

**NASPO ValuePoint FMV Lease Agreement (Option C)**

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Agreement Number

**Your Business Information**

Full Legal Name of Lessee / DBA Name of Lessee

Tax ID # (FEIN/TIN)

HUMBOLDT COUNTY DEPT. OF HEALTH AND HUMAN SERVICES

Sold-To: Address

600 W CLARK STBLDG F, EUREKA, CA, 95501-0105, US

Sold-To: Contact Name

Sold-To: Contact Phone #

Sold-To: Account #

Leeann Todd

(707) 268-2771

0012726523

Bill-To: Address

825 5TH STRM 112, EUREKA, CA, 95501-1107, US

Bill-To: Contact Name

Bill-To: Contact Phone #

Bill-To: Account #

Bill-To: Email

LEEANN TODD

7072683478

0017373229

leeanntodd@co.humboldt.ca.us

Ship-To: Address

600 W CLARK STBLDG F, EUREKA, CA, 95501-0105, US

Ship-To: Contact Name

Ship-To: Contact Phone #

Ship-To: Account #

Leeann Todd

(707) 268-2771

0012726523

PO #

**Your Business Needs**

Qty	Item	Business Solution Description
1	RELAY7000	Relay 7000 Inserting System
1	F700327	F700327 - Special Tower Feeder Kit
2	F780183	F780183 - Sheet/Flat envelope Tray
3	F780184	F780184 - Insert Tray
1	F7DI	Bottom Address Inverter Kit
1	F7MU	F7MU- Interface for Connect+ 3000
	F90I	Basic Installation and Training
1	F9PG	F9PG-PowerGuard Service Package
1	STDSLA	Standard SLA-Equipment Service Agreement (for Relay 7000 Inserting System)
1	TI70	TI70 - Relay 7000 Inserting System
1	TIET	TIET - Exit Transport
1	SENDPROPSERIES	SendPro P Series
1	1FW6	30 lb Interface Weigh w/External Display
1	4W00	Connect+ /SendPro P Series Meter

1	APA2	100 Dept Analytics
1	APFM	Connect+ Laser Printer Enabled
1	APKE	SendPro P Receiving Feature
1	APKF	SendPro P Shipping Feature Access
1	APSH	Connect+ 220 LPM Speed
1	AZBD	SendPro P3000 Series WOW
1	AZBE	SendPro P Series Mono Print Module
1	AZBG	Black Graphics Upgrade
1	M9SS	Mailstream Intellilink Services
1	MSD2	15" Color Touch Display
1	MSPS	SendPro P Series Power Stacker
1	MT30	Platform Scale 30LB/12KG
1	MW90650	Tape Moistener Asmby Connect+ 3000 Mono
1	N199	Scale Stand
1	NV21	InView Dashboard two or more sites
1	NV90	NV90 - InView Subscription
1	NVMB	InView Dashboard - Up to 2 Meters
1	SJM3	SoftGuard for SendPro P3000
1	SPY8	Laser Printer
1	STDSLA	Standard SLA-Equipment Service Agreement (for SendPro P Series)
1	T6CS	Receiving - Standard
1	SENDPROPSERIES	SendPro P Series
1	1FWX	15 lb Interfaced Weighing (unit)
1	4W00	Connect+ /SendPro P Series Meter
1	APA2	100 Dept Analytics
1	APKE	SendPro P Receiving Feature
1	APKF	SendPro P Shipping Feature Access
1	APSF	Connect+ 180/115 LPM Speed

1	AZBB	SendPro P2000 Series
1	AZBE	SendPro P Series Mono Print Module
1	AZBG	Black Graphics Upgrade
1	M9SS	Mailstream Intellilink Services
1	MSD2	15" Color Touch Display
1	MW90007	SendPro P Series Drop Stacker
1	MW96000	Weighing Platform
1	SJM2	SoftGuard for SendPro P2000
1	STDLSA	Standard SLA-Equipment Service Agreement (for SendPro P Series)
1	T6CS	Receiving - Standard

**Your Payment Plan**

<b>Initial Term:</b> 60 months	<b>Initial Payment Amount:</b>	
<b>Number of Months</b>	<b>Monthly Amount</b>	<b>Billed Quarterly at*</b>
60	\$ 2,352.29	\$ 7,056.87

\*Does not include any applicable sales, use, or property taxes which will be billed separately.

