

STATE OF MICHIGAN
DEPARTMENT OF TECHNOLOGY, MANAGEMENT AND BUDGET February 16, 2012
PROCUREMENT
P.O. BOX 30026, LANSING, MI 48909
OR
530 W. ALLEGAN, LANSING, MI 48933

CHANGE NOTICE NO. 4
TO
CONTRACT NO. 071B7200033
between
THE STATE OF MICHIGAN
and

NAME & ADDRESS OF VENDOR Pitney Bowes, Inc. 2450 Delhi Commerce Drive Holt, MI 48842 Email: kendall.turner@pb.com	TELEPHONE: Leanne Richards (800) 322-8000 Ext. 65712
	VENDOR NUMBER/MAIL CODE
	BUYER/CA (517) 373-6535 William C. Walsh, CPPB.
Contract Compliance Inspector: Beth Knapp Mailing Systems for the Department of Human Services	
CONTRACT PERIOD: From: October 17, 2006 To: October 17, 2012	
TERMS Net 30 Days	SHIPMENT 30 – 45 Days ARO
F.O.B. Delivered	SHIPPED FROM N/A
MINIMUM DELIVERY REQUIREMENTS No Minimum Order	
MISCELLANEOUS INFORMATION:	

THIS CONTRACT IS EXTENDED TO LOCAL UNITS OF GOVERNMENT

NATURE OF CHANGE (S):

Effective immediately, the buyer is hereby CHANGED to Bill Walsh.

All other terms, conditions, specifications and pricing remain unchanged.

AUTHORITY/REASON:

Per DTMB Procurement.

TOTAL ESTIMATED CONTRACT VALUE REMAINS: \$1,308,480.00

STATE OF MICHIGAN
DEPARTMENT OF TECHNOLOGY, MANAGEMENT AND BUDGET
PURCHASING OPERATIONS
P.O. BOX 30026, LANSING, MI 48909
 OR
530 W. ALLEGAN, LANSING, MI 48933

April 22, 2010

CHANGE NOTICE NO. 3
TO
CONTRACT NO. 071B7200033
between
THE STATE OF MICHIGAN
and

NAME & ADDRESS OF VENDOR Pitney Bowes, Inc. 2450 Delhi Commerce Drive Holt, MI 48842 Email: kendall.turner@pb.com		TELEPHONE: Leanne Richards (800) 322-8000 Ext. 65712
		VENDOR NUMBER/MAIL CODE
		BUYER/CA (517) 373-7374 Joan Bosheff
Contract Compliance Inspector: Beth Knapp Mailing Systems for the Department of Human Services		
CONTRACT PERIOD: From: October 17, 2006 To: October 17, 2012		
TERMS Net 30 Days	SHIPMENT 30 – 45 Days ARO	
F.O.B. Delivered	SHIPPED FROM N/A	
MINIMUM DELIVERY REQUIREMENTS No Minimum Order		
MISCELLANEOUS INFORMATION:		

THIS CONTRACT IS EXTENDED TO LOCAL UNITS OF GOVERNMENT

NATURE OF CHANGE (S):

Effective immediately, 10% price reduction for new 48-month leases, per the following:

Item 1	DM200 w/10lb	\$90	New Total	\$85
Item 2	DM525 NW 10lb	\$219	New Total	\$211
Item 3	DM525 NW 30lb	\$241	New Total	\$227
Item 4	DM875 15lb NW	\$353	New Total	\$340
Item 5	DM875 15lb WOW	\$457	New Total	\$445
Item 6	DM875 WOW 30lb	\$478	New Total	\$466
Item 7	DM925 15lb WOW	\$583	New Total	\$536
Item 8	DM925 30lb WOW	\$590	New Total	\$534
Item 9	DM1100 15lb WOW	\$656	New Total	\$588
Item 10	DM1100 30lb WOW	\$662	New Total	\$588

All other terms, conditions, specifications and pricing remain unchanged.

AUTHORITY/REASON:

Per DTMB Purchasing Operations

TOTAL ESTIMATED CONTRACT VALUE REMAINS: \$1,308,480.00

STATE OF MICHIGAN
 DEPARTMENT OF TECHNOLOGY, MANAGEMENT AND BUDGET
 PURCHASING OPERATIONS
 P.O. BOX 30026, LANSING, MI 48909
 OR
 530 W. ALLEGAN, LANSING, MI 48933

April 22, 2010

CHANGE NOTICE NO. 2
TO
CONTRACT NO. 071B7200033
between
THE STATE OF MICHIGAN
and

NAME & ADDRESS OF VENDOR Pitney Bowes, Inc. 2450 Delhi Commerce Drive Holt, MI 48842 Email: Leanne.Richards@pb.com	TELEPHONE: Leanne Richards (800) 322-8000 Ext. 65712
	VENDOR NUMBER/MAIL CODE
	BUYER/CA (517) 373-7374 Joan Bosheff
Contract Compliance Inspector: Beth Knapp Mailing Systems for the Department of Human Services	
CONTRACT PERIOD: From: October 17, 2006 To: October 17, 2012	
TERMS Net 30 Days	SHIPMENT 30 – 45 Days ARO
F.O.B. Delivered	SHIPPED FROM N/A
MINIMUM DELIVERY REQUIREMENTS No Minimum Order	
MISCELLANEOUS INFORMATION:	

THIS CONTRACT IS EXTENDED TO LOCAL UNITS OF GOVERNMENT

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Item 9	DM1100 15lb WOW	\$656	New Total	\$588
Item 10	DM1100 30lb WOW	\$662	New Total	\$588

All other terms, conditions, specifications and pricing remain unchanged.

AUTHORITY/REASON:

Per DTMB Purchasing Operations

TOTAL ESTIMATED CONTRACT VALUE REMAINS: \$1,308,480.00

STATE OF MICHIGAN
DEPARTMENT OF MANAGEMENT AND BUDGET
PURCHASING OPERATIONS
P.O. BOX 30026, LANSING, MI 48909
 OR
530 W. ALLEGAN, LANSING, MI 48933

March 27, 2008

CHANGE NOTICE NO. 2
TO
CONTRACT NO. 071B7200033
between
THE STATE OF MICHIGAN
and

NAME & ADDRESS OF VENDOR Pitney Bowes, Inc. 2450 Delhi Commerce Drive Holt, MI 48842 Email: Leanne.Richards@pb.com	TELEPHONE: Leanne Richards (800) 322-8000 Ext. 65712
	VENDOR NUMBER/MAIL CODE
	BUYER/CA (517) 373-7374 Joan Bosheff
Contract Compliance Inspector: Beth Knapp Mailing Systems for the Department of Human Services	
CONTRACT PERIOD: From: October 17, 2006 To: October 17, 2012	
TERMS Net 30 Days	SHIPMENT 30 – 45 Days ARO
F.O.B. Delivered	SHIPPED FROM N/A
MINIMUM DELIVERY REQUIREMENTS No Minimum Order	
MISCELLANEOUS INFORMATION:	

THIS CONTRACT IS EXTENDED TO LOCAL UNITS OF GOVERNMENT

NATURE OF CHANGE (S):

Change of mailing address as follows:

Pitney Bowes Inc.
Attn: Leanne Richards
3800 Heritage Ave. A2
Okemos, MI 48864 (Mail Code 057)

Other addresses are as follows:

(Remittance Address) Pitney Bowes Inc. (GMS) MAILING PO Box 856390 mail code 027 Louisville KY 40285-6390	(Remittance Address) Pitney Bowes Global Financial Services (PBGFS) LEASING PO Box 856460 mail code 049 & 054 Louisville, KY 40285-6460
(For Postage Deposits – Must include 8 digit Postage-by-Phone Account Number for correct routing)	(Customer Care Center) Mail code 048 Mailing Mail code 058 leasing Pitney Bowes Correspondence 1305 Executive Blvd Chesapeake, Va 23320

All other terms, conditions, specifications and pricing remain unchanged.

Contract 071B7200033

AUTHORITY/REASON:

Per DMB Purchasing Operations

TOTAL ESTIMATED CONTRACT VALUE REMAINS: \$1,308,480.00

STATE OF MICHIGAN
DEPARTMENT OF MANAGEMENT AND BUDGET
PURCHASING OPERATIONS
P.O. BOX 30026, LANSING, MI 48909
OR
530 W. ALLEGAN, LANSING, MI 48933

October 26, 2006

CHANGE NOTICE NO. 1
TO
CONTRACT NO. 071B7200033
between
THE STATE OF MICHIGAN
and

NAME & ADDRESS OF VENDOR Pitney Bowes, Inc. 2450 Delhi Commerce Drive Holt, MI 48842 Email: Leanne.Richards@pb.com	TELEPHONE: Leanne Richards (800) 322-8000 Ext. 65712
	VENDOR NUMBER/MAIL CODE
	BUYER/CA (517) 373-7374 Joan Bosheff
Contract Compliance Inspector: Beth Knapp Mailing Systems for the Department of Human Services	
CONTRACT PERIOD: From: October 17, 2006 To: October 17, 2012	
TERMS Net 30 Days	SHIPMENT 30 – 45 Days ARO
F.O.B. Delivered	SHIPPED FROM N/A
MINIMUM DELIVERY REQUIREMENTS No Minimum Order	
MISCELLANEOUS INFORMATION:	

THIS CONTRACT IS EXTENDED TO LOCAL UNITS OF GOVERNMENT

NATURE OF CHANGE (S):

All remittances from lease payments shall be made to mail code 049.

Pitney Bowes, Inc.
P.O. Box 856460
Louisville, KY 40285-6460

No supplies are to be purchased from this contract.

All other terms, conditions & prices remain the same.

AUTHORITY/REASON:

Per DMB Purchasing Operations and vendor email dated October 19, 2006.

TOTAL ESTIMATED CONTRACT VALUE REMAINS: \$1,308,480.00

STATE OF MICHIGAN
 DEPARTMENT OF MANAGEMENT AND BUDGET
 PURCHASING OPERATIONS
 P.O. BOX 30026, LANSING, MI 48909
 OR
 530 W. ALLEGAN, LANSING, MI 48933

October 17, 2006

NOTICE
 OF
 CONTRACT NO. 071B7200033
 between
 THE STATE OF MICHIGAN
 and

NAME & ADDRESS OF VENDOR Pitney Bowes, Inc. 2450 Delhi Commerce Drive Holt, MI 48842 Email: Leanne.Richards@pb.com	TELEPHONE: Leanne Richards (800) 322-8000 Ext. 65712
	VENDOR NUMBER/MAIL CODE
	BUYER/CA (517) 373-7374 Joan Bosheff
Contract Compliance Inspector: Beth Knapp Mailing Systems for the Department of Human Services	
CONTRACT PERIOD: From: October 17, 2006 To: October 17, 2012	
TERMS Net 30 Days	SHIPMENT 30 – 45 Days ARO
F.O.B. Delivered	SHIPPED FROM N/A
MINIMUM DELIVERY REQUIREMENTS No Minimum Order	
MISCELLANEOUS INFORMATION:	

THIS CONTRACT IS EXTENDED TO LOCAL UNITS OF GOVERNMENT

The terms and conditions of this Contract are those of [ITB #07116200275](#) this Contract Agreement and the vendor's quote dated **July 14, 2006**. In the event of any conflicts between the specifications, terms and conditions indicated by the State and those indicated by the vendor, those of the State take precedence.

