



**NON-AUTOMATED CONTRACT  
PURCHASE ORDER**

Texas Comptroller of Public Accounts  
PO BOX 13186, AUSTIN, TX 78711-3186

Forward a copy to Contractor and a copy to:  
open.market@cpa.state.tx.us or by fax: 512-475-0707

<b>CPA Vendor #:</b>	1-06-049-5050-0	<b>Vendor: Reflect this Number on all Correspondence and Invoices</b>	
<b>Payee ID#:</b>		<b>PO No.</b>	2010-21
<b>Vendor Name:</b>	PITNEY BOWES INC	<b>Date:</b>	12/07/2009
<b>Address:</b>	20658 STONE OAK PARKWAY #104	<b>Contract No.</b>	985-L1
<b>City/State/Zip:</b>	SAN ANTONIO TX 78258		

<b>Agency Name/Invoice Address:</b>	<b>Address for Delivery:</b>
WISE COUNTY TREASURERS OFFICE	207 N CHURCH ST
P.O. Box 899	DECATUR TX
Decatur, TX 76234	76234

<b>Agency Point of Contact:</b>	Katherine Hudson	<b>Phone:</b>	940-627-3540
		<b>E-Mail:</b>	katherine.hudson@co.wise.tx.us
<b>Agency Accounts Payable Contact:</b>	Ann McCuiston	<b>Phone:</b>	940-627-5744
		<b>E-Mail:</b>	auditor@co.wise.tx.us

*Bice McManis*  
Agency Authorized Signature

**STATE SALES TAX EXEMPTION CERTIFICATE:** The undersigned claims an exemption from taxes under Chapter 20, Title 122A, Revised civil Statutes of Texas, for purchase of tangible personal property described in this numbered order, purchased from contractor and/or shipper listed above, as this property is being secured for the exclusive use of the State of Texas.

Item No.	Description (Include Class/Item)	Qty	UOM	Unit Price	Total
SVAF	DM1000 MAILING SOLUTION	36	36	\$664.00	\$23,904.00
1M00	INTELLILINK INTERFACE	36	36	\$66.00	\$2376.00
1FAL	INVIEW ACCOUNTING	36	36	\$0.00	\$0.00
1FW7	INTERFACED WEIGHING SCALE	36	36	\$84.00	\$3024.00
SPY8	PRINTER	36	36	\$27.00	\$972.00
U7PS	POWER STAKER	36	36	\$59.00	\$2124.00
SVWA	CONSOLE	36	36	\$37.00	\$1332.00
SVWD	SCALE STAND	36	36	\$7.00	\$252.00
MFP1	MAIL FINISHING SUPPORT	36	36	\$37.00	\$1332.00
MP4X	DIFFERENTIAL WEIGHING	36	36	\$18.00	\$648.00
	<b>Total</b>			<b>\$999.00</b>	<b>\$35,964.00</b>

notice of the audit results and specifically identify the amount that must be refunded by the Respondent. The Respondent shall refund the disallowed amount within 30 calendar days of receipt of the notice.

#### **B.5.12 Travel**

Any travel or per diem required by the Respondent to perform its obligations under the Contract will be at the Respondent's expense. All travel and per diem that the state requests in addition to what the Contract requires the Respondent to provide at the Respondent's expense will be paid in accordance with State of Texas Travel Allowance Guide.

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## **B.6 CONFIDENTIALITY AND SECURITY**

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The Respondent should not receive any sensitive or confidential information under the Contract. Any information the Respondent compiles or creates as a result of the Contract must be maintained and protected in accordance with any federal, state, or local laws and regulations that apply. The Respondent shall establish a method to secure the confidentiality of records and other information relating to clients in accordance with applicable federal and state laws, rules, and regulations.

The obligations of the Contractor under this Security and Confidentiality Article shall survive this Contract and shall be included in all subcontracts.

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## **B.7 TERMS AND CONDITIONS**

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### **B.7.1 Affirmations**

Submitting a Proposal with a false statement is a material breach of contract and shall void the Proposal or the Contract, and the Respondent shall be removed from all bid lists. By signature thereon affixed, the Respondent thereby certifies that:

B.7.1.1 The Respondent has not given, offered to give, and does not intend to give at any time hereafter any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor or service to a public servant in connection with the submitted response. Violation of this requirement may result in the termination of the Contract at the discretion of the CPA.

