$ <u>20.50</u>
21	5/1	Cycle 4 U.B. Approx. 36,000	x	5	3	\$ <u>20.50</u>
22	5/15	Cycle 1 U.B. Approx. 20,000	x	5	3	\$ <u>20.50</u>
23	6/1	Cycle 2 U.B. Approx. 25,000	x	5	3	\$ <u>20.50</u>
24	6/15	Cycle 3 U.B. Approx. 31,000	x	5	3	\$ <u>20.50</u>
25	March	Dog Renewals, 30,000	x	2	1	\$ <u>20.50</u>
26	Sept.	Bus. 3rd Qtr. Del/Audit 2,000	x	3	3	\$ <u>20.50</u>
27	Sept.	Bus. 4th Qtr. Renewal 6,000	x	3	3	\$ <u>20.50</u>
28	Dec.	Bus. 4th Qtr. Del/Audit 2,000	x	3	3	\$ <u>20.50</u>
29	Dec.	Bus. 1st Qtr. Renewal 6,000	x	3	3	\$ <u>20.50</u>
30	March	Bus. 1st Qtr. Del/Audit 2,000	x	3	3	\$ <u>20.50</u>
31	March	Bus. 2nd Qtr. Renewal 2,000	x	3	3	\$ <u>20.50</u>
32	June	Bus. 2nd Qtr. Del/Audit 3,000	x	3	3	\$ ^{B.O} 20.50
33	June	Bus. 3rd Qtr. Renewal 6,000	x	3	3	\$ ^{B.O} 20.50
34	March	Rental 2nd Qtr. Renewal 9,000	x	3	3	\$ ^{B.O} 20.50
35	June	Rental 2nd Qtr. Del/Audit 3,000	x	4	4	\$ ^{B.O} 20.50
36	October	1915 Bonds Billing 16,000	x	3	3	\$ ^{B.O} 20.50
37	April	1915 Bond Del. 3,000	x	3	3	\$ <u>14.50</u>
38	Nov.	Weed Abatement 5,000	x	1	0	\$ <u>14.50</u>
39	July	Liens 8,000	x	0	0	\$ <u>14.50</u>
		Special Mailings 20,000	x	3	3	\$ <u>14.50</u>

522.00

FILED

AUG 18 1987

*Utility Billing

By the
Office of the City Clerk

Annual Grand Total \$ 16,122.00

Plus 10% Dis. 14,510.00

FILED

AUG 18 1987

Award

The City of Sacramento reserves the right to award ^{By the} ~~Office of the City Clerk~~ to the lowest responsible bidder whose total aggregate bid is most responsive to the needs of the City. An evaluation of the bidders ability, quality and performance on previous or current contracts will be used in addition to total cost as a basis of award for any resultant contract.

Conference (Pre-Award)

The apparent lowest responsible bidder shall attend a pre-award conference at a mutually acceptable time at which all requirements of these specifications will be reviewed.

Bid Inquiries

Questions regarding this bid should be referred to: Support Services Division
5730 24th Street, Bldg. 4
Sacramento, CA 95822
Attention: Dennis Kerhulas
(916) 449-5342

These inquiries are to be submitted at least 10 days prior to the bid opening date. Any interpretations by the City will be made in the form of a written amendment. The receipt of such an amendment must be acknowledged in accordance with the directions on the amendment. Oral explanations or instructions given before the award of the contract will not be binding.

Payment Terms

Payment terms are net 30 unless bidder otherwise quotes. All cash discounts if taken shall be computed from the date of delivery or completion and acceptance of material, or from date of receipt of invoice, which ever is latest. Invoices must be submitted as specified at the time of shipping authorization. Partial payments may be made by the City on delivery and acceptance of goods and on receipt of vendor's invoice.

Payment and Invoicing

Invoices, in triplicate, shall be mailed or delivered to City of Sacramento, Accounts Payable, 915 I Street, Room 12, Sacramento, CA 95814.

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Payment Discount

Payment Discount: 10 % for payment within 22 calendar days.

SEP 29 1987

OFFICE OF THE
CLERK

Discount

Vendor will indicate the % of discount to be taken off of established retail rates for other services that can be provided by the Vendor. Vendor will also provide a list of those services. Discount % 10% R.O.

Price Adjustment

No changes in the discount rate are permitted during the contract. If the contract extends beyond one year, the discount rate quoted may be subject to adjustment.

EXHIBIT A

Price Adjustment

No price changes are permitted during the first year of the contract. If the contract extends beyond one year, prices quoted may be made subject to adjustment.

Contract Extension

If mutually agreeable to both parties, any resultant contract may be extended on a year to year basis, however in no case shall the renewal extend beyond 4 years from the date of award of the original contract.