Estimated Contract Value: \$1,308,480.00

STATE OF MICHIGAN
 DEPARTMENT OF MANAGEMENT AND BUDGET
 PURCHASING OPERATIONS
 P.O. BOX 30026, LANSING, MI 48909
 OR
 530 W. ALLEGAN, LANSING, MI 48933

CONTRACT NO. 071B720033
 between
THE STATE OF MICHIGAN
 and

NAME & ADDRESS OF VENDOR Pitney Bowes, Inc. 2450 Delhi Commerce Drive Holt, MI 48842 <p style="text-align: right;">Email: Leanne.Richards@pb.com</p>	TELEPHONE: Leanne Richards (800) 322-8000 Ext. 65712 VENDOR NUMBER/MAIL CODE BUYER/CA (517) 373-7374 Joan Bosheff
Contract Compliance Inspector: Beth Knapp <p style="text-align: center;">Mailing Systems for the Department of Human Services</p>	
CONTRACT PERIOD: From: October 17, 2006 To: October 17, 2012	
TERMS <p style="text-align: center;">Net 30 Days</p>	SHIPMENT <p style="text-align: center;">30 – 45 Days ARO</p>
F.O.B. <p style="text-align: center;">Delivered</p>	SHIPPED FROM <p style="text-align: center;">N/A</p>
MINIMUM DELIVERY REQUIREMENTS <p style="text-align: center;">No Minimum Order</p>	
MISCELLANEOUS INFORMATION: <p style="text-align: center;">THIS CONTRACT IS EXTENDED TO LOCAL UNITS OF GOVERNMENT</p> <p>The terms and conditions of this Contract are those of ITB #07116200275 this Contract Agreement and the vendor's quote dated July 14, 2006. In the event of any conflicts between the specifications, terms and conditions indicated by the State and those indicated by the vendor, those of the State take precedence.</p> <p>Estimated Contract Value: \$1,308,480.00</p>	

THIS IS NOT AN ORDER: This Contract Agreement is awarded on the basis of our inquiry bearing the [ITB No.07116200275](#). Orders for delivery will be issued directly by the [Department of Human Services](#) through the issuance of a Purchase Order Form.

All terms and conditions of the invitation to bid are made a part hereof.

<p>FOR THE VENDOR:</p> <p style="text-align: center;">Pitney Bowes, Inc.</p> <hr/> <p style="text-align: center;">Firm Name</p> <hr/> <p style="text-align: center;">Authorized Agent Signature</p> <hr/> <p style="text-align: center;">Authorized Agent (Print or Type)</p> <hr/> <p style="text-align: center;">Date</p>	<p>FOR THE STATE:</p> <hr/> <p style="text-align: center;">Signature</p> <p style="text-align: center;">Jeffrey A. White, Buyer Manager</p> <hr/> <p style="text-align: center;">Name/Title</p> <p style="text-align: center;">Commodities Division, Purchasing Operations</p> <hr/> <p style="text-align: center;">Division</p> <hr/> <p style="text-align: center;">Date</p>
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STATE OF MICHIGAN
Department of Management and Budget
Purchasing Operations

Contract No. 071B7200033
48-Month Lease of Mailing Systems

Buyer Name: [Joan Bosheff](#)
Telephone Number: (517) 373-7374
E-Mail Address: bosheffj@michigan.gov

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ATTACHMENTS:

- Attachment A – Mailing System Specifications (6 pages)
- Attachment B – Agency Locations by Zip Code (1 page)
- Attachment C -- Item Listing (2 pages)



Article1 – Statement of Work (SOW)

1.0 Introduction

1.001 PROJECT TITLE AND DESCRIPTION

This Contract is for Mailing Systems for the Department of Human Services.

1.002 PROJECT CONTROL

Project Control

The Contractor will carry out this project under the direction and control of the Department of Human Services.

1.1 Product Quality

1.101 SPECIFICATIONS

Definite Specifications - All commodities and/or services to be furnished hereunder shall conform to the specifications as noted in the attached Item Listing

1.103 QUALITY ASSURANCE PROGRAM

The Contractor measures the quality of their products during module manufacturing/build assembly and at final system integration and test. Weekly product system audits are performed weekly prior to a system going through the final integration and test process. After a system is shipped to the State, feedback is obtained from their Customer Service Reps on the quality of the installation process via Contractor's Install Quality program. Results from all quality tests, checks and audits are recorded, measured and analyzed for improvement opportunities.

1.2 Service Capabilities

1.201 CUSTOMER SERVICE/ORDERING

Only written equipment orders will be accepted. The sales representative can be reached by a toll free number to place a purchase or lease. Supplies can be ordered electronically or by phone. A toll free number and website is available. The Contractor has a service known as "My Account" which offers the State appropriate controls to control spending. The Contractor shall verify orders that have quantities that appear to be abnormal or excessive.

The Contractor shall have an accessible customer service department with an individual specifically assigned to State of Michigan accounts. The Contractor shall have experienced sales representatives make timely personal visits to State accounts. The sales representative assigned to this Contract is Leanne Richards. The Contractor's customer service support must respond to State agency inquiries promptly. The Contractor's nationwide toll free number is 1-800-522-0020. When calling this toll free customer support network number, the caller has an option to identify itself as a government account. Those calls will then be routed to the Contractor's call centers located within the United States.

Any supplies and services to be furnished under this contract shall be ordered by issuance of delivery orders or task orders by the individuals or activities designated in the Schedule.

All delivery orders or task orders are subject to the terms and conditions of this contract. In the event of conflict between a delivery order or task order and this contract, the contract shall control.

If mailed, a delivery order or task order is considered "issued" when the Government deposits the order in the mail. Orders may be issued orally, by facsimile, or by electronic commerce methods.

**1.202 TRAINING**

The Contractor shall provide training to individual agencies, when necessary, on aspects of ordering, shipping, billing, and receiving. At the request of the Contract Administrator, the Contractor shall provide in-service training to agency personnel on products, installation, and product safety issues. The Contractor shall also provide agency training jointly with the State as needed during the period covered by the contract at no additional charge.

1.203 REPORTING

The Contractor shall be able to provide various reports, when requested by the State. Examples include itemized report of total items (commodities and services) purchased by all agencies or individual agencies, open invoice reports, delivery compliance reports, quantity reports, service compliance reports, etc.

1.205 SECURITY

The Contractor conducts its own background check on service technicians at the time of hire. Their service professionals are easily identifiable in the Contractor's blue-branded shirts, carry photo ID badges and will announce themselves at the main security entrance of the State's facilities. Some, but not all, delivery/pick-up carriers will have ID badges.

The State may decide to also perform a security background check. If so, the Contractor will be required to provide to the State a list of all delivery people that will service State of Michigan facilities, including name and date of birth (social security number of driver license number would also be helpful).

The Contractor and its subcontractors shall comply with the security access requirements of individual State facilities.

1.3 Delivery Capabilities**1.301 TIME FRAMES**

All orders are to be delivered within 30-45 calendar days after receipt of order.

1.302 MINIMUM ORDER

There is no minimum order.

1.303 PACKAGING

Packaging and containers, etc., shall be in accordance with supplier's commercial practice and shall meet the requirements of Department of Transportation (D.O.T.) and rail and motor carrier freight classifications in effect at time of shipment, which will permit application of the lowest freight rate.

1.304 RESERVED**1.305 DELIVERY TERM**

Prices are "F.O.B. Delivered" with transportation charges prepaid on all orders.

1.4 Project Price**1.401 PRICING**

See attached Item Listing for pricing.

1.402 PRICE TERM

Prices are the maximum for a period of 365 days from the date the Contract becomes effective.

Prices are subject to change at the end of each 365-day period. Such changes shall be based on changes in actual costs incurred. Documentation of such changes must be provided with the request for price



change in order to substantiate any requested change. Purchasing Operations reserves the right to consider various pertinent information sources to evaluate price increase requests (such as the CPI and PPI, US City Average, as published by the US Department of Labor, Bureau of Labor Statistics). Purchasing Operations also reserves the right to consider other information related to special economic and/or industry circumstances, when evaluating a price change request. Changes may be either increases or decreases, and may be requested by either party. Approved changes shall be firm for the remainder of the contract period unless further revised at the end of the next 365-day period.

Requests for price changes shall be RECEIVED IN WRITING AT LEAST THIRTY (30) DAYS PRIOR TO THEIR EFFECTIVE DATE, and are subject to written acceptance before becoming effective. In the event new prices are not acceptable, the CONTRACT may be cancelled. The continued payment of any charges due after September 30th of any fiscal year will be subject to the availability of an appropriation for this purpose.

1.5 Quantity Term

Requirements – Vendor agrees to supply all that the State requires.

1.6 Other Terms and Conditions

1.601 SERVICE AND CUSTOMER SUPPORT

- On-site service shall be provided within one (1) business day at all DHS locations.
- Customer service network, including local resident representative in remote areas, shall have the ability to service all Michigan zip codes where DHS has an office within the one business day timeframe.
- Centralized 800 number for dispatch (on-shore).
- Ability to request service on-line through internet resources.
- Centralized on-line support for meters.
- Remote dial-in diagnostic support.
- Centralized customer support (phone or on-line) for billing issues and supply orders.
- On-site training upon delivery with other training methods available (i.e., on-line, phone conference, face-to-face and self-directed tutorials)

1.602 POSTAGE PAYMENT OPTIONS

- Pre-funding and arrears billing options available.
- Master and Permit Reserve Accounts (interest bearing)
- Consolidated account billing and reporting capabilities.



Article 2 – General Terms and Conditions

2.0 Introduction

2.001 GENERAL PURPOSE

The Contract is for the 48-Month Lease with Option of Ownership of Mailing Systems for the State of Michigan, Department of Human Services. Exact quantities to be purchased are unknown; however, the Contractor will be required to furnish all such materials and services as may be ordered during the CONTRACT period. Quantities specified, if any, are estimates based on prior purchases, and the State is not obligated to purchase in these or any other quantities. Orders for delivery will be issued directly to the Contractor by the Department of Human Services (DHS) on the Purchase Order Contract Release Form.

Attached is a listing of the various DHS ship-to locations by zip code. However, if the Contractor and the State agree, additional State agencies may participate should the need develop.

2.002 ISSUING OFFICE AND CONTRACT ADMINISTRATOR

The Contract is issued by Purchasing Operations, State of Michigan, Department of Management and Budget, hereinafter known as Purchasing Operations, for the Department of Human Services, hereinafter known as DHS. Where actions are a combination of those of Purchasing Operations and DHS, the authority will be known as the State.

Purchasing Operations is the sole point of contact in the State with regard to all procurement and contractual matters relating to the commodities and/or services described herein. Purchasing Operations is the only office authorized to negotiate, change, modify, amend, alter, clarify, etc., the specifications, terms, and conditions of the Contract. Purchasing Operations will remain the SOLE POINT OF CONTACT throughout the procurement process.

Contractor proceeds at its own risk if it takes negotiation, changes, modification, alterations, amendments, clarification, etc., of the specifications, terms, or conditions of the contract from any individual or office other than Purchasing Operations and the listed contract administrator

All communications covering this procurement must be addressed to contract administrator indicated below:

Department of Management and Budget
Purchasing Operations
Attn: [Joan Bosheff](#)
2nd Floor, Mason Building
P.O. Box 30026
Lansing, Michigan 48909
Phone: (517) 373-7374
Fax: (517) 335-0046
Email: bosheffj@michigan.gov

2.003 NOTICE

Any notice given to a party under this Contract must be written and shall be deemed effective, if addressed to such party as addressed below upon (i) delivery, if hand delivered; (ii) receipt of a confirmed transmission by facsimile if a copy of the notice is sent by another means specified in this section; (iii) the third (3rd) Business Day after being sent by U.S. mail, postage pre-paid, return receipt requested; or (iv) the next Business Day after being sent by a nationally recognized overnight express courier with a reliable tracking system.

2.004 CONTRACT TERM

The term of this Contract will be for six (6) years and will commence October 17, 2006, through October 17, 2012.



