



King County

**Finance and Business Operations Division**  
Procurement and Contract Services Section  
Department of Executive Services

CNK-ES-0340  
3rd Floor  
401 5th Avenue  
Seattle, WA 98104

206-263-9400  
206-296-7676 Fax  
TTY Relay: 771  
[www.kingcounty.gov](http://www.kingcounty.gov)

**VENDOR:**

CLASSY MAILING SERVICES, INC  
309 S. CLOVERDALE STREET  
SUITE E-23  
SEATTLE, WA 98108

**SHIP TO**

KC DEPARTMENT OF EXEC SERVICES  
PROCUREMENT-GOODS & SERVICES  
401 5TH AVE, CNK-ES0340  
SEATTLE, WA 98104  
United States

**BILL TO**

KC DEPT OF EXECUTIVE SERVICES  
ACCOUNTS PAYABLE, 3RD FLOOR  
401 5TH AVE, CNK-ES0320  
SEATTLE, WA 98104  
United States

**Purchase Order**

PURCHASE ORDER NO.	REVISION	PAGE
403434	2	1
THIS PURCHASE ORDER NUMBER MUST APPEAR ON ALL INVOICES, PACKING LISTS, CARTONS AND CORRESPONDENCES RELATED TO THIS ORDER.		
CREATION DATE	BUYER	
21-MAY-08	P, Oquist	
DATE OF REVISION	BUYER	
12-JAN-10	M Poste	

CUSTOMER ACCT#	VENDOR NO	PAYMENT TERMS	FREIGHT TERMS	FOB	SHIP VIA	
	C01772	5%20days/Net30days	Paid	Destination	BEST WAY	
CONFIRM TO / TELEPHONE			REQUESTOR / DELIVER TO			
BOB SWANSON			(206) 763-4191			
LINE	PART NUMBER / DESCRIPTION	DELIVERY DATE	QUANTITY	UNIT	UNIT PRICE	EXTENSION
	CHANGE ORDER #2 (3/18/10)					
	<p>THIS CHANGE ORDER ISSUED TO EXTEND THE CONTRACT TO FURNISH MAILING SERVICES AS THE PRIMARY VENDOR FOR ALL SCHEDULES AS REQUESTED BY AUTHORIZED KING COUNTY DEPARTMENTS, DIVISIONS AND AGENCIES DURING THE PERIOD JUNE 1, 2010 THROUGH MAY 31, 2011, IN ACCORDANCE WITH THE VENDOR'S RESPONSE TO THE KING COUNTY BID 1083-08-PJO, INCORPORATED BY REFERENCE AS IF FULLY SET FORTH HEREIN.</p> <p>Purchase Agreement Effective From: 01-JUN-08 To: 31-MAY-11</p> <p>Amount Agreed:</p>					
SEE REVERSE SIDE FOR ADDITIONAL TERMS AND CONDITIONS. THIS ORDER IS SUBJECT TO ALL THE TERMS AND CONDITIONS ON THE FRONT AND BACK HEREOF.					<p>Required invoice information: Ship to Address, Mailstop, Requestor's Name, Purchase Order Number, Contract Number (if applicable), Line Item Number, description and Unit Price as stated on the purchase order. Missing information may result in payment delays.</p>	
ACCEPTANCE:					TOTAL	
This purchase order expressly limits acceptance to the terms and conditions stated herein.					 Authorized signature	

**PURCHASE ORDER  
GENERAL TERMS AND CONDITIONS**

**Compliance:** By acceptance of this order, the vendor warrants full compliance with all applicable local, state or federal laws and regulations including specific statutory requirements of Federal Agencies. Upon request, the purchasing agent will provide applicable contract terms and conditions.

**Acceptance/Changes:** All goods or materials purchased hereunder are subject to approval by King County. No substitutions or changes of any nature under this purchase order will be accepted unless approved in writing by King County.

**Inspections:** By acceptance of this order, vendor grants the right to Buyer to make periodic visits to the vendor's plant or their subcontractor's for inspection of materials or to determine actual progress of manufacture.