- Tax Exempt Certificate Attached
- Tax Exempt Certificate Not Required
- Purchase Power® transaction fees included
- Purchase Power® transaction fees extra

**Your Signature Below**

By signing below, you agree to be bound by your State's/Entity's/Cooperative's contract, which is available at <http://www.pb.com/states> and is incorporated by reference. The terms and conditions of this contract will govern this transaction and be binding on us after we have completed our credit and documentation approval process and have signed below.

NASPO VALUEPOINT ADSP016-169897; 7-17-70-41-03  
State/Entity's Contract#

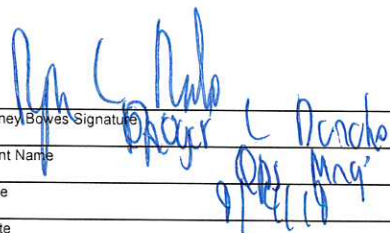
\_\_\_\_\_  
Lessee Signature

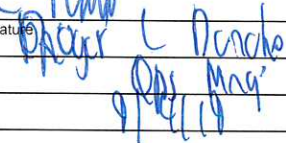
\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Email Address

  
\_\_\_\_\_  
Pitney Bowes Signature

  
\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

Sales Information

Penny Vanderlaan

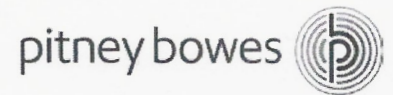
penny.vanderlaan@pb.com

Account Rep Name

Email Address

PBGFS Acceptance

# Statement of Work



Our goal is to deliver the Professional Services included in the Sales or Lease Agreement with HUMBOLDT COUNTY DEPT. OF HEALTH AND HUMAN SERVICES to assist with the implementation of Relay 7000. We agree to and will deliver the following items:

- **Project Description.** Meet solution objectives described in the **Scope Definition Document**
- **Project Scope.** Complete pre-sales business analysis, schedule installation, deployment, development, testing and customer training. Model the solution specific to customer approved attachments in Milestone 1 listed below. Complete Customer Solution Acceptance.
- **Project Deliverables.** Pre-sales business analysis is complete and required documents are signed and accepted by the client sponsor(s). The section below lists all the milestone project phases for successful completion of this project. The expected costs are set forth in the Sales or Lease Agreement, based on known project requirements documented and approved in Milestone 1.

Milestone	Project Phase	Date
1. Pre-Sales Business Analysis & Solution Design	<ul style="list-style-type: none"> <li>• <b>Scope Definition Document</b></li> <li>• <b>Use Case Specifications</b></li> <li>• <b>System Requirements Specifications</b></li> </ul>	<ul style="list-style-type: none"> <li>• 07/23/2019</li> <li>• 07/23/2019</li> <li>• 07/23/2019</li> </ul>
2. Technical Design & Deployment	<ul style="list-style-type: none"> <li>• Project timelines</li> <li>• Development</li> <li>• Configuration &amp; Installation</li> <li>• End User Training</li> </ul>	<ul style="list-style-type: none"> <li>• TBD</li> <li>• TBD</li> <li>• TBD</li> <li>• TBD</li> </ul>
3. Transition	<ul style="list-style-type: none"> <li>• Customer Solution Acceptance</li> </ul>	<ul style="list-style-type: none"> <li>• TBD</li> </ul>

The Services are deemed accepted, and Pitney Bowes Inc.'s (PBI) obligation with respect to providing the Services to Customer is complete, on the date the Services substantially satisfy the requirements of the Use Cases set forth in the applicable Use Case Specifications as determined by PBI testing procedures.

- **Change Management.** Any requested modifications to the solution design must be in writing and signed by an authorized representative of each party. The Change Request document will describe the request for services, communicate feasibility and fee where applicable to deliver the change.

**Accepted and Agreed to by:**

**HUMBOLDT COUNTY DEPT. OF HEALTH AND HUMAN SERVICES**

**Pitney Bowes Inc.**

Signed: \_\_\_\_\_

Signed: *Kunal Sakhuja*

Name: \_\_\_\_\_

Name: KUNAL SAKHUJA

Title: \_\_\_\_\_

Title: Business Analyst

Date: \_\_\_\_\_

Date: 09/04/19

## Scope Definition Document (SDD)

Prepared For:

# HUMBOLDT COUNTY DEPT. OF HEALTH AND HUMAN SERVICES

"Client"