Extension. At the sole option of the State, the contract may also be extended. Contractor performance, quality of products, price, cost savings, and the contractor's ability to deliver on time are some of the criteria that will be used as a basis for any decision by Purchasing Operations to exercise an option year.

Written notice will be provided to the Contractor within 30 days, provided that the State gives the Contractor a preliminary written notice of its intent to extend at least 30 days before the contract expires. The preliminary notice does not commit the Government to an extension. If the Government exercises this option, the extended contract shall be considered to include this option clause.

2.005 GOVERNING LAW

The Contract shall in all respects be governed by, and construed in accordance with, the laws of the State of Michigan. By signing this agreement, vendor consents to personal jurisdiction in the state of Michigan. Any dispute arising herein shall be resolved in the State of Michigan.

2.006 APPLICABLE STATUTES

The following statutes, rules, and laws are applicable to the performance of this contract; some statutes are reflected in the clauses of this contract. This list is NOT exhaustive.

MI Uniform Commercial Code (MIUCC) MCL 440. (All sections unless otherwise altered by agreement)

MI OSHA MCL §§ 408.1001 – 408.1094

Freedom of Information Act (FOIA) MCL §§ 15.231, et seq.

Natural Resources and Environmental Protection Act MCL §§ 324.101, et seq.

MI Consumer Protection Act MCL §§ 445.901 – 445.922

Laws relating to wages, payments of wages, and fringe benefits on state projects MCL §§ 408.551 – 408.558, 408.471 – 408.490, 1965 PA 390.

Department of Civil Service Rules and regulations

Elliot Larsen Civil Rights Act MCL §§ 37.2201, et seq.

Persons with disabilities Civil Rights Act MCL §§ 37.1101, et seq.

MCL §§ 423.321, et seq.

MCL § 18.1264 (law regarding debarment)

Davis-Bacon Act (DBA) 40 USCU §§ 276(a), et seq.

Contract Work Hours and Safety Standards Act (CWHSSA) 40 USCS § 327, et seq.

Business Opportunity Act for Persons with Disabilities MCL §§ 450.791 – 450.795

Rules and regulations of the Environmental Protection Agency

Internal Revenue Code

Rules and regulations of the Equal Employment Opportunity Commission (EEOC)

The Civil Rights Act of 1964, USCS Chapter 42

Title VII, 42 USCS §§ 2000e et seq.

The Americans with Disabilities Act (ADA), 42 USCS §§ 12101 et seq.

The Age Discrimination in Employment Act of 1967 (ADEA), 29 USCS §§ 621, 623 et seq.

The Old Workers Benefit and Protection Act of 1990 (OWBPA), 29 USCS §§ 626, et seq.

The Family Medical Leave Act of 1993 (FMLA), 29 USC §§ 651 et seq.

The Fair Labor Standards Act (FLSA), 29 USC §§ 201 et seq.

Pollution Prevention Act of 1990 (PPA) 42 U.S.C. §13106

Sherman Act, 15 U.S.C.S. § 1 et seq.

Robinson-Patman Act, 15 U.S.C.S. § 13 et. seq.

Clayton Act, 15 U.S.C.S. § 14 et seq.

2.007 RELATIONSHIP OF THE PARTIES

The relationship between the State and the Contractor is that of client and independent Contractor. No agent, employee, or servant of the Contractor or any of its subcontractors shall be or shall be deemed to be an employee, agent, or servant of the State for any reason. The Contractor will be solely and entirely responsible for its acts and the acts of its agents, employees, servants and subcontractors during the performance of this Contract.

**2.008 HEADINGS**

Captions and headings used in the Contract are for information and organization purposes. Captions and headings, including inaccurate references, do not, in any way, define or limit the requirements or terms and conditions of this Contract.

2.009 MERGER

This document constitutes the complete, final, and exclusive agreement between the parties. All other prior writings and negotiations are ineffective.

2.010 SEVERABILITY

Each provision of the Contract shall be deemed to be severable from all other provisions of the Contract and, if one or more of the provisions of the Contract shall be declared invalid, the remaining provisions of the Contract shall remain in full force and effect.

2.011 SURVIVORSHIP

Any provisions of the Contract that impose continuing obligations on the parties including, but not limited to the Contractor's indemnity and other obligations shall survive the expiration or cancellation of the Contract for any reason.

2.012 NO WAIVER OF DEFAULT

The failure of a party to insist upon strict adherence to any term of the Contract shall not be considered a waiver or deprive the party of the right thereafter to insist upon strict adherence to that term or any other term of the Contract.

2.013 PURCHASE ORDERS

Orders for delivery of commodities and/or services may be issued directly by DHS through the issuance of a Purchase Order Form referencing this Contract (Blanket Purchase Order) agreement and the terms and conditions contained herein. Contractor is asked to reference the Purchase Order Number on all invoices for payment.

2.1 Vendor/Contractor Obligations**2.101 ACCOUNTING RECORDS**

The Contractor and all subcontractors shall maintain all pertinent financial and accounting records and evidence pertaining to the Contract in accordance with generally accepted principles of accounting and other procedures specified by the State of Michigan. Financial and accounting records shall be made available, upon request, to the State of Michigan, its designees, or the Michigan Auditor General at any time during the Contract period and any extension thereof, and for three years from expiration date and final payment on the Contract or extension thereof.

2.102 NOTIFICATION OF OWNERSHIP

The Contractor shall make the following notifications in writing:

1. When the Contractor becomes aware that a change in its ownership or officers has occurred, or is certain to occur, that could result in changes in the valuation of its capitalized assets in the accounting records, the Contractor shall notify Purchasing Operations within 30 days.
2. The Contractor shall also notify the Purchasing Operations within 30 days whenever changes to asset valuations or any other cost changes have occurred or are certain to occur as a result of a change in ownership or officers.



The Contractor shall:

1. Maintain current, accurate, and complete inventory records of assets and their costs;
2. Provide Purchasing Operations or designated representative ready access to the records upon request;
3. Ensure that all individual and grouped assets, their capitalized values, accumulated depreciation or amortization, and remaining useful lives are identified accurately before and after each of the Contractor's ownership or officer changes; and
4. Retain and continue to maintain depreciation and amortization schedules based on the asset records maintained before each Contractor ownership or officer change.

2.103 RESERVED

2.104 RESERVED

2.105 RESERVED

2.106 RESERVED

2.107 RESERVED

2.108 COMPETITION IN SUBCONTRACTING

The Contractor shall select subcontractors (including suppliers) on a competitive basis to the maximum practical extent consistent with the objectives and requirements of the contract.

2.109 CALL CENTER DISCLOSURE

Vendor and/or all subcontractors involved in the performance of this contract providing call or contact center services to the State of Michigan must disclose the location of its call or contact center services to inbound callers. Failure to disclose this information shall be a material breach of this agreement.

2.2 Contract Performance

2.201 TIME IS OF THE ESSENCE

Contractor/Vendor is on notice that time is of the essence in the performance of this contract. Late performance will be considered a material breach of this contract, giving the State a right to invoke all remedies available to it under this contract.

2.202 CONTRACT PAYMENT SCHEDULE

The specific payment schedule for any Contract entered into, as the State and the Contractor will mutually agree upon the result of this Contract. The schedule should show payment amount and should reflect actual work done by the payment dates, less any penalty cost charges accrued by those dates. As a general policy statements shall be forwarded to the designated representative by the 15th day of the following month.

2.203 RESERVED

2.204 RESERVED

2.205 ELECTRONIC PAYMENT AVAILABILITY

Electronic transfer of funds is available to State contractors. Vendors are required to register with the State of Michigan Office of Financial Management so the State can make payments related to this Contract electronically at www.cpexpress.state.mi.us.

**2.206 RESERVED****2.3 Contract Rights and Obligations****2.301 INCURRING COSTS**

The State of Michigan is not liable for any cost incurred by the Contractor prior to signing of the Contract. The State fiscal year is October 1st through September 30th. The Contractor should realize that payments in any given fiscal year are contingent upon enactment of legislative appropriations. Total liability of the State is limited to terms and conditions of the Contract.

2.302 CONTRACTOR RESPONSIBILITIES

The Contractor will be required to assume responsibility for all contractual activities, whether or not that Contractor performs them. Further, the State will consider the Contractor to be the sole point of contact with regard to contractual matters, including payment of any and all charges resulting from the anticipated Contract. If any part of the work is to be subcontracted, the Contract must include a list of subcontractors, including firm name and address, contact person and a complete description of work to be subcontracted. The State reserves the right to approve subcontractors and to require the Contractor to replace subcontractors found to be unacceptable. The Contractor is totally responsible for adherence by the subcontractor to all provisions of the Contract. Any change in subcontractors must be approved by the State, in writing, prior to such change.

2.303 ASSIGNMENT AND DELEGATION

The Contractor shall not have the right to assign this Contract, to assign its rights under this contract, or delegate any of its duties or obligations under the Contract to any other party (whether by operation of law or otherwise), without the prior written consent of the State. Any purported assignment in violation of this Section shall be null and void. Further, the Contractor may not assign the right to receive money due under the Contract without the prior written consent of the Director of Purchasing Operations.

The Contractor shall not delegate any duties or obligations under the Contract to a subcontractor other than a subcontractor named and approved in the bid unless the Director of Purchasing Operations has given written consent to the delegation.

Bidder must obtain the approval of the Director of Purchasing Operations before using a place of performance that is different from the address that bidder provided in the bid.

2.304 TAXES

Sales Tax: For purchases made directly by the State of Michigan, the State is exempt from State and Local Sales Tax. Prices shall not include such taxes. Exemption Certificates for State Sales Tax will be furnished upon request.

Federal Excise Tax: The State of Michigan may be exempt for Federal Excise Tax, or such taxes may be reimbursable, if articles purchased under this Contract are used for the State's exclusive use. Certificates exclusive use for the purposes of substantiating a tax-free, or tax-reimbursable sale will be sent to the Contractor upon request. If a sale is tax exempt or tax reimbursable under the Internal Revenue Code, prices shall not include the Federal Excise Tax.

The State's Tax Exempt Certification is available for vendor viewing upon request to the Contract Administrator.

2.305 INDEMNIFICATIONGeneral Indemnification

To the fullest extent permitted by law, the Contractor shall indemnify, defend and hold harmless the State, its departments, divisions, agencies, sections, commissions, officers, employees and agents, from and against all losses, liabilities, penalties, fines, damages and claims (including taxes), and all related costs and expenses (including reasonable attorneys' fees and disbursements and costs of investigation, litigation, settlement, judgments, interest and penalties), arising from or in connection with any of the following:



1. Any claim, demand, action, citation or legal proceeding against the State, its employees and agents arising out of or resulting from (1) the product provided or (2) performance of the work, duties, responsibilities, actions or omissions of the Contractor or any of its subcontractors under this Contract.
2. Any claim, demand, action, citation or legal proceeding against the State, its employees and agents arising out of or resulting from a breach by the Contractor of any representation or warranty made by the Contractor in the Contract;
3. Any claim, demand, action, citation or legal proceeding against the State, its employees and agents arising out of or related to occurrences that the Contractor is required to insure against as provided for in this Contract;
4. Any claim, demand, action, citation or legal proceeding against the State, its employees and agents arising out of or resulting from the death or bodily injury of any person, or the damage, loss or destruction of any real or tangible personal property, in connection with the performance of services by the Contractor, by any of its subcontractors, by anyone directly or indirectly employed by any of them, or by anyone for whose acts any of them may be liable; provided, however, that this indemnification obligation shall not apply to the extent, if any, that such death, bodily injury or property damage is caused solely by the negligence or reckless or intentional wrongful conduct of the State;
5. Any claim, demand, action, citation or legal proceeding against the State, its employees and agents which results from an act or omission of the Contractor or any of its subcontractors in its or their capacity as an employer of a person.