**Change Orders:** Change orders modifying the terms and conditions herein will be without effect unless issued and authorized in writing by King County.

**Cancellation:** The County may cancel any purchase order or any part thereof by written notice at any time, without penalty, if the vendor fails to comply with the terms, specifications, delivery/completion date or to perform the work with diligence.

**Invoices:** Invoices must reference the purchase order number.

All vendors licensed to do business in Washington State must bill King County for applicable tax. Indicate discount terms to the County for prompt payment. Discount period to be extended if the invoice is returned for correction or clarification.

**Shipping Instructions:** All shipments must contain a packing slip. Unless other wise specified, all goods are to be shipped prepaid, FOB Destination. Where shipping addresses indicate room numbers, the Vendor shall make delivery to that location at no additional charge, including, but not limited to delivery, packing and or crating.

**Warranty:** The Vendor warrants that all products delivered under this purchase order shall be free from defects in material and workmanship, and shall be fit for the intended purpose. This warrantee is in addition to any standard warranty or guarantee give by vendor to the County. All products determined by King County to be defective shall be replaced within 15 days of notice by King County.

All costs of replacement, including shipping charges shall be borne by the Vendor. Vendor warrants that the merchandise is free and clear of all liens and encumbrances and that vendor has a good and marketable title to same. Vendor warrants that the equipment, materials or service on this order do not infringe any patent, registered trademark or copyright and agrees to hold King County harmless in the event of any infringement or claim thereof.

**Certification Regarding Debarment, Suspension and Other Responsibility**

**Matters:** By providing goods or services under this purchase order, the Contractor agrees to comply with the requirements of 49 CFR 29, Subpart C while this offer is valid and throughout the period of any Contract that may arise from this Contract. The Contractor further agrees to include a provision requiring such compliance in its lower tier covered transactions.

**Order of Precedence:** When this purchase order is issued subsequent to the results of a request for bid or proposal, the terms and conditions contained in the solicitation or resulting contract shall control.



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Purchase Order

PURCHASE ORDER NO.	REVISION	PAGE
403434	1	1

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CREATION DATE	BUYER
21-MAY-08	P, Oquist

DATE OF REVISION	BUYER
30-APR-09	D Williams

CUSTOMER ACCT#	VENDOR NO	PAYMENT TERMS	FREIGHT TERMS	F.O.B	SHIP VIA
	C01772	5%20days/Net30days	Paid	Destination	BEST WAY

CONFIRM TO / TELEPHONE	REQUESTOR / DELIVER TO
BOB SWANSON (206) 763-4191	

LINE	PART NUMBER / DESCRIPTION	DELIVERY DATE	QUANTITY	UNIT	UNIT PRICE	EXTENSION	T
	CHANGE ORDER #1 (APRIL 30, 2009)						
	CHANGE ORDER ISSUED TO EXTEND THE CONTRACT TO FURNISH MAILING SERVICES AS THE PRIMARY VENDOR FOR ALL SCHEDULES AS REQUESTED BY AUTHORIZED KING COUNTY AGENCIES, DEPARTMENTS AND DIVISIONS, IN ACCORDANCE WITH THE VENDOR'S RESPONSE TO THE KING COUNTY BID 1083-08-PJO, INCORPORATED BY REFERENCE AS IF FULLY SET FORTH HEREIN AND IS NOT THE SUTHORITY FOR ORDERING GOODS AND SERVICES.						
	STANDARD PURCHASE ORDERS REFERENCING THE CONTRACT AGREEMENT NUMBER WILL BE ISSUED BY PROCUREMENT TO AUTHORIZE PURCHASE AND PAYMENT OF SERVICES. ALL INVOICES MUST REFERENCE THE INDIVIDUAL STANDARD PURCHASE ORDER NUMBER TO AVOID DELAY IN PAYMENT.						
	Purchase Agreement Effective From: 01-JUN-08 To: 31-MAY-10						
		Amount Agreed:					

SEE REVERSE SIDE FOR ADDITIONAL TERMS AND CONDITIONS. THIS ORDER IS SUBJECT TO ALL THE TERMS AND CONDITIONS ON THE FRONT AND BACK HEREOF.