SDMS Request ID	
Vertical	11-Services

*This document describes the business-related objectives and solution scope for the proposed project between HUMBOLDT COUNTY DEPT. OF HEALTH AND HUMAN SERVICES and Pitney Bowes*

---

### Table of Contents

- 1. **Project Objectives** ..... 2
- 2. **Summary of Scope** ..... 2
- 3. **Dependencies, Assumptions**..... 2
- 4. **High-Level Process Flow** ..... 3
- 5. **Revision History** ..... 3
- 6. **Stakeholder Routing**..... 3

## 1. Project Objectives

- Automate folding and inserting of outgoing mail pieces through the use of Relay 7000

## 2. Summary of Scope

### In Scope:

- During the initial scoping, the following jobs have been identified that will be processed through the Relay 7000. Materials complying with the specifications document are determined to be feasible with the equipment; additional jobs may be run as well following the equipment guidelines.
- Machine will be equipped with:
  - Exit Transport
  - Bottom Address Inverter Kit
  - Mail Machine Interface Kit
- Job 1: Single page inserted into #10 – volume 600/mo
- Job 2: GR Billing – one page letter with #9 envelope with one sheet insert 4000/mo
- Job 3: Star 7 - single sheet tri fold with #9 into a #10 volume 200/mo
- Additional Jobs:
  - 8.5x11 paper size, portrait orientation
  - 16-44 lb paper weight
  - Top, middle, bottom address location

### Out of Scope:

- Any jobs not adhering to the specifications document are not guaranteed to run on Relay7000. Client can submit new jobs to Pitney Bowes for feasibility and testing.
- Document Integrity marks such as OMR, 3of9, and 2D barcode

## 3. Dependencies, Assumptions

### Dependencies

- Client meets space requirements, electrical requirements, and other physical requirements for the equipment to be installed

### Assumptions:

- Client will only run jobs through folder/inserter per inserter specifications listed in SRS

## 4. High-Level Process Flow

### To-Be Process

Use Pitney Bowes recommended solution to automate folding/inserting of approved documents to eliminate manual processes

## 5. Revision History

Revision	Date	Author	Changes
1.0	07/23/2019	Kunal S.	Original Document Created

## 6. Stakeholder Routing

HUMBOLDT COUNTY  
DEPT. OF HEALTH AND  
HUMAN SERVICES:

Pitney Bowes:

Penny V, Major Account Manager  
Tom Zoretic, CCM Product Specialist  
Kunal Sakhuja, Business Analyst



## Use Case Specifications (UCS)

Prepared For:

# HUMBOLDT COUNTY DEPT. OF HEALTH AND HUMAN SERVICES

“Client”

SDMS Request ID	
Vertical	11-Services

*This document describes Use Cases that support the scope and objectives for the proposed project between HUMBOLDT COUNTY DEPT. OF HEALTH AND HUMAN SERVICES and Pitney Bowes, as defined in the Scope Definition Document.*

### Table of Contents

**Use Cases** ..... 2

    1. Processing Documents and Inserts RELAY ..... 2

**Revision History** ..... 3

**Stakeholder Routing** ..... 3

## Use Cases

### 1. Processing Documents and Inserts RELAY

**Scope:** RELAY  
**Primary Actor:** Mail Clerk (MC)  
**Pre-conditions:** Documents are printed and need to be folded and inserted into envelopes

#### Main Flow

1. MC selects job on RELAY
2. MC loads all materials based on job displayed on the screen
3. MC runs trial piece and verifies fold is correct and address appears in the window
4. MC selects "start" to run remaining pieces

#### Alternate Flow

- 3a. MC corrects fold and window condition based on screen suggestions and re-runs trial piece.

#### Post-conditions

All documents are folded and inserted into the envelopes

#### Frequency of Occurrence

On demand

## Revision History

Revision	Date	Author	Changes
1.0	07/23/2019	Kunal S.	Original Document Created

## Stakeholder Routing

HUMBOLDT COUNTY  
DEPT. OF HEALTH AND  
HUMAN SERVICES:

Pitney Bowes:

Penny V, Major Account Manager  
Tom Zoretic, CCM Product Specialist  
Kunal Sakhuja, Business Analyst

# System Requirements Specifications (SRS)

Prepared For:

## HUMBOLDT COUNTY DEPT. OF HEALTH AND HUMAN SERVICES

“Client”