Patent/Copyright Infringement Indemnification

To the fullest extent permitted by law, the Contractor shall indemnify, defend and hold harmless the State, its employees and agents from and against all losses, liabilities, damages (including taxes), and all related costs and expenses (including reasonable attorneys' fees and disbursements and costs of investigation, litigation, settlement, judgments, interest and penalties) incurred in connection with any action or proceeding threatened or brought against the State to the extent that such action or proceeding is based on a claim that any piece of equipment, software, commodity or service supplied by the Contractor or its subcontractors, or the operation of such equipment, software, commodity or service, or the use or reproduction of any documentation provided with such equipment, software, commodity or service infringes any United States or foreign patent, copyright, trade secret or other proprietary right of any person or entity, which right is enforceable under the laws of the United States. In addition, should the equipment, software, commodity, or service, or the operation thereof, become or in the Contractor's opinion be likely to become the subject of a claim of infringement, the Contractor shall at the Contractor's sole expense (i) procure for the State the right to continue using the equipment, software, commodity or service or, if such option is not reasonably available to the Contractor, (ii) replace or modify the same with equipment, software, commodity or service of equivalent function and performance so that it becomes non-infringing, or, if such option is not reasonably available to Contractor, (iii) accept its return by the State with appropriate credits to the State against the Contractor's charges and reimburse the State for any losses or costs incurred as a consequence of the State ceasing its use and returning it.

Code Indemnification

To the extent permitted by law, the Contractor shall indemnify, defend and hold harmless the State from any claim, loss, or expense arising from Contractor's breach of the No Surreptitious Code Warranty.



Indemnification Obligation Not Limited

In any and all claims against the State of Michigan, or any of its agents or employees, by any employee of the Contractor or any of its subcontractors, the indemnification obligation under the Contract shall not be limited in any way by the amount or type of damages, compensation or benefits payable by or for the Contractor or any of its subcontractors under worker's disability compensation acts, disability benefits acts, or other employee benefits acts. This indemnification clause is intended to be comprehensive. Any overlap in sub clauses, or the fact that greater specificity is provided as to some categories of risk, is not intended to limit the scope of indemnification under any other sub clause.

Continuation of Indemnification Obligation

The duty to indemnify will continue in full force and affect not withstanding the expiration or early termination of the Contract with respect to any claims based on facts or conditions, which occurred prior to termination.

Indemnification Procedures

The procedures set forth below shall apply to all indemnity obligations under this Contract.

- (a) After receipt by the State of notice of the action or proceeding involving a claim in respect of which it will seek indemnification, the State shall promptly notify Contractor of such claim in writing and take or assist Contractor in taking, as the case may be, any reasonable action to avoid the imposition of a default judgment against Contractor. No failure to so notify Contractor shall relieve Contractor of its indemnification obligations except to the extent that Contractor can demonstrate damages attributable to such failure. Within ten (10) days following receipt of written notice from the State relating to any claim, Contractor shall notify the State in writing whether Contractor agrees to assume control of the defense and settlement of that claim (a "Notice of Election"). After notifying Contractor of a claim and prior to the State receiving Contractor's Notice of Election, the State shall be entitled to defend against the claim, at Contractor's expense, and Contractor will be responsible for any reasonable costs incurred by the State in defending against the claim during such period.
- (b) If Contractor delivers a Notice of Election relating to any claim: (i) the State shall be entitled to participate in the defense of such claim and to employ counsel at its own expense to assist in the handling of such claim and to monitor and advise the State about the status and progress of the Defense; (ii) Contractor shall, at the request of the State, demonstrate to the reasonable satisfaction of the State, Contractor's financial ability to carry out its defense and indemnity obligations under this Contract; (iii) Contractor shall periodically advise the State about the status and progress of the defense and shall obtain the prior written approval of the State before entering into any settlement of such claim or ceasing to defend against such claim and (iv) to the extent that any principles of Michigan governmental or public law may be involved or challenged, the State shall have the right, at its own expense, to control the defense of that portion of such claim involving the principles of Michigan governmental or public law. Notwithstanding the foregoing, the State may retain control of the defense and settlement of a claim by written notice to Contractor given within ten (10) days after the State's receipt of Contractor's information requested by the State pursuant to clause (ii) of this paragraph if the State determines that Contractor has failed to demonstrate to the reasonable satisfaction of the State Contractor's financial ability to carry out its defense and indemnity obligations under this Section. Any litigation activity on behalf of the State of Michigan, or any of its subdivisions pursuant to this Section, must be coordinated with the Department of Attorney General. In the event the insurer's attorney represents the State pursuant to this Section, the insurer's attorney may be required to be designated as a Special Assistant Attorney General by the Attorney General of the State of Michigan.
- (c) If Contractor does not deliver a Notice of Election relating to any claim of which it is notified by the State as provided above, the State shall have the right to defend the claim in such manner as it may deem appropriate, at the cost and expense of Contractor. If it is determined that the claim was one against which Contractor was required to indemnify the State, upon request of



the State, Contractor shall promptly reimburse the State for all such reasonable costs and expenses.

2.306 LIMITATION OF LIABILITY

The Contractor's liability for damages to the State shall be limited to two times the value of the Contract or \$200,000, which ever is higher. The foregoing limitation of liability shall not apply to claims for infringement of United States patent, copyright, trademarks or trade secrets; to claims for personal injury or damage to property caused by the gross negligence or willful misconduct of the Contractor; to claims covered by other specific provisions of this Contract calling for liquidated damages; to Contractor's indemnification obligations (2.305); or to court costs or attorney's fees awarded by a court in addition to damages after litigation based on this Contract.

The State's liability for damages to the Contractor shall be limited to the value of the Contract.

2.307 CONTRACT DISTRIBUTION

Purchasing Operations shall retain the sole right of Contract distribution to DHS and local units of government unless other arrangements are authorized by Purchasing Operations.

2.308 FORM, FUNCTION, AND UTILITY

If the Contract is for use of more than one State agency and if the good or service provided under this Contract do not the meet the form, function, and utility required by a State agency, that agency may, subject to State purchasing policies, procure the good or service from another source.

2.309 ASSIGNMENT OF ANTITRUST CAUSE OF ACTION

For and in consideration of the opportunity to submit a quotation and other good and valuable consideration, the bidder hereby assigns, sells and transfers to the State of Michigan all rights, title and interest in and to all causes of action it may have under the antitrust laws of the United States or this State for price fixing, which causes of action have accrued prior to the date of payment and which relate solely to the particular goods, commodities, or services purchased or procured by this State pursuant to this transaction.

2.310 LIABILITY INSURANCE

A. Insurance

The Contractor is required to provide proof of the minimum levels of insurance coverage as indicated below. The purpose of this coverage shall be to protect the State from claims which may arise out of or result from the Contractor's performance of services under the terms of this Contract, whether such services are performed by the Contractor, or by any subcontractor, or by anyone directly or indirectly employed by any of them, or by anyone for whose acts they may be liable.

The Contractor waives all rights against the State of Michigan, its departments, divisions, agencies, offices, commissions, officers, employees and agents for recovery of damages to the extent these damages are covered by the insurance policies the Contractor is required to maintain pursuant to this Contract.

All insurance coverage provided relative to this Contract/Purchase Order is PRIMARY and NON-CONTRIBUTING to any comparable liability insurance (including self-insurances) carried by the State.

The insurance shall be written for not less than any minimum coverage specified in this Contract or required by law, whichever is greater.

The insurers selected by Contractor shall have an A.M. Best rating of A or better, or as otherwise approved in writing by the State, or if such ratings are no longer available, with a comparable rating from a recognized insurance rating agency. Companies that have been approved to do business in the State shall issue all policies of insurance required in this Contract.



See www.michigan.gov/cis

Where specific limits are shown, they are the minimum acceptable limits. If Contractor's policy contains higher limits, the State shall be entitled to coverage to the extent of such higher limits.

Before both parties sign the Contract or before the purchase order is issued by the State, the Contractor must furnish to the Director of Purchasing Operations, certificate(s) of insurance verifying insurance coverage ("Certificates"). The Certificate must be on the standard "accord" form or equivalent. **THE CONTRACT OR PURCHASE ORDER NO. MUST BE SHOWN ON THE CERTIFICATE OF INSURANCE TO ASSURE CORRECT FILING.** All Certificate(s) are to be prepared and submitted by the Insurance Provider. All Certificate(s) shall contain a provision indicating that coverage afforded under the policies WILL NOT BE CANCELLED, MATERIALLY CHANGED, OR NOT RENEWED without THIRTY (30) days prior written notice, except for ten (10) days for non-payment of premium, having been given to the Director of Purchasing Operations, Department of Management and Budget. The notice must include the Contract or Purchase Order number affected and be mailed to: Director, Purchasing Operations, Department of Management and Budget, P.O. Box 30026, Lansing, Michigan 48909. Failure to provide evidence of coverage, may, at the State's sole option, result in this Contract's termination.

The Contractor is required to pay for and provide the type and amount of insurance checked **below**:

1. Commercial General Liability with the following minimum coverage:

\$2,000,000	General Aggregate Limit other than Products/Completed Operations
\$2,000,000	Products/Completed Operations Aggregate Limit
\$1,000,000	Personal & Advertising Injury Limit
\$1,000,000	Each Occurrence Limit
\$500,000	Fire Damage Limit (any one fire)

The Contractor must list the State of Michigan, its departments, divisions, agencies, offices, commissions, officers, employees and agents as ADDITIONAL INSUREDS on the Commercial General Liability certificate. The Contractor also agrees to provide evidence that insurance policies contain a waiver of subrogation by the insurance company.

2. If a motor vehicle is used to provide services or products under this Contract, the Contractor must have vehicle liability insurance on any auto including owned, hired and non-owned vehicles used in Contractor's business for bodily injury and property damage as required by law.

The Contractor must list the State of Michigan, its departments, divisions, agencies, offices, commissions, officers, employees and agents as ADDITIONAL INSUREDS on the vehicle liability certificate. The Contractor also agrees to provide evidence that insurance policies contain a waiver of subrogation by the insurance company.

3. Workers' compensation coverage must be provided in accordance with applicable laws governing the employees and employers work activities in the state of the Contractor's domicile. If a self-insurer provides the applicable coverage, proof must be provided of approved self-insured authority by the jurisdiction of domicile. For employees working outside of the state of qualification, Contractor must provide appropriate certificates of insurance proving mandated coverage levels for the jurisdictions where the employees' activities occur.

Any certificates of insurance received must also provide a list of states where the coverage is applicable.

The Contractor also agrees to provide evidence that insurance policies contain a waiver of subrogation by the insurance company. This provision shall not be applicable where prohibited or limited by the laws of the jurisdiction in which the work is to be performed.



4. Employers liability insurance with the following minimum limits:
- | | |
|-----------|--------------------------|
| \$100,000 | each accident |
| \$100,000 | each employee by disease |
| \$500,000 | aggregate disease |
5. Employee Fidelity, including Computer Crimes, insurance naming the State as a loss payee, providing coverage for direct loss to the State and any legal liability of the State arising out of or related to fraudulent or dishonest acts committed by the employees of Contractor or its Subcontractors, acting alone or in collusion with others, in a minimum amount of one million dollars (\$1,000,000.00) with a maximum deductible of fifty thousand dollars (\$50,000.00).
6. Umbrella or Excess Liability Insurance in a minimum amount of ten million dollars (\$10,000,000.00), which shall apply, at a minimum, to the insurance required in Subsection 1 (Commercial General Liability) above.
7. Professional Liability (Errors and Omissions) Insurance with the following minimum coverage: three million dollars (\$3,000,000.00) each occurrence and three million dollars (\$3,000,000.00) annual aggregate.
8. Fire and Personal Property Insurance covering against any loss or damage to the office space used by Contractor for any reason under this Contract, and the equipment, software and other contents of such office space, including without limitation, those contents used by Contractor to provide the Services to the State, up to the replacement value thereof, where such office space and its contents are under the care, custody and control of Contractor. Such policy shall cover all risks of direct physical loss or damage, including without limitation, flood and earthquake coverage and coverage for computer hardware and software. The State shall be endorsed on the policy as a loss payee as its interests appear.

