NOTICE OF AWARD OF CONTRACT

TO:
IMMEDIATE MAILING SERVICES, INC.
245 COMMERCE BOULEVARD
LIVERPOOL, NY 13088

DATE ISSUED: APRIL 26, 2013
CURRENT REFERENCE NO: 706-13
CONTRACT TITLE: DES – MAIL PRESORT SERVICES

THIS IS A NOTICE OF AWARD OF CONTRACT AND NOT AN ORDER. NO WORK IS AUTHORIZED UNTIL THE VENDOR RECEIVES A VALID COUNTY PURCHASE ORDER ENCUMBERING CONTRACT FUNDS.

Your firm is awarded the above referenced contract in accordance with the response submitted by you on April 11, 2013. The contract term covered by this Notice of Award is effective IMMEDIATELY and expires on April 30, 2016.

The contract documents consist of the terms, conditions, and specifications of Invitation to Bid No. 706-13 and the bid of the Contractor, incorporated herein by reference.

**CONTRACT PRICING:**

1. Refer to Contractor’s Bid Form
2. Pricing Firm for Contract Term

**ATTACHMENTS:**

1. Contractor’s Bid Form
2. Specification Excerpt
3. Rider Clause

**EMPLOYEES NOT TO BENEFIT:**

NO COUNTY EMPLOYEE SHALL RECEIVE ANY SHARE OR BENEFIT OF THIS CONTRACT NOT AVAILABLE TO THE GENERAL PUBLIC.

<table>
<thead>
<tr>
<th>VENDOR CONTACT: STEVE OLSHAN</th>
<th>VENDOR PHONE: 703-996-8889</th>
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<tbody>
<tr>
<td>VENDOR EMAIL: <a href="mailto:solshan@immediatemailing.com">solshan@immediatemailing.com</a></td>
<td>FAX NUMBER: 703-996-8879</td>
</tr>
<tr>
<td>COUNTY CONTACT: Paul Sprow</td>
<td>COUNTY PHONE: 703-228-4431</td>
</tr>
<tr>
<td>COUNTY EMAIL: <a href="mailto:psprow@arlingtonva.us">psprow@arlingtonva.us</a></td>
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**CONTRACT AUTHORIZATION**

Wette Gonzalez
Procurement Officer

**DATE** 4/26/13

**DISTRIBUTION**

BID FOLDER: 1
THE CONTRACTOR SHALL PICK-UP MAIL AT 1400 N. UHLE ST. B-107 ARLINGTON, VA 22201. ALL MAIL PREPARED BY ARLINGTON COUNTY FOR PROCESSING OF USPS AUTOMATION COMPATIBLE FIRST CLASS LETTER AND POST CARD MAIL SHALL QUALIFY FOR USPS FULL SERVICE FIRST CLASS PRESORT MAILINGS; THE PRESORTING OF FIRST CLASS FLATS AND LETTER/FLAT MAIL WITH HANDWRITTEN ADDRESSES IS ALSO REQUIRED. THE CONTRACTOR SHALL SUBMIT THE MAIL TO THE UNITED STATES POST OFFICE OR THE USPS’ BUSINESS MAIL CENTER.

THE CONTRACTOR SHALL BE RESPONSIBLE FOR PROCESSING MAIL BEARING THE ARLINGTON COUNTY PRESORTED FIRST CLASS MAIL PERMIT IMPRINT INDICIA PREFERABLY. ARLINGTON COUNTY SHALL PRESENT TO THE CONTRACTOR FIRST CLASS PERMIT IMPRINT MAIL THAT IS SEPARATED INTO GROUPS ACCORDING TO THE APPLICABLE USPS WEIGHT BREAK OF INDIVIDUAL MAIL PIECES AND LABEL THE GROUPS ACCORDINGLY I.E. 1-OUNCE, 2-OUNCE AND 3-OUNCE.

THE CONTRACTOR SHALL SUBMIT THE FULL SERVICE FIRST CLASS PRESORTED LETTER MAIL TO THE UNITED STATES POST OFFICE AS PART OF A FULL SERVICE INTELLIGENT MAIL BARCODE (IMB) MAILING. CONTRACTOR WILL PROVIDE PIECE LEVEL MAIL PIECE INDUCTION DATA FROM THE MAILING EDOC FOR THE USPS FULL SERVICE MAIL PROCESSED UNDER THIS CONTRACT.

**VOLUME OF MAIL**

APPROXIMATELY 80,000 PIECES OF FIRST CLASS MAIL PER MONTH.

**PREPARATION OF MAIL**

ARLINGTON COUNTY WILL METER THE MAIL AND PLACE IT IN APPROPRIATE UNITED STATES POSTAL SERVICE TRAYS BEARING THE DATE FOR PICK-UP AT 1400 N. UHLE ST. B-107 ARLINGTON, VA. 22201.