SDMS Request ID	
Vertical	11-Services

*This document details the requirements that support the scope and objectives for the proposed project between HUMBOLDT COUNTY DEPT. OF HEALTH AND HUMAN SERVICES and Pitney Bowes, as defined in the Scope Definition Document.*

---

### Table of Contents

- 1. **Functional Requirements**..... 2
- 2. **Business Rules** ..... 2
- 3. **Data Integration Requirements**..... 3
- 4. **System Architecture**..... 4
- 5. **Hardware/Software Requirements** ..... 5
- 6. **Revision History** ..... 5
- 7. **Stakeholder Routing**..... 5
- Appendix A.** ..... 5

# 1. Functional Requirements

The following describes the behavior of the system:

Requirement	Use Case ID
The system shall fold and insert documents into #10, 6x9.5 and Flat envelope types	1

Recommended envelope specs:

- Envelopes sizes to be used: recommended pages to be inserted in envelopes based on paper thickness, & paper grain.
  1. Insert up to 5 pages of 20 lb paper in #10 envelopes
  2. Insert up to 10 pages of 20 lb paper in 6 x 9 ½ envelopes
  3. Insert up to 25 pages of 20 lb paper in 9 ½ x 12 (flats)

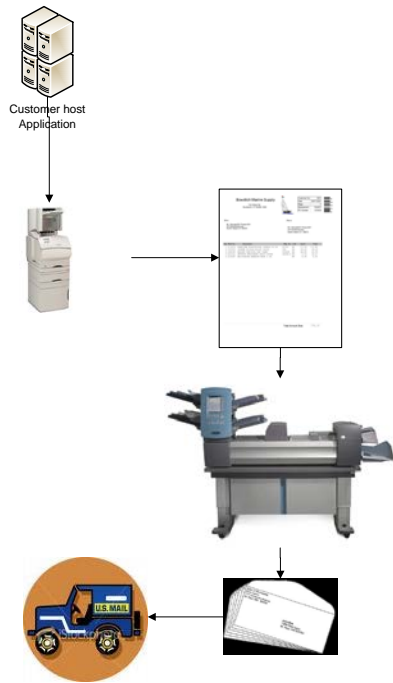
# 2. Business Rules

The following list represents the business rules related to the system: N/A

### 3. Data Integration Requirements

-Not Applicable

## 4. System Architecture



## 5. Hardware/Software Requirements

- Relay Specifications in Appendix A:

### Training Requirements: (Customer and PB deliverables)

- **End User Training:** Pitney Bowes will provide training on-site in one (1) session, for up to four (4) hours for up to two (2) participants. The customer will select the users to be trained, ensure their PC skills are adequate for the operation of the system, and make them available for the duration of the training without interruptions.

### Disaster and Recovery: (Customer deliverables)

- Data redundancy and failover processes are the responsibility of the customer.

## 6. Revision History

Revision	Date	Author	Changes
1.0	07/23/2019	Kunal S.	Original Document Created

## 7. Stakeholder Routing

HUMBOLDT COUNTY  
DEPT. OF HEALTH AND  
HUMAN SERVICES:

Pitney Bowes:

Penny V, Major Account Manager  
Tom Zoretic, CCM Product Specialist  
Kunal Sakhuja, Business Analyst



# Relay™ 5000/6000/7000/8000 Site Survey

---

## Space and Physical Requirements

### Location Requirements

Must provide enough physical space for operation and servicing of Relay™ 5000/6000/7000/8000 Inserter, Host Computer, Supplies and Mail Handling Carts.

---

#### NOTES:

- Relay™ 5000/6000/7000/8000 footprint is based on configuration and options ordered
  - It is recommended/preferred that File Based Processing and the Relay™ inserter(s) are on a private network. This will ensure that the system performs to specifications.
- 

### Serviceability Requirement

Must have easy access to back and sides of machine for service.

### Temperature Requirements

Temperature F (C)		Humidity %	
Minimum	Maximum	Minimum	Maximum
60 (16)	75 (24)	30	60

### Electrical Power Requirements

Two 15 AMP lines with individual wall outlets are required.

---

**NOTE:** A 4- outlet power strip (P/N F790043) designed to be used with the Relay™ Inserters is available from Pitney Bowes.

---

### Network Requirements

- The Relay™ Inserters will communicate to external systems via Port 3040.

### Dimensions

All dimensions are approximate.