B.7.1.2 The CPA is subject to the provisions of the Texas Public Information Act. If a request for disclosure of this Contract or any information related to the goods or services provided under the Contract or information provided to the CPA under this Contract constituting a record under the Act is received by the CPA, the information must qualify for an exception provided by the Texas Public Information Act in order to be withheld from public disclosure. The Respondent authorizes the CPA to submit any information contained in the Contract, provided under the Contract, or otherwise requested to be disclosed, including information Respondent has labeled as confidential proprietary information, to the Office of the Attorney General for a determination as to whether any such information may be excepted from public disclosure under the Act. If the CPA does not have a good faith belief that information may be subject to an exception to disclosure, the CPA is not obligating itself by this Contract to submit the information to the Attorney General. It shall be the responsibility of the Respondent to make any legal argument to the Attorney General or appropriate court of law regarding the exception

of the information in question from disclosure. The Respondent waives any claim against and releases from liability the CPA, its officers, employees, agents, and attorneys with respect to disclosure of information provided under or in this Contract or otherwise created, assembled, maintained, or held by the Respondent and determined by the Attorney General or a court of law to be subject to disclosure under the Texas Public Information Act.

B.7.1.3 The Respondent shall promptly notify the CPA in the event that any representations and warranties provided in this Contract are no longer true and correct. The Respondent acknowledges that all of its representations and warranties contained in any part of its Proposal and this Contract are material and have been relied upon by the CPA in selecting the Respondent for the award of the Contract. Further, the Respondent warrants and represents that all of its statements and representations made to the CPA prior to being awarded the Contract, and those made during the negotiation of this Contract, are material, true and correct.

## **B.7.2 Civil Rights**

The Respondent agrees that no person shall, on the ground of race, color, religion, sex, national origin, age, disability, political affiliation, or religious belief, be excluded from the participation in, be denied the benefits of, be subjected to discrimination under, or be denied employment in the administration of, or in connection with, any program or activity funded in whole or in part with funds available under this Contract. The Respondent shall comply with Executive Order 11246, "Equal Employment Opportunity," as amended by Executive Order 11375, "Amending Executive Order 11246 relating to Equal Employment Opportunity," and as supplemented by regulations at 41 C.F.R. Part 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity Department of Labor."

## **B.7.3 Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion**

CPA is federally mandated to adhere to the directions provided in the President's Executive Order (EO) 13224, Executive Order on Terrorist Financing - Blocking Property and Prohibiting Transactions With Persons Who Commit, Threaten to Commit, or Support Terrorism, effective 9/24/2001 and any subsequent changes made to it via cross-referencing respondents/vendors with the Federal General Services Administration's Excluded Parties List System (ELLS), <http://www.epls.gov>, which is inclusive of the United States Treasury's Office of Foreign Assets Control (OFAC) Specially Designated National (SDN) list.

Respondent certifies that the responding entity and its principals are eligible to participate in this transaction and have not been subjected to suspension, debarment, or similar ineligibility determined by any federal, state or local governmental entity and the Respondent is in compliance with the State of Texas statutes and rules relating to procurement and that Respondent is not listed on the federal government's terrorism watch list as described in Executive Order 13224. Entities ineligible for federal procurement are listed at <http://www.epls.gov>.

## **B.7.4 Records Retention**

The Respondent shall retain all financial records, supporting documents, statistical records, and any other records or books relating to the performances called for in the Contract. The Respondent shall retain all such records for a period of four (4) years after the expiration of the Contract, or until the CPA or State Auditor's Office is satisfied that all audit and litigation matters are resolved, whichever period is longer. The Respondent shall grant access to all books, records and documents pertinent to

the Contract to the CPA, the State Auditor of Texas, and any federal governmental entity that has authority to review records due to federal funds being spent under the Contract.

### **B.7.5 Environmental Protection**

The Respondent shall be in compliance with all applicable standards, orders, or regulations issued pursuant to the mandates of the Clean Air Act (42 U.S.C. §7401 *et seq.*) and the Federal Water Pollution Control Act, as amended, (33 U.S.C. §1251 *et seq.*).

### **B.7.6 Prohibition on Lobbying**

The Respondent shall comply with the provisions of a federal law known generally as the Lobbying Disclosure Act, 2 U.S.C. §1601 *et seq.* By submitting a Proposal, the Respondent certifies that it shall not and has not used federally appropriated funds to pay any person or organization for influencing or attempting to influence any officer or employee of any federal agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any federal contract, grant, or any other award covered by 31 U.S.C. §1352. It also certifies that the Respondent shall disclose any lobbying with non-federal funds that takes place in connection with obtaining any federal award by completing and submitting Standard Form LLL.