For each year that the contract is extended, the total charge per item listed above will be increased/decreased as follows:

2nd year 6 % increase or _____ % decrease

3rd year 8 % increase or _____ % decrease

4th year 10 % increase or _____ % decrease

Pricing

The prices quoted to the City shall be as low or lower than those charged the supplier's most favored customer for comparable quantities under similar terms and conditions, in addition to any discounts for prompt payment.

Exceptions

The submission of a bid shall be considered an agreement to all the terms, conditions, and specifications provided herein and in the various bid documents, unless specifically noted otherwise in the proposal.

Funding (Availability)

Certification of Funds and Budget and Fiscal Provision and Termination in the Event of Non-Appropriation

- a. This agreement is subject to the budget and fiscal provisions of the Charter of the City of Sacramento.
- b. Charges will accrue only after written authorization certified by the Director of Finance of the City of Sacramento. Any amount of the City's obligation hereunder shall not at any time exceed the amount certified for the purpose and period stated in such advance authorization.
- c. This agreement will terminate without penalty at the end of the fiscal year in the event funds are not appropriated for the fiscal year. If funds are appropriated for a portion of the fiscal year this agreement will terminate, without penalty, at the end of the term for which funds are appropriated.
- d. This section controls against any and all other provisions of this agreement.
- e. Payment under said authorization of orders shall be as provided in Paragraph titled "Payment and Invoicing".

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BY THE CITY COUNCIL

SEP 29 1987

OFFICE OF THE
CITY CLERK

EXHIBIT A

Prevailing Wage

Any person performing labor in the execution of this contract shall be paid not less than the general prevailing rate of wages in private employment for similar work in the City of Sacramento.

In the event Contractor pays any laborer or workman less than the established prevailing wage rate, the City will terminate the contract. In the event of such termination, Contractor shall be liable and assessed no less than the established rate per day per violation.

Inspection of Facilities

The City may require an inspection tour of bidder's facilities at the location where the work on this contract will be accomplished.

General Provisions

The attached General Provisions, except 3c, are hereby made a part of this request for bids and any resultant contract(s).

Non Collusion Statement

All bidders are hereby notified that, in the event a contract is awarded to a bidder whose bid was made in collusion with other bidders for the same work, the resulting contract is not enforceable against the awarding agency and may be void by that agency.

For the purpose of purchasing the services described herein, as a condition of submitting a responsive bid, City of Sacramento requires each bidder to execute the non-collusion statement set forth below.

DECLARATION UNDER PENALTY OF PERJURY

The undersigned declares: that he holds the position indicated below as a corporate officer or the owner or a partner in the business entity submitting this bid; that the undersigned is informed of all the relevant facts surrounding the preparation and submission of this bid, that the undersigned knows and represents and warrants to City of Sacramento that this bid is prepared and submitted without collusion with any other person, business entity or corporation; and, that the bidder submitting this bid is the only person, business entity, or corporation with any interest in this bid.

I declare under penalty of perjury that the foregoing is true and correct.

CONTRACTOR/FIRM: ZIPSORT INC.

BY: Berman Obaldia

TITLE: Marketing Manager

ADDRESS: 840 No. 10th St. Ste. E

Sacramento, CA 95814

DATE: August 14, 1987

APPROVED
BY THE CITY COUNCIL

SEP 29 1987

OFFICE OF THE
CITY CLERK

EXHIBIT ATermination

This contract may be terminated by the City party upon 30 days written notice.

South Africa Divestment Affidavit

Vendors are REQUIRED to complete and submit with their bid the South Africa Divestment Affidavit provided (Pink sheet).

BIDDER'S NAME: ZIPSORT INC. Berman Obaldia, Marketing Manager

DO NOT DETACH THIS SHEET - SUBMIT ENTIRE BID PACKAGE AS YOUR PROPOSAL

GENERAL PROVISIONS

1. Independent Contractor. At all times during the term of this Contract, Contractor shall be an independent Contractor and shall not be an employee of the City. City shall have the right to control Contractor only insofar as the results of Contractor's services rendered pursuant to this Contract; however, City shall not have the right to control the means by which Contractor accomplishes services rendered pursuant to this Contract.

2. Licenses; Permits; Etc. Contractor represents and warrants to City that he has all licenses, permits, qualifications and approvals of whatsoever nature which are legally required for Contractor to practice his profession. Contractor represents and warrants to City that Contractor shall, at his sole cost and expense, keep in effect at all times during the term of this Contract any licenses, permits, and approvals which are legally required for Contractor to practice his profession.

3. Insurance.

(a) Comprehensive Auto and General Liability. During the term of the Contract, Contractor shall maintain in full force and effect a comprehensive auto and general liability insurance in an amount of no less than \$500,000 single limit per occurrence, issued by an admitted insurer or insurers as defined by the California Insurance Code, providing that the city of Sacramento, its officers, employees and agents are to be named as additional insureds under the policy, and the policy shall stipulate that his insurance effected by the City or other named insured will be called on to contribute to a loss covered thereunder.