B. Subcontractors

Except where the State has approved in writing a Contractor subcontract with other insurance provisions, Contractor shall require all of its Subcontractors under this Contract to purchase and maintain the insurance coverage as described in this Section for the Contractor in connection with the performance of work by those Subcontractors. Alternatively, Contractor may include any Subcontractors under Contractor's insurance on the coverage required in this Section. Subcontractor(s) shall fully comply with the insurance coverage required in this Section. Failure of Subcontractor(s) to comply with insurance requirements does not limit Contractor's liability or responsibility.

C. Certificates of Insurance and Other Requirements

Contractor shall furnish to the Office of Purchasing Operations certificate(s) of insurance verifying insurance coverage or providing satisfactory evidence of self-insurance as required in this Section (the "Certificates"). Before the Contract is signed, and not less than 20 days before the insurance expiration date every year thereafter, the Contractor shall provide evidence that the State and its agents, officers and employees are listed as additional insureds, but only to the extent of liabilities assumed by Contractor as set forth in Indemnification Section of this Contract, under each commercial general liability and commercial automobile liability policy. In the event the State approves the representation of the State by the insurer's attorney, the attorney may be required to be designated as a Special Assistant Attorney General by the Attorney General of the State of Michigan.

Contractor shall maintain all required insurance coverage throughout the term of the Contract and any extensions thereto and, in the case of claims-made Commercial General Liability policies, shall secure tail coverage for at least three (3) years following the expiration or termination for any reason of this Contract. The minimum limits of coverage specified above are not intended, and shall not be construed, to limit any liability or indemnity of Contractor under this Contract to any indemnified party or other persons. Contractor shall be responsible for all deductibles with regard to such insurance. If



Contractor fails to pay any premium for required insurance as specified in this Contract, or if any insurer cancels or significantly reduces any required insurance as specified in this Contract without the State's written consent, at the State's election (but without any obligation to do so) after the State has given Contractor at least thirty (30) days written notice, the State may pay such premium or procure similar insurance coverage from another company or companies; and at the State's election, the State may deduct the entire cost (or part thereof) from any payment due Contractor, or Contractor shall pay the entire cost (or any part thereof) upon demand by the State.

2.311 WORKPLACE DISCRIMINATION

The Contractor represents and warrants that in performing services for the State pursuant to this Contract, the Contractor agrees not to discriminate against any employee or applicant for employment, with respect to their hire, tenure, terms, conditions or privileges of employment, or any matter directly or indirectly related to employment, because of race, color, religion, national origin, ancestry, age, sex, height, weight, marital status, physical or mental handicap or disability. The Contractor further agrees that every subcontract entered into for the performance of any Contract or purchase order resulting here from will contain a provision requiring non-discrimination in employment, as herein specified, binding upon each subcontractor. This covenant is required pursuant to the Elliot Larsen Civil Rights Act, 1976 Public Act 453, as amended, MCL 37.2201, et seq., and the Persons With Disabilities Civil Rights Act, 1976 Public Act 220, as amended, MCL 37.1101, et seq., and any breach thereof may be regarded as a material breach of the Contract or purchase order.

Vendor hereby represents that in performing this contract it will not violate The Civil Rights Act of 1964, USCS Chapter 42, including, but not limited to, Title VII, 42 USCS §§ 2000e et seq.; the Americans with Disabilities Act (ADA), 42 USCS §§ 12101 et seq.; or The Age Discrimination in Employment Act of 1967 (ADEA), 29 USCS §§ 621, 623 et seq.; the Old Workers Benefit and Protection Act of 1990 (OWBPA), 29 USCS §§ 626 et seq.; the Family Medical Leave Act of 1993 (FMLA), 29 USC §§ 651 et seq.; or the Fair Labor Standards Act (FLSA), 29 USC §§ 201 et seq.

2.312 RESERVED

2.313 RESERVED

2.314 WEBSITE INCORPORATION

State expressly states that it will not be bound by any content on the Contractor's website, even if the Contractor's documentation specifically referenced that content and attempts to incorporate it into any other communication, unless the State has actual knowledge of such content and has expressly agreed to be bound by it in a writing that has been manually signed by an authorized representation of the State.

2.4 Contract Review and Evaluation

2.401 CONTRACT COMPLIANCE INSPECTOR

Upon receipt at Purchasing Operations of the properly executed Contract Agreement(s), the person named below will be allowed to oversee the Contract performance on a day-to-day basis during the term of the Contract. However, overseeing the Contract implies **no authority to negotiate, change, modify, clarify, amend, or otherwise alter the terms, conditions, and specifications of such Contract(s). That authority is retained by Purchasing Operations.** The Contract Compliance Inspector for this project is:

Beth Knapp, Buyer
Michigan Department of Human Services, Purchasing
235 South Grand Avenue, Suite 1205
Lansing, MI 48933
Phone: (517) 335-4003
Fax: (517) 335-6251
Email: knappb@michigan.gov



2.402 PERFORMANCE REVIEWS

Purchasing Operations in conjunction with DHS may review with the Contractor their performance under the Contract. Performance reviews shall be conducted quarterly, semi-annually or annually depending on Contractor's past performance with the State. Performance reviews shall include, but not limited to, quality of products/services being delivered and provided, timeliness of delivery, percentage of completion of orders, the amount of back orders, status of such orders, accuracy of billings, customer service, completion and submission of required paperwork, the number of substitutions and the reasons for substitutions, and other requirements of the Contract.

Upon a finding of poor performance, which has been documented by Purchasing Operations, the Contractor shall be given an opportunity to respond and take corrective action. If corrective action is not taken in a reasonable amount of time as determined by Purchasing Operations, the Contract may be canceled for default. Delivery by the Contractor of unsafe and/or adulterated or off-condition products to any State agency is considered a material breach of Contract subject to the cancellation provisions contained herein.

2.403 AUDIT OF CONTRACT COMPLIANCE/ RECORDS AND INSPECTIONS

The Contractor agrees that the State may, upon 24-hour notice, perform an audit at Contractor's location to determine if the Contractor is complying with the requirements of the Contract. The Contractor agrees to cooperate with the State during the audit and produce all records and documentation that verifies compliance with the Contract requirements.

2.5 Quality and Warranties

2.501 PROHIBITED PRODUCTS

The State will not accept salvage, distressed, outdated or discontinued merchandise. Shipping of such merchandise to any State agency, as a result of an order placed against the Contract, shall be considered default by the Contractor of the terms and conditions of the Contract and may result in cancellation of the Contract by the State. The brand and product number offered for all items shall remain consistent for the term of the Contract, unless Purchasing Operations has approved a change.

2.502 QUALITY ASSURANCE

The State reserves the right to periodically test products, which have been received to verify compliance with specifications. If laboratory analysis shows that the product does not meet specifications or fails to perform satisfactorily at any time, the Contractor shall be responsible for:

1. All costs of testing and laboratory analysis.
2. Disposal and/or replacement of all products which fail to meet specifications.
3. All costs of repair and/or replacement of equipment deemed to have been damaged by substandard products as determined by the State.

2.503 INSPECTION

All goods are subject to inspection and testing. In the event goods are defective in material or workmanship, or otherwise fail to meet the requirements of the Contract, the State shall have the right to reject the goods or retain the goods and correct the defects. The Contractor shall pay the State for expenses incurred in correcting defects. Rejected goods will be held for 45 days after delivery. The Contractor must arrange for the return of said goods, including paying for handling, packing, and transportation costs. The State has the authority to dispose of the goods without further liability to the State in the event the Contractor fails to make arrangements within the specified time period.

2.504 GENERAL WARRANTIES (goods)

Warranty of Merchantability – Goods provided by vendor under this agreement shall be merchantable. All goods provided under this contract shall be of good quality within the description given by the State, shall be fit for their ordinary purpose, shall be adequately contained and packaged within the description given by the State, shall conform to the agreed upon specifications, and shall conform to the affirmations of fact made by the vendor or on the container or label.



Warranty of fitness for a particular purpose – When vendor has reason to know or knows any particular purpose for which the goods are required, and the State is relying on the vendor's skill or judgment to select or furnish suitable goods, there is a warranty that the goods are fit for such purpose.

Warranty of title – Vendor shall, in providing goods to the State, convey good title in those goods, whose transfer is right and lawful. All goods provided by vendor shall be delivered free from any security interest, lien, or encumbrance of which the State, at the time of contracting, has no knowledge. Goods provided by vendor, under this agreement, shall be delivered free of any rightful claim of any third person by of infringement or the like.

2.505 CONTRACTOR WARRANTIES

The Contract will contain customary representations and warranties by the Contractor, including, without limitation, the following:

1. The Contractor will perform all services in accordance with high professional standards in the industry;
2. The Contractor will use adequate numbers of qualified individuals with suitable training, education, experience and skill to perform the services;
3. The Contractor will use its best efforts to use efficiently any resources or services necessary to provide the services that are separately chargeable to the State;
4. The Contractor will use its best efforts to perform the services in the most cost effective manner consistent with the required level of quality and performance;
5. The Contractor will perform the services in a manner that does not infringe the proprietary rights of any third party;
6. The Contractor will perform the services in a manner that complies with all applicable laws and regulations;
7. The Contractor has duly authorized the execution, delivery and performance of the Contract;
8. The Contractor is capable in all respects of fulfilling and shall fulfill all of its obligations under this contract.
9. The contract appendices, attachments, and exhibits identify all equipment and software services necessary for the deliverable(s) to perform and operate in compliance with the contract's requirements.
10. The Contractor is the lawful owner or licensee of any Deliverable licensed or sold to the state by Contractor or developed by Contractor under this contract, and Contractor has all of the rights necessary to convey to the state the ownership rights or license use, as applicable, of any and all Deliverables.
11. If, under this Contract, Contractor procures any equipment, software or other Deliverable for the State (including equipment, software and other Deliverables manufactured, re-marketed or otherwise sold by Contractor under Contractor's name), then in addition to Contractor's other responsibilities with respect to such items as set forth in this Contract, Contractor shall assign or otherwise transfer to the State or its designees, or afford the State the benefits of, any manufacturer's warranty for the Deliverable.
12. The contract signatory has the power and authority, including any necessary corporate authorizations, necessary to enter this contract, on behalf of Contractor.
13. The Contractor is qualified and registered to transact business in all locations where required.



14. Neither the Contractor nor any Affiliates, nor any employee of either, has, shall have, or shall acquire, any contractual, financial, business, or other interest, direct or indirect, that would conflict in any manner or degree with Contractor's performance of its duties and responsibilities to the State under this Contract or otherwise create an appearance of impropriety with respect to the award or performance of this Agreement. Contractor shall notify the State within two (2) days of any such interest that may be incompatible with the interests of the State.
15. All financial statements, reports, and other information furnished by Contractor to the State as part of its response to the ITB or otherwise in connection with the award of this Contract fairly and accurately represent the business, properties, financial condition, and results of operations of Contractor as of the respective dates, or for the respective periods, covered by such financial statements, reports, other information. Since the respective dates or periods covered by such financial statements, reports, or other information, there have been no material adverse changes in the business, properties, financial condition, or results of operations of Contractor. All written information furnished to the State by or behalf of Contractor in connection with this Contract, including its bid, is true, accurate, and complete, and contains no untrue statement of material fact or omits any material fact necessary to make such information not misleading.