### **B.7.7 Copyrights and Publications**

The Respondent understands and agrees that, where activities supported by the Contract produce original books, manuals, films, or other original material (hereinafter referred to as "the works"), the Respondent may copyright the works subject to the reservation by the CPA and affected Customers of a royalty-free, nonexclusive, and irrevocable license to reproduce, publish or otherwise use, and to authorize others to use, for state and/or political subdivision purposes:

- the copyright in the works developed under the Contract, and
- any rights of copyright to which the Respondent purchases ownership with funding from the Contract.

The Respondent may publish, at its expense, the results of Contract performance with prior CPA review and approval of that publication. Any publication (written, visual, or sound) shall include acknowledgment of the support received from the CPA and Customers. One (1) copy of any such publication must be provided to the CPA. The CPA reserves the right to require additional copies before or after the initial review. All copies shall be provided free of charge to the CPA.

### **B.7.8 Certifications**

#### **B.7.8.1 Child Support Obligations**

Under §231.006, Texas Family Code, (relating to child support) the Respondent, by submitting its Proposal, certifies that it is not ineligible to receive a payments under the Contract and acknowledges that the Contract may be terminated and payment may be withheld if this certification is inaccurate.

#### **B.7.8.2 Texas Corporate Franchise Tax Certification**

The Respondent, by submitting its Proposal, certifies that its Corporate Texas Franchise Tax payments are current, or that it is exempt from or not subject to such tax.

**B.7.8.3 Certification Concerning Dealings with Public Servants**

The Respondent, by submitting its Proposal, certifies that it has not given and does not intend to give at any time hereafter any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor, or service to a public servant in connection with this transaction.

**B.7.8.4 Certification Concerning Financial Participation**

Pursuant to §2155.004, Gov't Code, the Respondent certifies that the individual or business entity named in its Proposal is not ineligible to receive the Contract and acknowledges that the Contract may be terminated and payment withheld if this certification is inaccurate. Section 2155.004 prohibits a person or entity from receiving a state contract if that person or entity received compensation for participating in preparing the solicitation or specifications for the Contract.

**B.7.8.5 Certification Concerning Hurricane Relief**

Sections 2155.006 and 2261.053, Government Code, prohibit the CPA from awarding a contract to any person who, in the past five years, has been convicted of violating a federal law or assessed a penalty in connection with a contract involving relief for Hurricane Rita, Hurricane Katrina, or any other disaster, as defined by §418.004, Gov't Code, occurring after September 24, 2005. Under §2155.006, Gov't Code, the Respondent certifies that the individual or business entity named in its Proposal is not ineligible to receive the Contract and acknowledges that the Contract may be terminated and payment withheld if this certification is inaccurate.

**B.7.9 Independent Contractor**

The Contract shall not render the Respondent an employee, officer, or agent of the CPA for any purpose. The Respondent is and shall remain an independent contractor in relationship to the CPA. The CPA shall not be responsible for withholding taxes from payments made under the Contract. The Respondent shall have no claim against the CPA for vacation pay, sick leave, retirement benefits, social security, worker's compensation, health or disability benefits, unemployment insurance benefits, or employee benefits of any kind.

**B.7.10 No Assignment by Contractor**

The Respondent shall not assign its rights under the Contract or delegate the performance of its duties under the Contract without prior written approval from the CPA.

**B.7.11 Indemnification and Liability**

The Respondent shall defend, indemnify, and hold harmless the State of Texas, its officers, and employees, and the CPA, its officers, and employees and contractors, from and against all claims, actions, suits, demands, proceedings, costs, damages, and liabilities, including without limitation attorneys' fees and court costs, arising out of, connected with, or resulting from any acts or omissions of the Respondent or any agent, employee, subcontractor, or supplier of the Respondent in the execution or performance of the Contract. The Respondent shall coordinate its defense with the Texas Attorney General as requested by the CPA.

This section is not intended to and shall not be construed to require the Respondent to indemnify or hold harmless the State of Texas or the CPA for any claims or liabilities resulting from the negligent acts or omissions of the CPA or its employees.

#### **B.7.12 Respondent Liability for Damage to Government Property**

The Respondent shall be liable for all damages to government-owned, leased, or occupied property and equipment caused by the Respondent and its employees, agents, subcontractors, and suppliers, including any delivery or cartage company, in connection with any performance pursuant to the Contract. The Respondent shall notify the CPA Contract Manager in writing of any such damage within one (1) calendar day.

#### **B.7.13 Force Majeure**

The CPA, any Customer, and the Respondent shall not be responsible for performance under the Contract should it be prevented from performance by an act of war, order of legal authority, act of God, or other unavoidable cause not attributable to the fault or negligence of the OAG.