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ACCEPTANCE:

This purchase order expressly limits acceptance to the terms and conditions stated herein.

TOTAL

*DR Leach*  
Authorized signature

## **PURCHASE ORDER GENERAL TERMS AND CONDITIONS**

**Compliance:** By acceptance of this order, the vendor warrants full compliance with all applicable local, state or federal laws and regulations including specific statutory requirements of Federal Agencies. Upon request, the purchasing agent will provide applicable contract terms and conditions.

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All vendors licensed to do business in Washington State must bill King County for applicable tax. Indicate discount terms to the County for prompt payment. Discount period to be extended if the invoice is returned for correction or clarification.

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All costs of replacement, including shipping charges shall be borne by the Vendor. Vendor warrants that the merchandise is free and clear of all liens and encumbrances and that vendor has a good and marketable title to same. Vendor warrants that the equipment, materials or service on this order do not infringe any patent, registered trademark or copyright and agrees to hold King County harmless in the event of any infringement or claim thereof.

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21-MAY-08	P Oquist	
DATE OF REVISION	BUYER	

CUSTOMER ACCT #	VENDOR NO	PAYMENT TERMS	FREIGHT TERMS	F.O.B	SHIP VIA
	C01772	5%20days/Net30days	Paid	Destination	UPS

CONFIRM TO / TELEPHONE	REQUESTOR / DELIVER TO
BOB SWANSON (206) 763-4191	

LINE	PART NUMBER - DESCRIPTION	DELIVERY DATE	QUANTITY	UNIT	UNIT PRICE	EXTENSION	T
	FURNISH MAILING SERVICES AS THE PRIMARY VENDOR FOR ALL SCHEDULES AS REQUESTED BY AUTHORIZED KING COUNTY AGENCIES, DEPARTMENTS AND DIVISIONS, IN ACCORDANCE WITH THE VENDOR'S RESPONSE TO THE KING COUNTY BID 1083-08-PJO, INCORPORATED BY REFERENCE AS IF FULLY SET FORTH HEREIN AND IS NOT THE SUTHORITY FOR ORDERING GOODS AND SERVICES.  STANDARD PURCHASE ORDERS REFERENCING THE CONTRACT AGREEMENT NUMBER WILL BE ISSUES BY PROCUREMENT TO AUTHORIZE PURCHASE AND PAYMENT OF SERVICES. ALL INVOICES MUST REFERENCE THE INDIVIDUAL STANDARD PURCHASE ORDER NUMBER TO AVOID DELAY IN PAYMENT.						
Purchase Agreement		Effective From: 01-JUN-08 To: 31-MAY-09		Amount Agreed:			

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ACCEPTANCE:  
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TOTAL  
*DR Leach*  
Authorized signature



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21-MAY-08	P Oquist	
DATE OF REVISION	BUYER	