**PICK-UP TIME**

THE CONTRACTOR SHALL PICK UP THE MAIL BETWEEN 4:00 P.M. AND 4:30 P.M., DAILY, MONDAY THROUGH FRIDAY, EXCLUDING COUNTY/FEDERAL HOLIDAYS. THE CONTRACTOR SHALL PROVIDE SPECIAL PICK-UPS FOR LARGE MAILINGS, AS IDENTIFIED ON THE BID FORM, AND USE THE ARLINGTON COUNTY PRESORTED FIRST CLASS MAIL PERMIT INDICIA PREFERABLY. TIME OF SUCH PICK-UP WILL BE ARRANGED AT THE TIME OF THE REQUEST.

**POINT OF ENTRY**

THE CONTRACTOR SHALL DELIVER THE FIRST CLASS PRESORTED MAIL TO THE UNITED STATES POST OFFICE ON THE SAME DATE POSTED ON THE MAIL.

**SUPPLIES**

THE CONTRACTOR SHALL PROVIDE, AT NO ADDITIONAL COST TO ARLINGTON COUNTY, UNITED STATES POSTAL SERVICE LETTERS TRAYS WITH SLEEVES AND FLAT BINS UPON REQUEST WITHIN ONE (1) BUSINESS DAY OF SUCH REQUEST.

**GUARANTEE**

THE CONTRACTOR SHALL PROVIDE A 100% GUARANTEE THAT ALL MAIL THAT MEETS THE USPS ELIGIBILITY REQUIREMENTS FOR PRESORTED FIRST CLASS MAIL WILL BE ACCEPTED BY THE CONTRACTOR AT THE QUOTED COST PER PIECE; INCLUDING MAIL WITH HANDWRITTEN ADDRESSES.
ARLINGTON COUNTY, VIRGINIA
OFFICE OF THE PURCHASING AGENT
INVITATION TO BID NO. 706-13

BID FORM

BID FORM - PAGES 1 OF 4

SUBMIT TWO (2) FULLY-COMPLETE AND SIGNED BID FORMS TO THE OFFICE OF THE BID
CLERK, SUITE 511, 2100 CLARENDON BLVD., ARLINGTON, VIRGINIA, 22201 (ONE FORM
SHALL CONTAIN AN ORIGINAL LONGHAND SIGNATURE; THE OTHER SHALL BE A PHOTOCOPY
OF THE SIGNED ORIGINAL)

BIDS WILL BE OPENED AT 3:00 P.M., ON APRIL 11, 2013

FOR PROVIDING FIRST CLASS MAIL PRE-SORT SERVICES PER THE TERMS, CONDITIONS
AND SPECIFICATIONS OF THIS SOLICITATION:

The undersigned understands and acknowledges the following:

An electronic copy of the solicitation documents provided at the County
Purchasing Agent’s website (http://www.arlingtonva.us/purchasing) is subject
to an important disclaimer which must be acknowledged online before the
documents can be downloaded.

Each bidder is responsible for determining the accuracy and completeness of
ALL solicitation documents they receive, including documents obtained from
the County by either of the methods described above, and documents obtained
from all other sources.

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ALL solicitation documents they receive, including documents obtained from
the County by either of the methods described above, and documents obtained
from all other sources.

1. SERVICE RATE FOR QUALIFIED PIECES $ .008 EA PIECE
   (SERVICE RATE SHALL INCLUDE PICK-UP, PRESORTING,
   MAILING AND ALL OTHER SERVICES REQUIRED)

2. ONE TIME MAILINGS IN EXCESS OF 10,000 PIECES $ .08 EA PIECE

3. ONE TIME MAILINGS IN EXCESS OF 25,000 PIECES $ .08 EA PIECE

4. COST PER PIECE, IF ANY, TO BE CHARGED IN ADDITION TO POSTAGE
   WHEN POSTAGE IS INSERTED BY CONTRACTOR PLUS
   POSTAGE. $ .04 PER PIECE/