In the event of an occurrence under this Section, the Respondent will be excused from any further performance or observance of the requirements so affected for as long as such circumstances prevail and the Respondent continues to use commercially reasonable efforts to recommence performance or observance whenever and to whatever extent possible without delay. The Respondent shall immediately notify the CPA Contract Manager by telephone (to be confirmed in writing within five (5) calendar days of the inception of such occurrence) and describe at a reasonable level of detail the circumstances causing the non-performance or delay in performance.

#### **B.7.14 Buy Texas**

In accordance with §2155.4441, Gov't Code, the Respondent shall, in performing any services under the Contract, purchase products and materials produced in Texas when they are available at a comparable price and in a comparable period of time to products and materials produced outside Texas.

#### **B.7.15 Miscellaneous Terms and Conditions**

##### **B.7.15.1 Permits**

The Respondent shall be responsible, at the Respondent's expense, for obtaining any and all permits or licenses required by city, county, state, or federal rules, regulations, law, or codes that pertain to the Contract.

##### **B.7.15.2 Electrical Items**

All electrical items provided by the Respondent to the CPA or a Customer under the Contract must meet all applicable OSHA standards and regulations, and bear the appropriate listing from UL, FMRC, or NEMA.

##### **B.7.15.3 Executive Head**

Pursuant to §669.003, Gov't Code, the CPA may not enter into a contract with a person who employs a current or former executive head of the CPA until four years have passed since that person was the executive head of the CPA. By submitting a Proposal, the Respondent certifies

that it does not employ any person who was the executive head of the CPA in the past four years.

**B.7.15.4 Terminated Contracts**

By submitting a Proposal, the Respondent certifies that it has not had a contract terminated or been denied the renewal of any contract for non-compliance with policies or regulations of any state or federally funded program within the past five (5) years nor is it currently prohibited from contracting with a governmental agency. If the Respondent does have such a terminated contract, the Respondent shall identify each and provide an explanation for the termination.

**B.7.16 Non-Waiver of Rights**

Failure of a Party to require performance by another Party under the Contract will not affect the right of such Party to require performance in the future. No delay, failure, or waiver of either Party's exercise or partial exercise of any right or remedy under the Contract shall operate to limit, impair, preclude, cancel, waive or otherwise affect such right or remedy. A waiver by a Party of any breach of any term of the Contract will not be construed as a waiver of any continuing or succeeding breach.

**B.7.17 No Waiver of Sovereign Immunity**

The Parties expressly agree that no provision of the Contract is in any way intended to constitute a waiver by the CPA or the State of Texas of any immunities from suit or from liability that the CPA or the state may have by operation of law.

**B.7.18 Severability**

If any provision of the Contract is construed to be illegal or invalid, such construction will not affect the legality or validity of any of its other provisions. The illegal or invalid provision will be deemed severable and stricken from the contract as if it had never been incorporated herein, but all other provisions will continue in full force and effect.

**B.7.19 Applicable Law and Venue**

The Respondent agrees that the Contract in all respects shall be governed by and construed in accordance with the laws of the State of Texas, except for its provisions regarding conflicts of laws. The Respondent also agrees that the exclusive venue and jurisdiction of any legal action or suit concerning the CPA under this Contract is, and that any such legal action or suit shall be brought, in a court of competent jurisdiction in Travis County, Texas.

**B.7.20 Dealing with Public Servants**

The Respondent must comply with all applicable laws, including, without limitation, the following: (i) §36.02 of the Texas Penal Code, which prohibits bribery; (ii) §36.09 of the Texas Penal Code, which prohibits the offering or conferring of benefits to public servants; (iii) §2155.003, Gov't Code, which prohibits the chief clerk or any other employee of the CPA from having an interest in, or in any manner be connected with, a contract or bid for a purchase of goods or services by an agency of the state or accept from any person to whom a contract has been awarded anything of value or a promise, obligation, or contract for future reward or compensation.

### **B.7.21 Insurance and Other Security**

The Respondent represents and warrants that it will obtain and maintain for the term of the Contract all insurance coverage required to ensure proper fulfillment of the Contract and its liabilities there under. The Respondent shall insure any of its motor vehicles used to fulfill its duties under the Contract and ensure that its subcontractors do the same. Such insurance shall comply with Texas statutory requirements and also cover any cargo being delivered to Customers.

The Respondent represents and warrants that all of the above coverage will be obtained from companies that are licensed in the state of Texas, have an "A" rating from Best, and are authorized to provide the coverage. The Respondent shall furnish proof of insurance upon request of a Customer or the CPA.