(b) Worker's Compensation. During the term of this Contract, Contractor shall fully comply with the terms of the law of California concerning workman's compensation. Said compliance shall include, but not be limited to, maintaining in full force and effect one or more policies of insurance insuring against any liability Contractor may have for workman's compensation.

(c) Errors and Omissions; Malpractice. In the event City requests Contractor to carry errors and omissions insurance or malpractice insurance, Contractor shall take out and keep in full force and effect during the term of this Contract a policy in form and content satisfactory to City which shall indemnify City against errors and omissions or malpractice by Contractor. Said policy or policies shall provide liability coverage in an amount specified by City in its request.

(d) Certificate of Insurance. The Contractor will have a standard "Certificate of Insurance" completed prior to engaging in any operation or activity set forth in this contract/agreement. Said policies shall provide that no cancellation, change in coverage, or expiration by the

insurance company or the insured shall occur during the term of this contract, without 30 days written notice to the City prior to the effective date of such cancellation or change in coverage.

4. Contractor Not Agent. Except as City may specify in writing, Contractor shall have no authority, express or implied, to act on behalf of City in any capacity whatsoever as an agent. Contractor shall have no authority, express or implied, pursuant to this Contract to bind City to any obligation whatsoever.

5. Assignment Prohibited. No part to this Contract may assign any right or obligation pursuant to this Contract. Any attempted or purported assignment of any right or obligation pursuant to this Contract shall be void and of no effect.

6. Indemnity and Hold Harmless. Contractor agrees to indemnify City against any and all liability, losses, claims, damages, or judgement arising from any act by, or negligence of, Contractor or its subcontractors of the officers, agents, or employees of either while engaged in the performance of this contract or while in or about the building or protected premises for any reason connected in any way whatsoever with the performance of this contract, or arising from any accident or injury, not caused by an act or omission of City, its agents, or employees or anyone employed by the City other than this Contractor, to any person, licensee, Contractor or subcontractor, or any officer, agent, or employee thereof while engaged in the performance of this contract, or while in or about the building or premises for any reason connected therewith.

Should it become necessary for purposes of resisting, adjusting, or compromising any claims or demands arising out of the subject matter with respect to which indemnification is provided by this paragraph or for purposes of enforcement of this paragraph, for City to incur any expenses, or become obligated to pay any attorneys' fees or time, in no event to exceed thirty (30) days, after receiving written notice from the City of the incurring of such expenses, attorneys' fees, or costs.

Contractor shall pay City interest at an annual rate of seven percent (7%) compounded quarterly on all expenses or costs reasonably incurred by City in the enforcement of this paragraph and of any sums City may pay as a result of claims, demands, costs, or judgements with respect to the subject matter of this contract, from the date such sums are actually paid.

EXHIBIT A

SPECIFICATIONS

Mailing Services to include:

- A. Inserting: (up to 6 pieces).
- B. Folding / letter or Z fold
- C. Presort, 1st Class, 3rd Class
- D. Machine set up
- E. Bag and tie mail & or tray mail
- F. Pick up bills from City Hall, 915 I Street. May be required to pick up occasionally at manufacturer.
- G. Delivery to Royal Oaks Post Office.
- H. Security procedure / confidentiality of all mailings.
- I. Prepare a copy of form 3602 for the Post Office and hand deliver to Revenue Division within 24 hours.
- J. Store mailing supplies, envelopes, and inserts for future mailings (Minimum of 2,000). at vendor's place of business & report to City monthly or as required.
- K. Inventory supplies monthly. (Subject to review monthly).
- L. Separate and count out non-qualifying mail (for best postal rate).
- M. Call City of Sacramento if large variance in piece count.
- N. Two-day turn around & delivery to Royal Oaks Post Office.
- O. Return any spoilage of materials for correction.
- P. Call Post Office to make sure there is enough money in permit account.
- Q. Consultation on material design for better production.
- R. Mail service to call City before stuffing the Utility Bills. City will come out and check bills and give okay to stuff & mail.

1. All political printed materials and lists are received and logged on receiving document.
2. Client assigned a document and work order number.
3. Receiving document signed and dated by the client.
4. Printed materials placed in a designated area assigned to the client by document number.
5. Mailing lists placed in locked cabinet by client document number until mailing date.
6. Run-date marked on 3x5 index card and placed in production file by run-date.
7. During the time of mailing production, unauthorized personnel will not be permitted in the production area.
8. All Surplus will be secured in the designated area until picked up by client.
9. At the time the client is called to pick up surplus materials, the name of the individual authorized to make the pick up will be given. Materials will be released to the authorized individual after the docket is signed and dated by the individual.
10. Receiving and pick up hours are 8:30 a.m. to 4:30 p.m. daily. Any exceptions must be authorized by either the general manager or the production manager.