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MAILING SERVICES - UNIVERSAL			PRIMARY VENDOR	
ARMS BLANKET # B20838B			2008-2009 PRICING	
ORACLE CONTRACT #403607			ITEMS	
Item No.	Estimated Quantities	Unit of Measure	Description	CLASSY MAILING Unit Price
<b>SCHEDULE 1</b>				<b>5% 20 DAYS NET 30</b>
<b>Prices for affixing labels, sorting, budling, tabbing (when required) and delivering to</b>				
1a	1	Thousand	Under 1,999 Pieces	\$ 42.50
1b	2	Thousand	2,000-9,999 Pieces	\$ 42.50
1c	10	Thousand	10,000-19,999 Pieces	\$ 30.55
1d	20	Thousand	20,000-39,999 Pieces	\$ 30.55
1e	40	Thousand	40,000-74,999 Pieces	\$ 20.00
1f	75	Thousand	Over 75,000 Pieces	\$ 18.00
1g	50	Each	Set-up Fee	\$ 7.45
<b>Prices for insertion of a sheet of paper (either 8 1/2" x 11" or 8 1/2" x 14") into</b>				
2a	5	Thousand	1-9,999 Pieces	\$ 9.50
2b	10	Thousand	10,000-19,999 Pieces	\$ 9.25
2c	20	Thousand	20,000-39,999 Pieces	\$ 8.35
2d	40	Thousand	Over 40,000 Pieces	\$ 8.35
2e	50	Each	Set-up Fee	\$ 7.45
<b>Price for additional sheets of paper</b>				
3	1,000	Each	Additional Sheets	\$ 0.002
<b>Prices for 2nd to 5th Piece</b>				
4a	5	Thousand	1-9,999 Pieces	\$ 2.20
4b	10	Thousand	10,000-19,999 Pieces	\$ 2.20
4c	20	Thousand	20,000-39,999 Pieces	\$ 2.20
4d	40	Thousand	Over 40,000 Pieces	\$ 2.20
<b>Prices for Z-fold for various size sheets</b>				
5a	5	Thousand	1-9,999 Pieces	\$ 6.45
5b	10	Thousand	10,000-19,999 Pieces	\$ 5.70
5c	20	Thousand	20,000-39,999 Pieces	\$ 5.70
5d	40	Thousand	Over 40,000 Pieces	\$ 5.70
<b>Prices for Letter fold for various size sheets</b>				
6a	5	Thousand	1-9,999 Pieces	\$ 6.00
6b	10	Thousand	10,000-19,999 Pieces	\$ 5.00
6c	20	Thousand	20,000-39,999 Pieces	\$ 5.00
6d	40	Thousand	Over 40,000 Pieces	\$ 5.00
<b>Prices for Single fold for various size sheets</b>				
7a	5	Thousand	1-9,999 Pieces	\$ 6.00
7b	10	Thousand	10,000-19,999 Pieces	\$ 5.00
7c	20	Thousand	20,000-39,999 Pieces	\$ 5.00
7d	40	Thousand	Over 40,000 Pieces	\$ 4.00
<b>Prices for Right Angle fold for various size sheets</b>				
8a	5	Thousand	1-9,999 Pieces	\$ 10.00
8b	10	Thousand	10,000-19,999 Pieces	\$ 8.00
8c	20	Thousand	20,000-39,999 Pieces	\$ 7.45
8d	40	Thousand	Over 40,000 Pieces	\$ 7.45
<b>Additional Services Required by other Various KC Agencies</b>				
<b>Mailing Services</b>				
9	100	Job	Co-mingle-Merge Fee	\$ 12.00
10	60,000	Each	Machine Inserting 6" x 9" Envelope	\$ 0.011
11	300,000	Each	Machine Inserting #10 Envelope	\$ 0.009
12	25,000	Each	Flat 11" x 8 1/2" to Letter Fold	\$ 0.009
13	500,000	Each	Ink Jet Address Only	\$ 0.0036
14	500,000	Each	Mail Prep - Letter Pieces (Tagging Fee)	\$ 0.0027
15	200	Each	Set-up Fee per Machine per Job	\$ 7.00
16	300	Trips	Pick-up of mail at King County Locations	\$ 7.00
17	300	Trips	Deliver to Post Office Fee	\$ 7.00
18	25,000	Each	Tabbing Fee	\$ 0.009
<b>Data Processing</b>				
19	500,000	Each	DPV & LAC - Delivery Point Validation	\$ 0.0006
20	500,000	Each	CASS/Address Standardize	\$ 0.0006
<b>SCHEDULE 2</b>				
<b>Price shall reflect all requirements in above specifications under Schedule 2, Section 5,</b>				
21	1,040	Tub	Tubs of Records	\$ 114.75
<b>SCHEDULE 3</b>				
<b>Fulfillment</b>				
22	25,000	Each	Hand Insert 6" x 9" Envelope	\$ 0.05
23	25,000	Each	Hand Insert into Vinyl Holder 8" x 6" cover with 3 7/8" depth pockets folding across the 8" Dimension to 4" x 6" with beaded edges and round corners	\$ 0.07
24	15,000	Each	Hand Insert Postcard into #10 Windowed Envelope	\$ 0.04