5. SERVICE RATE FOR OTHER THAN FIRST CLASS PRE-SORT $ .04 EA PIECE

BIDDER NAME: IMMEDIATE MAILING SERVICES, INC.
6. COST PER PIECE DAILY FLAT MAIL $ . 10 EA PIECE

7. CAN BIDDER MEET THE REQUIREMENT FOR PICK-UP TIME (4:00 P.M. TO 4:30 P.M.)?
   YES: x NO: ______

8. DO YOU PROVIDE 100% GUARANTEE THAT ALL MAIL WILL QUALIFY AS FIRST CLASS PRE-SORTED MAIL?
   YES: x NO: ______

9. THE CONTRACTOR AGREES TO PROVIDE POSTAGE ON EMERGENCY BASIS AS REQUESTED BY ARLINGTON COUNTY: YES: x NO: ______

10. PROVIDE EMERGENCY CONTACT NAME AND TELEPHONE NUMBER BELOW:

   Steve Olshan 703- 996-8889 x 27

TRADE SECRETS OR PROPRIETARY INFORMATION:
Trade secrets or proprietary information submitted by an bidder in connection with a procurement transaction shall not be subject to public disclosure under the Virginia Freedom of Information Act. However, Section 4-111 of the Arlington County Purchasing Resolution states that the bidder must invoke the protection of this section prior to or upon submission of the data or other materials, and must identify the data or other materials to be protected and state the reasons why protection is necessary.

Please mark one:

( x ) No, the bid I have submitted does not contain any trade secrets and/or proprietary information.

( ) Yes, the bid I have submitted does contain trade secrets and/or proprietary information.

If Yes, you must clearly identify below the exact data or other materials to be protected and list all applicable page numbers of the bid containing such data or materials:

________________________________________________________________________

________________________________________________________________________

State the specific reason(s) why protection is necessary:

________________________________________________________________________

BIDDER NAME: IMS Inc.

27
706-13
If you fail to identify the data or other materials to be protected and state the reasons why protection is necessary in the space provided above, you will not have invoked the protection of Section 4-111 of the Purchasing Resolution. Accordingly, effective upon the award of contract, the bid will be open for public inspection consistent with applicable law.

CERTIFICATION OF NON-COLLUSION: The undersigned certifies that this bid is not the result of, or affected by, any act of collusion with another person (as defined in the Code of Virginia § 59.1-68.6 et seq.), engaged in the same line of business or commerce; or any act of fraud punishable under the Virginia Governmental Frauds Act (Code of Virginia § 18.2-498.1 et seq.).

CONTACT PERSON AND MAILING ADDRESS FOR DELIVERY OF NOTICES
Provide the name and address of the person designated by the Bidder to receive notices and other communications (Refer to section headed Notices in the Contract Terms and Conditions of this solicitation for further details):

IMSI - Attn Steve Olshan
22712 Commerce Center Court Ste 134
Dallas, TX 75266

THE PROPER LEGAL NAME OF THE FIRM OR ENTITY SUBMITTING THIS BID MUST BE WRITTEN IN THE SPACE PROVIDED BELOW. THIS BID FORM, AND ALL OTHER DOCUMENTS REQUIRED BY THE INVITATION TO BID TO BE SUBMITTED WITH THIS BID FORM, INCLUDING, BUT NOT LIMITED TO ALL ISSUED AMENDMENTS, MUST BE FULLY AND ACCURATELY COMPLETED AND SIGNED BELOW BY A PERSON AUTHORIZED TO LEGALLY BIND THE BIDDER, OR THE BID MAY BE REJECTED:

AUTHORIZED SIGNATURE ________________________________
PRINT NAME AND TITLE Steve Olshan Director of Operations

INDICATE THE NAME AND CONTACT INFORMATION OF THE PERSON WHO CAN RESPOND AUTHORITATIVELY TO ANY QUESTIONS REGARDING THIS BID (I.E. PROJECT MANAGER):

NAME (PRINTED): Steve Olshan TITLE: Director of Operations
E-MAIL ADDRESS: so1shan#immediate mailing.com TEL. NO.: 703-996-8889
SUBMITTED BY: (LEGAL NAME OF ENTITY) Immediate Mailing Services, Inc.
ADDRESS: 245 Commerce Blvd
CITY/STATE/ZIP: Liverpool, NY 13088
TELEPHONE NO: 703-996-8889  FACSIMILE NO.: 703-996-8879
TAX ID NUMBER (EIN/SSN): 16-1313143  VA. CONTRACTOR LICENSE #: 13200205

THIS FIRM IS A: • INSERT NAME OF STATE New York
X CORPORATION, ___ GENERAL PARTNERSHIP, ___ LIMITED PARTNERSHIP,
___ UNINCORPORATED ASSOCIATION, ___ LIMITED LIABILITY COMPANY,
___ SOLE PROPRIETORSHIP

IS FIRM AUTHORIZED TO TRANSACT BUSINESS IN THE COMMONWEALTH OF VA? Yes
IDENTIFICATION NO. ISSUED TO THE FIRM BY THE SCC: F150925-8

ANY BIDDER EXEMPT FROM SCC AUTHORIZATION REQUIREMENT SHALL INCLUDE A STATEMENT WITH ITS BID WHY THEY ARE NOT REQUIRED TO BE SO AUTHORIZED

IS YOUR FIRM OR ANY OF ITS PRINCIPALS CURRENTLY DEBARRED FROM SUBMITTING BIDS TO ARLINGTON COUNTY, VIRGINIA, OR ANY OTHER STATE OR POLITICAL SUBDIVISION? No

BIDDER STATUS: MINORITY OWNED:  WOMAN OWNED:  NEITHER:
MAIL OTHER THAN FIRST CLASS PRESORT

THE CONTRACTOR SHALL ALSO PICK-UP FROM ARLINGTON COUNTY AND DELIVER TO THE UNITED STATES POST OFFICE ANY MAIL THAT IS NOT FIRST CLASS PRESORTED MAIL, SUCH AS FIRST CLASS WITH FULL POSTAGE, INTERNATIONAL, ETC.