Description	PCN	Length overall, height	Weight, unboxed
Relay™ 5000/6000	F70D	89" (2261 mm), 31" (787 mm)	327 lbs. (148 kg)
Relay™ 7000	F70G	89" (2261 mm), 33.5" (851 mm)	350 lbs. (158 kg)
Relay™ 8000	F70K	89" (2261 mm), 33.5" (851 mm)	350 lbs. (158 kg)
High Capacity Sheet Feeder (HCSF)	F70Y	43.5" (1105 mm), 28.6" (726 mm)	150 lbs. (68 kg)
Vertical Power Stacker	F70V	17" (432 mm), 24" (610 mm)	21 lbs. (18.6 kg)
Exit Transport	F70T	20" (508 mm), 16" (406 mm)	52 lbs. (24 kg)
Flats Sealer	F70U	12.5" (317.5 mm), 16" (406.4 mm)	82 lbs. (180.4 kg)
Input Transport	F733	20" (51 mm), 10.5" (27 mm)	42 lbs. (19kg)

## Appendix A • Specifications and Requirements

### Customer-Supplied Furniture Requirements

**NOTE:** The table must have a minimum 36" clearance behind the machine for serviceability if no rollers or castors are on the table.

Tabletop	
Minimum Weight to Support	1000 lbs. (453.6 kg)
Minimum Size for a Base (Length varies with configuration)	30" x 112" (76.2 cm x 284.5 cm)
Maximum Size for a Base w/Options	30" x 251" (76.2 cm x 637.5 cm)

Height	
Minimum Height	22" (55.9 cm)
Maximum Height	28+" (71.1 cm)

### Media Requirements

**NOTE:** Refer to *Relay™ Inserter Operator Guide (SV63136A)*

Feeder Tower - Sheet Specifications		
Parameter	Minimum Value	Maximum Value
Width	5 inches (127 mm)	9.84 inches (250 mm)
Length	6.5 inches (165 mm)	14 inches (356 mm)
Thickness	0.003 inches (0.076 mm)	0.012 inches (0.305 mm)
Paper Weight	16 lb. (60 gsm)	44 lb. (175 gsm)

HCSF - Sheet Specifications		
Parameter	Minimum Value	Maximum Value
Width	7.99 inches (203 mm)	8.5 inches (216 mm)
Length	9.15 inches (232mm)	11.69 inches (297 mm)
Basic Weight	20 lb. (75 gsm)	24 lb. (90 gsm)

Letter-Sized Envelope Specifications		
Parameter	Minimum Value	Maximum Value
Width	Feeder Tower: 6.37" (162 mm) HCEF: 8.9" (225 mm)	Feeder Tower: 10.5" (266 mm) HCEF: 10.4" (264 mm)
Depth	Feeder Tower: 3.5" (89 mm) HCEF: 3.9" (98 mm)	6.5" (165 mm)
Throat Depth*	0.25" (6.35 mm)	1.49" (37.846 mm), executive 1.61" (40.894 mm)
Paper Weight	18 lb. (70 gsm)	24 lb. (90 gsm)
Flap Depth	1.2" (30 mm)	2.5" (63 mm) within +/- 1/4" (35 mm) of Center 1.85" (47 mm) outside +/- 1.4" (35 mm) of Center

## Relay™ 5000/6000/7000/8000 Site Survey

Feeder Tower - Flat-Sized Envelope Specifications		
Parameter	Minimum Value	Maximum Value
Width	6.37" (162 mm)	10.5" (266 mm)
Depth	6.5" (165 mm)	13" (330 mm)
Throat Depth	0.25" (6.35 mm)	1.49" (37.846 mm)
Paper Weight	20 lb. (80 gsm)	24 lb. (90 gsm)
Flap Depth	1.2" (30 mm)	2.5" (63 mm)