2.506 STAFF

The State reserves the right to approve the Contractor's assignment of Key Personnel to this project and to recommend reassignment of personnel deemed unsatisfactory by the State.

The Contractor shall not remove or reassign, without the State's prior written approval any of the Key Personnel until such time as the Key Personnel have completed all of their planned and assigned responsibilities in connection with performance of the Contractor's obligations under this Contract. The Contractor agrees that the continuity of Key Personnel is critical and agrees to the continuity of Key Personnel. Removal of Key Personnel without the written consent of the State may be considered by the State to be a material breach of this Contract. The prohibition against removal or reassignment shall not apply where Key Personnel must be replaced for reasons beyond the reasonable control of the Contractor including but not limited to illness, disability, resignation or termination of the Key Personnel's employment.

2.507 RESERVED

2.508 RESERVED

2.509 RESERVED

2.6 Breach of Contract

2.601 BREACH DEFINED

Failure to comply with articles, sections, or subsections of this agreement, or making any false statement in this agreement will be considered a material breach of this agreement giving the state authority to invoke any and all remedies available to it under this agreement.

In addition to any remedies available in law and by the terms of this contract, if the Contractor breaches Sections 2.508, 2.509, or 2.510, such a breach may be considered as a default in the performance of a material obligation of this contract.

2.602 NOTICE AND THE RIGHT TO CURE

In the event of a curable breach by the Contractor, the State shall provide the Contractor written notice of the breach and a time period to cure said breach described in the notice. This section requiring notice and an opportunity to cure shall not be applicable in the event of successive or repeated breaches of the same nature or if the State determines in its sole discretion that the breach poses a serious and imminent threat to the health or safety of any person or the imminent loss, damage or destruction of any real or tangible personal property.



2.603 EXCUSABLE FAILURE

1. Neither party shall be liable for any default or delay in the performance of its obligations under the Contract if and to the extent such default or delay is caused, directly or indirectly, by: fire, flood, earthquake, elements of nature or acts of God; riots, civil disorders, rebellions or revolutions in any country; the failure of the other party to perform its material responsibilities under the Contract (either itself or through another contractor); injunctions (provided the injunction was not issued as a result of any fault or negligence of the party seeking to have its default or delay excused); or any other cause beyond the reasonable control of such party; provided the non-performing party and its subcontractors are without fault in causing such default or delay, and such default or delay could not have been prevented by reasonable precautions and cannot reasonably be circumvented by the non-performing party through the use of alternate sources, workaround plans or other means, including disaster recovery plans. In such event, the non-performing party will be excused from any further performance or observance of the obligation(s) so affected for as long as such circumstances prevail and such party continues to use its best efforts to recommence performance or observance whenever and to whatever extent possible without delay provided such party promptly notifies the other party in writing of the inception of the excusable failure occurrence, and also of its abatement or cessation.
2. If any of the above enumerated circumstances substantially prevent, hinder, or delay performance of the services necessary for the performance of the State's functions for more than 14 consecutive days, and the State determines that performance is not likely to be resumed within a period of time that is satisfactory to the State in its reasonable discretion, then at the State's option: (a) the State may procure the affected services from an alternate source, and the State shall not be liable for payments for the unperformed services under the Contract for so long as the delay in performance shall continue; (b) the State may cancel any portions of the Contract so affected and the charges payable hereunder shall be equitably adjusted to reflect those services canceled; or (c) the Contract will be canceled without liability of the State to the Contractor as of the date specified by the State in a written notice of cancellation to the Contractor. The Contractor will not have the right to any additional payments from the State as a result of any excusable failure occurrence or to payments for services not rendered as a result of the excusable failure condition. Defaults or delays in performance by the Contractor which are caused by acts or omissions of its subcontractors will not relieve the Contractor of its obligations under the Contract except to the extent that a subcontractor is itself subject to any excusable failure condition described above and the Contractor cannot reasonably circumvent the effect of the subcontractor's default or delay in performance through the use of alternate sources, workaround plans or other means.

2.7 Remedies

2.701 CANCELLATION

The State may cancel this Contract without further liability or penalty to the State, its departments, divisions, agencies, offices, commissions, officers, agents, and employees for any of the following reasons:

1. Material Breach by the Contractor. In the event that the Contractor breaches any of its material duties or obligations under the Contract, which are either not capable of or subject to being cured, or are not cured within the time period specified in the written notice of breach provided by the State, or pose a serious and imminent threat to the health and safety of any person, or the imminent loss, damage or destruction of any real or tangible personal property, the State may, having provided written notice of cancellation to the Contractor, cancel this Contract in whole or in part, for cause, as of the date specified in the notice of cancellation.

In the event that this Contract is cancelled for cause, in addition to any legal remedies otherwise available to the State by law or equity, the Contractor shall be responsible for all costs incurred by the State in canceling the Contract, including but not limited to, State administrative costs, attorneys fees and court costs, and any additional costs the State may incur to procure the services required by this Contract from other sources. All excess re-procurement costs and damages shall not be considered by the parties to be consequential, indirect or incidental, and shall not be excluded by any other terms otherwise included in the Contract.

In the event the State chooses to partially cancel this Contract for cause charges payable under this Contract will be equitably adjusted to reflect those services that are cancelled.



- In the event this Contract is cancelled for cause pursuant to this section, and it is therefore determined, for any reason, that the Contractor was not in breach of contract pursuant to the provisions of this section, that cancellation for cause shall be deemed to have been a cancellation for convenience, effective as of the same date, and the rights and obligations of the parties shall be limited to that otherwise provided in the Contract for a cancellation for convenience.
2. Cancellation For Convenience By the State. The State may cancel this Contract for its convenience, in whole or part, if the State determines that such a cancellation is in the State's best interest. Reasons for such cancellation shall be left to the sole discretion of the State and may include, but not limited to (a) the State no longer needs the services or products specified in the Contract, (b) relocation of office, program changes, changes in laws, rules, or regulations make implementation of the Contract services no longer practical or feasible, and (c) unacceptable prices for additional services requested by the State. The State may cancel the Contract for its convenience, in whole or in part, by giving the Contractor written notice 30 days prior to the date of cancellation. If the State chooses to cancel this Contract in part, the charges payable under this Contract shall be equitably adjusted to reflect those services that are cancelled.
 3. Non-Appropriation. In the event that funds to enable the State to effect continued payment under this Contract are not appropriated or otherwise made available. The Contractor acknowledges that, if this Contract extends for several fiscal years, continuation of this Contract is subject to appropriation or availability of funds for this project. If funds are not appropriated or otherwise made available, the State shall have the right to cancel this Contract at the end of the last period for which funds have been appropriated or otherwise made available by giving written notice of cancellation to the Contractor. The State shall give the Contractor written notice of such non-appropriation or unavailability within 30 days after it receives notice of such non-appropriation or unavailability.
 4. Criminal Conviction. In the event the Contractor, an officer of the Contractor, or an owner of a 25% or greater share of the Contractor, is convicted of a criminal offense incident to the application for or performance of a State, public or private Contract or subcontract; or convicted of a criminal offense including but not limited to any of the following: embezzlement, theft, forgery, bribery, falsification or destruction of records, receiving stolen property, attempting to influence a public employee to breach the ethical conduct standards for State of Michigan employees; convicted under State or federal antitrust statutes; or convicted of any other criminal offense which in the sole discretion of the State, reflects upon the Contractor's business integrity.
 5. Approvals Rescinded. The State may terminate this Contract without further liability or penalty in the event any final administrative or judicial decision or adjudication disapproves a previously approved request for purchase of personal services pursuant to Constitution 1963, Article 11, section 5, and Civil Service Rule 7. Termination may be in whole or in part and may be immediate as of the date of the written notice to Contractor or may be effective as of the date stated in such written notice.

2.703 LIQUIDATED DAMAGES

- A. The State and the Contractor hereby agree to the specific standards set forth in this Contract. It is agreed between the Contractor and the State that the actual damages to the State as a result of Contractor's failure to provide promised services would be difficult or impossible to determine with accuracy. The State and the Contractor therefore agree that liquidated damages as set out herein shall be a reasonable approximation of the damages that shall be suffered by the State as a result thereof. Accordingly, in the event of such damages, at the written direction of the State, the Contractor shall pay the State the indicated amount as liquidated damages, and not as a penalty. Amounts due the State as liquidated damages, if not paid by the Contractor within fifteen (15) days of notification of assessment, may be deducted by the State from any money payable to the Contractor pursuant to this Contract. The State will notify the Contractor in writing of any claim for liquidated damages pursuant to this paragraph on or before the date the State deducts such sums from money payable to the Contractor. No delay by the State in assessing or collecting liquidated damages shall be construed as a waiver of such rights.



- B. The Contractor shall not be liable for liquidated damages when, in the opinion of the State, incidents or delays result directly from causes beyond the control and without the fault or negligence of the Contractor. Such causes may include, but are not restricted to, acts of God, fires, floods, epidemics, and labor unrest; but in every case the delays must be beyond the control and without the fault or negligence of the Contractor.

2.704 RESERVED

2.8 Changes, Modifications, and Amendments

2.801 APPROVALS

The Contract may not be modified, amended, extended, or augmented except by a writing executed by the parties hereto, and any breach or default by a party shall not be waived or released other than in writing signed by the other party.

2.802 RESERVED

2.803 MODIFICATION

Purchasing Operations reserves the right to modify this contract at any time during the contract term. Such modification may include changing the locations to be serviced, additional locations to be serviced, method or manner of performance of the work, number of days service is to be performed, addition or deletion of tasks to be performed, addition or deletion of items, and/or any other modifications deemed necessary. Any changes in pricing proposed by the Contractor resulting from the proposed changes are subject to acceptance by the State. Changes may be increases or decreases. **IN THE EVENT PRICES ARE NOT ACCEPTABLE TO THE STATE, THE CONTRACT SHALL BE SUBJECT TO COMPETITIVE BIDDING BASED UPON THE NEW SPECIFICATION.**

The State reserves the right to add an item(s) that is not described on the item listing and is available from the Contract vendor. The item(s) may be included on the Contract, only if prior written approval has been granted by Purchasing Operations.