PRICE

THE BID PRICE SHALL REMAIN FIRM FOR THE ENTIRE CONTRACT TERM, AND SHALL INCLUDE ALL COSTS ASSOCIATED WITHIN THE SCOPE OF SERVICES.

- PICK-UP
- PRESORTING
- MAILING
- SERVICE RATE FOR QUALIFIED PIECES
- ONE TIME MAILINGS IN EXCESS OF 10,000 PIECES
- ONE TIME MAILINGS IN EXCESS OF 25,000 PIECES

ALL OTHER SERVICES REQUIRED.

METER SETTING

METER SETTING IS THE RESPONSIBILITY OF ARLINGTON COUNTY.

NCOA\textsuperscript{LINK} MPE SERVICE

CONTRACTOR MUST PROVIDE A MLOCR BASED NCOA\textsuperscript{LINK} OR OTHERWISE USPS APPROVED MPE SERVICE FOR THE LETTER AND FLAT MAIL PROCESSED BY THE CONTRACTOR FOR INCLUSION IN PRESORTED MAILINGS UNDER THIS CONTRACT AS THE METHOD OF USPS MOVE UPDATE COMPLIANCE.

POSTING MAIL

THE CONTRACTOR SHALL INSERT THE POSTAGE ON THE COUNTY’S MAIL, IN THE CASE OF AN EMERGENCY WHICH DISABLES THE COUNTY FROM DOING SO. BIDDERS SHALL IDENTIFY ON THE BID FORM THE PRICE PER PIECE OF MAIL, IF ANY, THAT WILL BE CHARGED TO THE COUNTY IN ADDITION TO POSTAGE. THE CONTRACTOR SHALL SUBMIT TO THE COUNTY AN INVOICE FOR THE SUCH SERVICE, INDICATING THE NUMBER OF PROCESSED PIECES OF MAIL AND THE TOTAL POSTAGE INSERTED.

THE COUNTY WILL NOT ISSUE ANY PAYMENT FOR THIS SERVICE IN ADVANCE.

ALL MAIL WILL BE FIRST CLASS POST MARKED. BAR CODING SHALL BE PERFORMED BY THE CONTRACTOR IN ORDER TO MEET USPS REGULATIONS AND TO RECEIVE THE POSTAGE REBATE ON THE MAIL.

PAYMENTS

THE COUNTY WILL NOT PAY ANY DEPOSITS IN ADVANCE DURING THE CONTRACT PERIOD. BIDDER SHALL INVOICE THE COUNTY WEEKLY OR BI-WEEKLY; SEPARATE INVOICES FOR INSERTED POSTAGE (SEE PARAGRAPH ABOVE) WILL BE ACCEPTED.
Solicitation #706-13
Metropolitan Washington Council of Governments Rider Clause

USE OF CONTRACT(S) BY MEMBERS COMPRISING THE METROPOLITAN WASHINGTON COUNCIL OF GOVERNMENTS PURCHASING OFFICERS COMMITTEE.

A. If authorized by the bidder(s), resultant contract(s) will be extended to any or all of the listed members as designated by the bidder to purchase at contract prices in accordance with contract terms.

B. Any member utilizing such contract(s) will place its own order(s) directly with the successful contractor. There shall be no obligation on the part of any participating member to utilize the contract(s).

C. A negative reply will not adversely affect consideration of your bid/proposal.

D. It is the awarded vendor's responsibility to notify the members shown below of the availability of the contract(s).

E. Each participating jurisdiction has the option of executing a separate contract with the awardee. Contracts entered into with a participating jurisdiction may contain general terms and conditions unique to that jurisdiction including, by way of illustration and not limitation, clauses covering minority participation, non-discrimination, indemnification, naming the jurisdiction as an additional insured under any required Comprehensive General Liability policies, and venue.

F. The issuing jurisdiction shall not be held liable for any costs or damages incurred by another jurisdiction as a result of any award extended to that jurisdiction by the awardee.

### BIDDER'S AUTHORIZATION TO EXTEND CONTRACT:

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Bidder Name: TMS Inc.