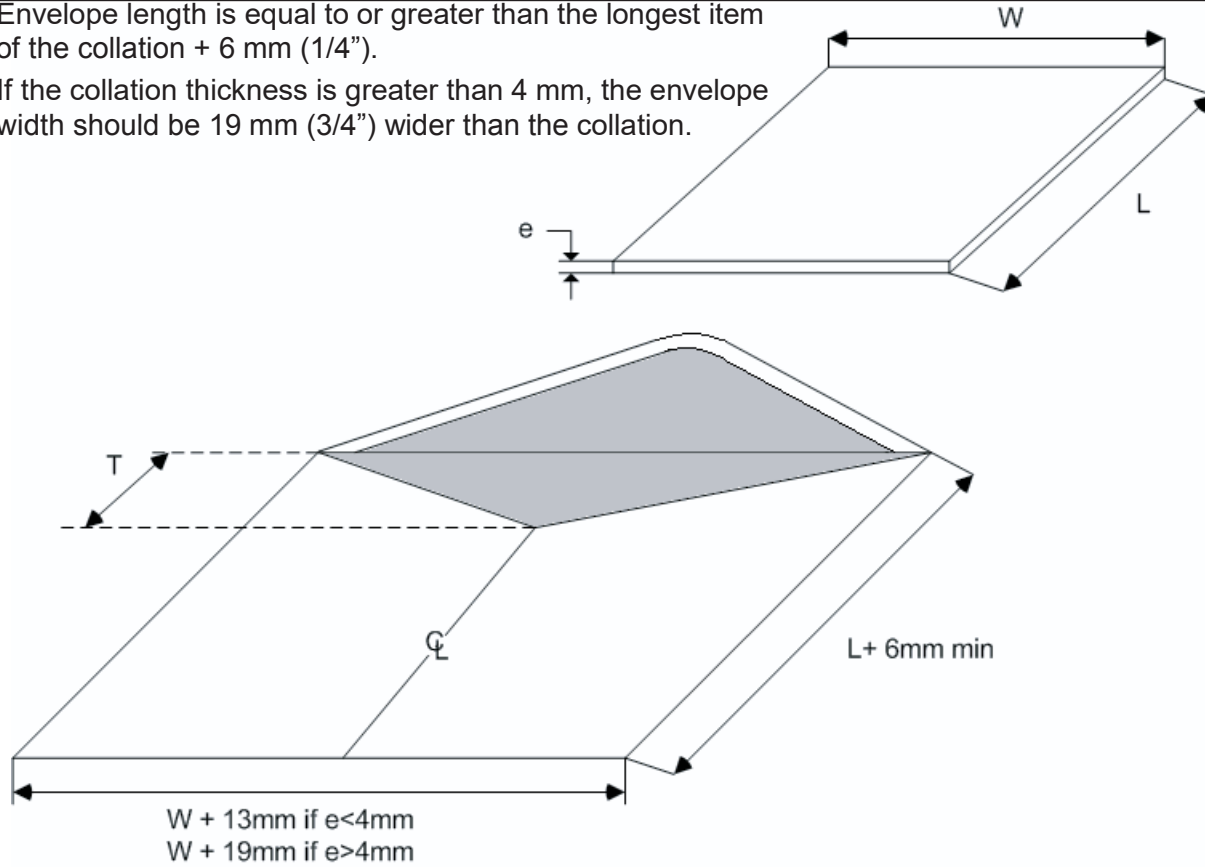
Feeder Tower - Insert Specifications		
Parameter	Minimum Value	Maximum Value
Width	5 inches (127 mm)	9.84 inches (250 mm)
Length	2.83 inches (72 mm)	6 inches (153 mm)
Thickness	0.003 inches (.076 mm)	0.1 inches (2.54 mm)
Paper Weight	16 lb. (60 gsm)	44 lb. (175 gsm)

## Media Requirements (continued)

- General enclosure specification:**

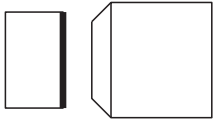
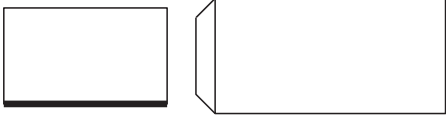
**NOTE:** Refer to the *Relay™ Operator Guide (SV63136A)* for full envelope specifications.

- Envelope length is equal to or greater than the longest item of the collation + 6 mm (1/4").
- If the collation thickness is greater than 4 mm, the envelope width should be 19 mm (3/4") wider than the collation.



Dimension	Min. at 100 mm centered around center line	Min. at 135 mm centered around center line	Max. throat depth of executive style envelopes
T	6 mm	38 mm	57 mm at center

- Binding Orientation:**

Envelope	Binding Orientation
#10, 6 x 9 1/2, C5	<p>Long edge first or binding perpendicular to the feed direction.</p> <p>Feed direction → </p> <p><b>Binding perpendicular to feed direction</b></p>
Flat, full size	<p>Short edge first or binding parallel to the feed direction.</p> <p>Feed direction → </p> <p><b>Binding parallel to feed direction</b></p>