2.804 RESERVED

2.805 RESERVED



MAILING SYSTEM SPECIFICATIONS

SYSTEM #1: Pitney Bowes Model DM200 with P7L1 Meter and Integrated 10 lb. Scale

Mailing system to consist of a feeder, moistener, meter, stacker and scale, with the following capabilities:

- Compliant with USPS requirements for secure digital postal printing
- Automatic or hand feeding of mail media
- Process and seal mail up to a speed of 40 pieces per minute
- Capable of metering and sealing mail media from .007 to .375" thickness
- Able to produce double tape sheets capable of printing 4 indicias from one tape
- Centralized keyboard for entering account, meter and equipment function information
- Include all USPS 1st Class, Standard, 1st Class Automation, Standard Automation, Priority, International and Express rates and special services – Zip to Zone
- Capable of upgrading (at a later date) to produce the following postal services
 - Delivery Confirmation
 - Signature Confirmation
 - e-Certified Mail
 - Return Receipt
- Proven ability to update USPS rate changes, software upgrades and enhancements via modem download
- Meter shall automatically advance to correct date without operator intervention
- Ability to time and date stamp incoming mail to document receipt
- 10 lb. integrated weighing platform self contained within the base capable of automatically setting the postage meter, able to interface with larger weighing platform and still automatically set the postage meter
- UL approved, FCC compliant, ICES-003 compliant, Energy Star compliant

48-month lease with optional purchase at end of lease period. Lease price to include:

- All equipment
- Meter rental, including no charge postage-by-phone reset capability
- Full service maintenance agreement to include all parts, all labor, preventative maintenance and unlimited service calls
- USPS rate updates for the term of the lease with no price increases

SYSTEM #2: Pitney Bowes Model DM500 with IM00 Meter and Integrated 10 lb. Scale

Mailing system to consist of a feeder, moistener, meter, stacker and scale, with the following capabilities:

- Compliant with USPS requirements for secure digital postal printing
- Automatic or hand feeding of mail media
- Process and seal mail up to a speed of up to 135 pieces per minute
- Capable of metering and sealing mail media from .007 to .625" thickness
- Produce cut to size self-adhesive roll tapes from an internal unit
- Centralized keyboard for entering account, meter and equipment function information
- Weighing and rating to occur from one control center (meter)
- Include all USPS 1st Class, Standard, 1st Class Automation, Standard Automation, Priority, International and Express rates and special services – Zip to Zone
- Capable of upgrading (at a later date) to produce the following postal services
 - Delivery Confirmation
 - Signature Confirmation
 - e-Certified Mail
 - Return Receipt
- Proven ability to update USPS rate changes, software upgrades and enhancements via modem download
- Removable postage meter to allow transport to analog phone line
- 10 lb. integrated weighing platform self contained within the base capable of automatically setting the postage meter, able to interface with larger weighing platform and still automatically set the postage meter
- UL approved, Energy Star compliant



48-month lease with optional purchase at end of lease period. Lease price to include:

- All equipment
- Meter rental, including no charge postage-by-phone reset capability
- Full service maintenance agreement to include all parts, all labor, preventative maintenance and unlimited service calls
- USPS rate updates for the term of the lease with no price increases

SYSTEM #3: Pitney Bowes Model DM500 with IM00 Meter and Integrated 30 lb. Scale

Mailing system to consist of a feeder, moistener, meter, stacker and scale, with the following capabilities:

- Compliant with USPS requirements for secure digital postal printing
- Automatic or hand feeding of mail media
- Process and seal mail up to a speed of up to 135 pieces per minute
- Capable of metering and sealing mail media from .007 to .625" thickness
- Produce cut to size self-adhesive roll tapes from an internal unit
- Centralized keyboard for entering account, meter and equipment function information
- Weighing and rating to occur from one control center (meter)
- Include all USPS 1st Class, Standard, 1st Class Automation, Standard Automation, Priority, International and Express rates and special services – Zip to Zone
- Capable of producing the following postal services
 - Delivery Confirmation
 - Signature Confirmation
 - e-Certified Mail
 - Return Receipt
- Proven ability to update USPS rate changes, software upgrades and enhancements via modem download
- Removable postage meter to allow transport to analog phone line
- 30 lb. integrated weighing platform self contained within the base capable of automatically setting the postage meter, able to interface with larger weighing platform and still automatically set the postage meter
- UL approved, Energy Star compliant

48 month lease with optional purchase at end of lease period. Lease price to include:

- All equipment
- Meter rental, including no charge postage-by-phone reset capability
- Full service maintenance agreement to include all parts, all labor, preventative maintenance and unlimited service calls
- USPS rate updates for the term of the lease with no price increases

SYSTEM #4: Pitney Bowes Model DM800 with IM00 Meter and Integrated 10 lb. Scale

Mailing system to consist of a feeder, moistener, meter, stacker and scale, with the following capabilities:

- Compliant with USPS requirements for secure digital postal printing
- Automatic or hand feeding of mail media
- Process and seal mail up to 16 ounces at a speed of up to 210 pieces per minute (based on #10 envelopes)
- Capable of metering and sealing mail media from .007 to .625" thickness
- Must seal open flaps
- Produce cut to size self-adhesive roll tapes from an internal unit
- Centralized keyboard for entering account, meter and equipment function information
- Weighing and rating to occur from one control center (meter)
- Include all USPS 1st Class, Standard, 1st Class Automation, Standard Automation, Priority, International and Express rates and special services – Zip to Zone
- Capable of producing the following postal services
 - Delivery Confirmation
 - Signature Confirmation
 - e-Certified Mail
 - Return Receipt
- Proven ability to update USPS rate changes, software upgrades and enhancements via modem download



- Removable postage meter to allow transport to analog phone line
- 10 lb. integrated weighing platform self contained within the base capable of automatically setting the postage meter, able to interface with larger weighing platform and still automatically set the postage meter
- UL approved, Energy Star compliant, IBIP compliant to conform to currently known future postal regulations

48-month lease with optional purchase at end of lease period. Lease price to include:

- All equipment
- Meter rental, including no charge postage-by-phone reset capability
- Full service maintenance agreement to include all parts, all labor, preventative maintenance and unlimited service calls
- USPS rate updates for the term of the lease with no price increases

SYSTEM #5: Pitney Bowes Model DM800 with IM00 Meter, Weigh-on-the-Way (WOW) and Integrated 15 lb. Scale

Mailing system to consist of a feeder, moistener, meter, stacker and scale, with the following capabilities:

- Compliant with USPS requirements for secure digital postal printing
- Automatic or hand feeding of mail media
- Integrated in line weighing and processing feature
- Process and seal mail up to 16 ounces at a speed of up to 210 pieces per minute (based on #10 envelopes)
- Process and seal intermixed mail media of different sizes and thicknesses at a minimum speed of 90 pieces per minute (based on #10 envelopes)
- Capable of metering and sealing mail media from .007 to .625 " thickness
- Must seal open flaps
- Produce cut to size self-adhesive roll tapes from an internal unit
- Centralized keyboard for entering account, meter and equipment function information
- Weighing and rating to occur from one control center (meter)
- Include all USPS 1st Class, Standard, 1st Class Automation, Standard Automation, Priority, International and Express rates and special services – Zip to Zone
- Capable of producing the following postal services
 - Delivery Confirmation
 - Signature Confirmation
 - e-Certified Mail
 - Return Receipt
- Proven ability to update USPS rate changes, software upgrades and enhancements via modem download
- Removable postage meter to allow transport to analog phone line
- 15 lb. integrated weighing platform self contained within the base capable of automatically setting the postage meter, able to interface with larger weighing platform and still automatically set the postage meter
- UL approved, Energy Star compliant, IBIP compliant to conform to currently known future postal regulations

48-month lease with optional purchase at end of lease period. Lease price to include:

- all equipment
- Meter rental, including no charge postage-by-phone reset capability
- Full service maintenance agreement to include all parts, all labor, preventative maintenance and unlimited service calls
- USPS rate updates for the term of the lease with no price increases

SYSTEM #6: Pitney Bowes Model DM800 with IM00 Meter, Weigh-on-the-Way (WOW) and Integrated 30 lb. Scale

Mailing system to consist of a feeder, moistener, meter, stacker and scale, with the following capabilities:

- Compliant with USPS requirements for secure digital postal printing
- Automatic or hand feeding of mail media
- Integrated in line weighing and processing feature
- Process and seal mail up to 16 ounces at a speed of up to 210 pieces per minute (based on #10 envelopes)
- Process and seal intermixed mail media of different sizes and thicknesses at a minimum speed of 90 pieces per minute (based on #10 envelopes)
- Capable of metering and sealing mail media from .007 to .625" thickness
- Must seal open flaps



- Produce cut to size self-adhesive roll tapes from an internal unit
- Centralized keyboard for entering account, meter and equipment function information
- Weighing and rating to occur from one control center (meter)
- Include all USPS 1st Class, Standard, 1st Class Automation, Standard Automation, Priority, International and Express rates and special services – Zip to Zone
- Capable of producing the following postal services
 - Delivery Confirmation
 - Signature Confirmation
 - e-Certified Mail
 - Return Receipt
- Proven ability to update USPS rate changes, software upgrades and enhancements via modem download
- Removable postage meter to allow transport to analog phone line
- 30 lb. integrated weighing platform self contained within the base capable of automatically setting the postage meter, able to interface with larger weighing platform and still automatically set the postage meter
- UL approved, Energy Star compliant, IBIP compliant to conform to currently known future postal regulations

48-month lease with optional purchase at end of lease period. Lease price to include:
all equipment

- Meter rental, including no charge postage-by-phone reset capability
- Full service maintenance agreement to include all parts, all labor, preventative maintenance and unlimited service calls
- USPS rate updates for the term of the lease with no price increases

SYSTEM #7: Pitney Bowes Model DM900 with IM00 Meter, Weigh-on-the-Way (WOW), Integrated 15 lb. Scale and Power Stacker

Mailing system to consist of a feeder, moistener, meter, power stacker and scale, with the following capabilities:

- Compliant with USPS requirements for secure digital postal printing
- Automatic or hand feeding of mail media
- Integrated in line weighing and processing feature
- Process and seal mail up to 16 ounces at a speed of up to 240 pieces per minute (based on #10 envelopes)
- Feed, weigh, seal, meter and stack intermixed mail media from 3.5"X5" up to 13"X15" and from .007 to 3/4" thick (different sizes and thicknesses) at a minimum speed of 110 pieces per minute (based on #10 envelopes) without tamping
- Must seal open flaps
- Capable of producing the following postal services
 - Delivery Confirmation
 - Signature Confirmation
 - e-Certified Mail
 - Return Receipt
- Produce cut to size self-adhesive roll tapes or roll gummed tape from an internal unit
- Centralized keyboard for entering account, meter and equipment function information
- Weighing and rating to occur from one control center (meter)
- Include all USPS 1st Class, Standard, 1st Class Automation, Standard Automation, Priority, International and Express rates and special services – Zip to Zone
- Proven ability to update USPS rate changes, software upgrades and enhancements via modem download
- Removable postage meter to allow transport to analog phone line
- 15 lb. integrated weighing platform self contained within the base capable of automatically setting the postage meter, able to interface with larger weighing platform and still automatically set the postage meter
- To include extended powered envelope stacker capable of holding a minimum of 600 #10 envelopes
- UL approved, Energy Star compliant, IBIP compliant to conform to currently known future postal regulations

48-month lease with optional purchase at end of lease period. Lease price to include:

- All equipment
- Meter rental, including no charge postage-by-phone reset capability
- Full service maintenance agreement to include all parts, all labor, preventative maintenance and unlimited service calls



- USPS rate updates for the term of the lease with no price increases

SYSTEM #8: Pitney Bowes Model DM900 with IM00 Meter, Weigh-on-the-Way (WOW), Integrated 30 lb. Scale and Power Stacker

Mailing system to consist of a feeder, moistener, meter, power stacker and scale, with the following capabilities:

- Compliant with USPS requirements for secure digital postal printing
- Automatic or hand feeding of mail media
- Integrated in line weighing and processing feature
- Process and seal mail up to 16 ounces at a speed of up to 240 pieces per minute (based on #10 envelopes)
- Feed, weigh, seal, meter and stack intermixed mail media from 3.5"X5" up to 13"X15" and from .007 to ¾" thick (different sizes and thicknesses) at a minimum speed of 110 pieces per minute (based on #10 envelopes) without tamping
- Must seal open flaps
- Produce cut to size self-adhesive roll tapes or roll gummed tape from an internal unit
- Centralized keyboard for entering account, meter and equipment function information
- Weighing and rating to occur from one control center (meter)
- Include all USPS 1st Class, Standard, 1st Class Automation, Standard Automation, Priority, International and Express rates and special services – Zip to Zone
- Capable of producing the following postal services
 - Delivery Confirmation
 - Signature Confirmation
 - e-Certified Mail
 - Return Receipt
- Proven ability to update USPS rate changes, software upgrades and enhancements via modem download
- Removable postage meter to allow transport to analog phone line
- 30 lb. integrated weighing platform self contained within the base capable of automatically setting the postage meter, able to interface with larger weighing platform and still automatically set the postage meter
- To include extended powered envelope stacker capable of holding a minimum of 600 #10 envelopes
- UL approved, Energy Star compliant, IBIP compliant to conform to currently known future postal regulations

48-month lease with optional purchase at end of lease period. Lease price to include:

- All equipment
- Meter rental, including no charge postage-by-phone reset capability
- Full service maintenance agreement to include all parts, all labor, preventative maintenance and unlimited service calls
- USPS rate updates for the term of the lease with no price increases

SYSTEM #9: Pitney Bowes Model DM1000 with IM00 Meter, Weigh-on-the-Way (WOW), Integrated 15 lb. Scale and Power Stacker

Mailing system to consist of a feeder, moistener, meter, power stacker and scale, with the following capabilities:

- Compliant with USPS requirements for secure digital postal printing
- Automatic or hand feeding of mail media
- Integrated in line weighing and processing feature
- Process and seal mail up to 16 ounces at a speed of up to 260 pieces per minute (based on #10 envelopes)
- Feed, weigh, seal, meter and stack intermixed mail media from 3.5"X5" up to 13"X15" and from .007 to ¾" thick (different sizes and thicknesses) at a minimum speed of 130 pieces per minute (based on #10 envelopes) without tamping
- Must seal open flaps
- Produce cut to size self-adhesive roll tapes or roll gummed tape from an internal unit
- Ability to automatically adjust the meter imprint based on the size and thickness of the mail piece, the indicia must automatically move 2" to the left on larger material (flats)
- Centralized keyboard for entering account, meter and equipment function information
- Weighing and rating to occur from one control center (meter)
- Include all USPS 1st Class, Standard, 1st Class Automation, Standard Automation, Priority, International and Express rates and special services – Zip to Zone



- Capable of producing the following postal services
 - Delivery Confirmation
 - Signature Confirmation
 - e-Certified Mail
 - Return Receipt
- Proven ability to update USPS rate changes, software upgrades and enhancements via modem download
- Removable postage meter to allow transport to analog phone line
- 15 lb. integrated weighing platform self contained within the base capable of automatically setting the postage meter, able to interface with larger weighing platform and still automatically set the postage meter
- To include extended powered envelope stacker capable of holding a minimum of 600 #10 envelopes
- UL approved, Energy Star compliant, IBIP compliant to conform to currently known future postal regulations

48-month lease with optional purchase at end of lease period. Lease price to include:

- All equipment
- Meter rental, including no charge postage-by-phone reset capability
- Full service maintenance agreement to include all parts, all labor, preventative maintenance and unlimited service calls
- USPS rate updates for the term of the lease with no price increases

SYSTEM #10: Pitney Bowes Model DM1000 with IM00 Meter, Weigh-on-the-Way (WOW), Integrated 30 lb. Scale and Power Stacker

Mailing system to consist of a feeder, moistener, meter, power stacker and scale, with the following capabilities:

- Compliant with USPS requirements for secure digital postal printing
- Automatic or hand feeding of mail media
- Integrated in line weighing and processing feature
- Process and seal mail up to 16 ounces at a speed of up to 260 pieces per minute (based on #10 envelopes)
- Feed, weigh, seal, meter and stack intermixed mail media from 3.5"X5" up to 13"X15" and from .007 to 3/4" thick (different sizes and thicknesses) at a minimum speed of 130 pieces per minute (based on #10 envelopes) without tamping
- Must seal open flaps
- Produce cut to size self-adhesive roll tapes or roll gummed tape from an internal unit
- Ability to automatically adjust the meter imprint based on the size and thickness of the mail piece, the indicia must automatically move 2" to the left on larger material (flats)
- Centralized keyboard for entering account, meter and equipment function information
- Weighing and rating to occur from one control center (meter)
- Include all USPS 1st Class, Standard, 1st Class Automation, Standard Automation, Priority, International and Express rates and special services – Zip to Zone
- Capable of producing the following postal services
 - Delivery Confirmation
 - Signature Confirmation
 - e-Certified Mail
 - Return Receipt
- Proven ability to update USPS rate changes, software upgrades and enhancements via modem download
- Removable postage meter to allow transport to analog phone line
- 30 lb. integrated weighing platform self contained within the base capable of automatically setting the postage meter, able to interface with larger weighing platform and still automatically set the postage meter
- To include extended powered envelope stacker capable of holding a minimum of 600 #10 envelopes
- UL approved, Energy Star compliant, IBIP compliant to conform to currently known future postal regulations

48-month lease with optional purchase at end of lease period. Lease price to include:

- All equipment
- Meter rental, including no charge postage-by-phone reset capability
- Full service maintenance agreement to include all parts, all labor, preventative maintenance and unlimited service calls
- USPS rate updates for the term of the lease with no price increases



ATTACHMENT B

AGENCY LOCATIONS BY ZIP CODE

Clinton Twp	48036	Mio	48647	Grand Rapids	49507
Clinton Twp	48038	Prudenville	48651	Grand Rapids	49546
Port Huron	48060	Roscommon	48653	Cadillac	49601
Madison Heights	48071	Standish	48658	Bellaire	49615
Warren	48093	West Branch	48661	Beulah	49617
Ann Arbor	48103	Bay City	48708	Kalkaska	49646
Ann Arbor	48104	Caro	48723	Manistee	49660
Dearborn	48124	E.Tawas	48730	Traverse City	49684
Inkster	48141	Essexville	48732	Traverse City	49685
Lincoln Pk	48146	Harrisville	48740	Alpena	49707
Monroe	48161	Charlotte	48813	Atlanta	49709
Taylor	48180	Dimondale	48821	Cheboygan	49721
Whitmore Lake	48189	East Lansing	48823	Gaylord	49735
Ypsilanti	48198	Howell	48843	Grayling	49738
Detroit	48202	Ionia	48846	Petoskey	49770
Highland Park	48203	Ithaca	48847	Rogers City	49779
Detroit	48204	Mt Pleasant	48858	St Ignace	49781
Detroit	48205	Owosso	48867	Sault Ste. Marie	49783
Detroit	48206	St. Johns	48879	Iron Mountain	49801
Detroit	48207	Stanton	48888	Escanaba	49829
Detroit	48208	Lansing	48906	Manistique	49854
Detroit	48209	Lansing	48910	Marquette	49855
Detroit	48211	Lansing	48911	Menominee	49858
Hamtramck	48212	Lansing	48913	Munising	49862
Detroit	48213	Lansing	48917	Newberry	49868
Detroit	48216	Lansing	48933	Baraga	49908
Detroit	48219	Kalamazoo	49001	Bessemer	49911
Detroit	48227	Kalamazoo	49007	Caspian	49915
Detroit	48228	Allegan	49010	Hancock	49930
Detroit	48238	Battle Creek	49016	Ontonagon	49953
Redford	48239	Benton Harbor	49023		
Bloomfield Hills	48304	Cassopolis	49031		
Sterling Hts	48313	Centreville	49032		
Pontiac	48340	Coldwater	49036		
Pontiac	48342	Hartford	49057		
Walled Lake	48390	Hastings	49058		
Bad Axe	48413	Jackson	49201		
Lapeer	48446	Adrian	49221		
Sandusky	48471	Hillsdale	49242		
Flint	48501	Baldwin	49304		
Flint	48502	Big Rapids	49307		
Flint	48503	Sparta	49345		
Flint	48504	White Cloud	49349		
Saginaw	48604	Hart	49420		
Saginaw	48605	Holland	49424		
Gladwin	48624	Ludington	49431		
Harrison	48625	Muskegon Heights	49444		
Midland	48641	Grand Rapids	49503		



ATTACHMENT C

ITEM LISTING

48-MONTH LEASE WITH OPTION OF OWNERSHIP AT THE END OF THE LEASE PERIOD.

Item	Commodity Code	Description	Monthly Lease Payment
001	985-54	Mailing System. Pitney Bowes Model DM200/SBLJ with P7L1 Meter and Integrated 1GP9 10 lb. Scale. BUY-OUT COST AT END OF 48-MONTH PERIOD: <u>\$0.00</u>	<u>\$90.00/unit/month</u>
002	985-54	Mailing System. Pitney Bowes Model DM500/SBJC with IM00 Meter and Integrated 10 lb. Scale BUY-OUT COST AT END OF 48-MONTH PERIOD: <u>\$0.00</u>	<u>\$219.00/month/unit</u>
003	985-54	Mailing System. Pitney Bowes Model DM500/SBJD with IM00 Meter and Integrated 30 lb. Scale BUY-OUT COST AT END OF 48-MONTH PERIOD: <u>\$0.00</u>	<u>\$241.00/month/unit</u>
004	985-54	Mailing System. Pitney Bowes Model DM800/SBZG with IM00 Meter and Integrated 1FWG 15 lb. Scale. BUY-OUT COST AT END OF 48-MONTH PERIOD: <u>\$0.00</u>	<u>\$353.00/month/unit</u>
005	985-54	Mailing System. Pitney Bowes Model DM800/SFAD with IM00 Meter, Weigh-on-the-Way (WOW) and Integrated 1FWG 15 lb. Scale. BUY-OUT COST AT END OF 48-MONTH PERIOD: <u>\$0.00</u>	<u>\$457.00/month/unit</u>
006	985-54	Mailing System. Pitney Bowes Model DM800/SFAD with IM00 Meter, Weigh-on-the-Way (WOW) and Integrated 1FW6 30 lb. Scale. BUY-OUT COST AT END OF 48-MONTH PERIOD: <u>\$0.00</u>	<u>\$478.00/unit/month</u>
007	985-54	Mailing System. Pitney Bowes Model DM900/SBNK with IM00 Meter, Weigh-on-the-Way (WOW), Integrated 1FW5 15 lb. Scale and USPS Power Stacker, or Equivalent System. BUY-OUT COST AT END OF 48-MONTH PERIOD: <u>\$0.00</u>	<u>\$583.00/unit/month</u>



Item	Commodity Code	Description	Monthly Lease Payment
008	985-54	Mailing System. Pitney Bowes Model DM900/SBNK with IM00 Meter, Weigh-on-the-Way (WOW), Integrated 1FW6 30 lb. Scale and USPS Power Stacker. BUY-OUT COST AT END OF 48-MONTH PERIOD: <u>\$0.00</u>	<u>\$590.00/unit/month</u>
009	985-54	Mailing System. Pitney Bowes Model DM1000/SBNV with IM00 Meter, Weigh-on-the-Way (WOW), Integrated 1FW6 15 lb. Scale and USPS Power Stacker. BUY-OUT COST AT END OF 48-MONTH PERIOD: <u>\$0.00</u>	<u>\$656.00/unit/month</u>
010	985-54	Mailing System. Pitney Bowes Model DM1000/SBNV with IM00 Meter, Weigh-on-the-Way (WOW), Integrated 1FW6 30 lb. Scale and USPS Power Stacker. BUY-OUT COST AT END OF 48-MONTH PERIOD: <u>\$0.00</u>	<u>\$662.00/unit/month</u>

ADDITIONAL INFORMATION:

1. All equipment is owned at the end of the lease except the Intellilink meter which must remain property of Pitney Bowes per USPS regulations. The meter must continue to be rented/leased.
2. Full Service Maintenance Agreement included in monthly lease payment per specifications. This service also includes refresher training services throughout the lease term and printheads for meters, Intellilink equipment and standard service printers.
3. Cost for "Delivery Confirmation Services Software" subscription for Systems 3-10 is \$17/month/unit. Confirmation services pricing is not included in above unit monthly prices.
4. Postage-By-Phone Plus is available for an additional \$15/month for each DM5000-DM1000.