### **B.7.22 Deceptive Trade Practices; Unfair Business Practices**

The Respondent represents and warrants that it has not been the subject of allegations of Deceptive Trade Practices violations under Tex. Bus. & Com. Code, Chapter 17, or allegations of any unfair business practice in any administrative hearing or court suit and that the Respondent has not been found to be liable for such practices in such proceedings. The Respondent certifies that it has no officers who have served as officers of other entities who have been the subject of allegations of Deceptive Trade Practices violations or allegations of any unfair business practices in an administrative hearing or court suit and that such officers have not been found to be liable for such practices in such proceedings.

### **B.7.23 Immigration**

The Respondent represents and warrants that it shall comply with the requirements of the Immigration Reform and Control Act of 1986 regarding employment verification and retention of verification forms for any individuals hired on or after November 6, 1986, who will perform any labor or services under the Contract.

### **B.7.24 Change Management**

The Respondent agrees that the key personnel assigned to the Contract shall remain available for the entirety of the project throughout the term of the Contract as long as that individual is employed by the Respondent or unless the CPA agrees to a change in the key personnel.

### **B.7.25 Federal, State, and Local Requirements**

Respondent shall demonstrate on-site compliance with the Federal Tax Reform Act of 1986, Section 1706, amending Section 530 of the Revenue Act of 1978, dealing with issuance of Form W-2's to common law employees. Respondent is responsible for both federal and State unemployment insurance coverage and standard Worker's Compensation insurance coverage. Respondent shall comply with all federal and State tax laws and withholding requirements. The State of Texas shall not be liable to Respondent or its employees for any Unemployment or Workers' Compensation coverage, or federal or State withholding requirements. Contractor shall indemnify the State of Texas and shall pay all costs, penalties, or losses resulting from Respondent's omission or breach of this Section.

### **B.7.26 No Liability Upon Termination**

If this Contract is terminated for any reason, CPA and the State of Texas shall not be liable to Respondent for any damages, claims, losses, or any other amounts arising from or related to any such termination. However, Respondent may be entitled to the remedies provided in Government Code, Chapter 2260.

### **B.7.27 Felony Criminal Convictions**

Respondent represents and warrants that Respondent has not and Respondent's employees have not been convicted of a felony criminal offense, or that, if such a conviction has occurred, Respondent has fully advised CPA as to the facts and circumstances surrounding the conviction.

### **B.7.28 Vendor Performance**

In accordance with Texas Government Code, 2155.074 and 2155.75, vendor performance may be used as a factor in the award.

### **B.7.29 Electronic and Information Resources Accessibility Standards, As Required by 1 TAC Chapter 213 (Applicable to State Agency and Institutions of Higher Education Purchases Only)**

(1) Effective September 1, 2006 state agencies and institutions of higher education shall procure products which comply with the State of Texas Accessibility requirements for Electronic and Information Resources specified in 1 TAC Chapter 213 when such products are available in the commercial marketplace or when such products are developed in response to a procurement solicitation.

(2) Respondent shall provide DIR with the URL to its Voluntary Product Accessibility Template (VPAT) for reviewing compliance with the State of Texas Accessibility requirements (based on the federal standards established under Section 508 of the Rehabilitation Act), or indicate that the product/service accessibility information is available from the General Services Administration "Buy Accessible Wizard" (<http://www.buyaccessible.gov>). Respondents not listed with the "Buy Accessible Wizard" or supplying a URL to their VPAT must provide DIR with a report that addresses the same accessibility criteria in substantively the same format. Additional information regarding the "Buy Accessible Wizard" or obtaining a copy of the VPAT is located at <http://www.section508.gov/>.

FYI

Attn: Katherine (email sent back)

**Diana Alexander**

---

**From:** Diana Alexander [diana.alexander@co.wise.tx.us]  
**Sent:** Friday, December 04, 2009 12:20 PM  
**To:** Thomas Aaberg (thomas.aaberg@co.wise.tx.us)  
**Cc:** Ann McCuiston (auditor@co.wise.tx.us); Bill McElhaney (bill.mcelhaney@co.wise.tx.us); Katherine Hudson (treasurer@co.wise.tx.us)  
**Subject:** FW: Wise County Leases  
**Attachments:** Wise County Non Automated Contract.doc; TPASS TsCs.pdf

Thomas,

This is for your review. The Treasurer's mail machine lease is up in Jan. Ann said we need to get new one done in Dec. Only Court is 14<sup>th</sup> so we need to do then. This is on a state contract. Attached are the Terms and Conditions for the state contract and the PO that needs to be signed by the Judge. I will fill in additional information as I have been instructed for the mailing and contact and print out the copies for the Judge to sign if approved.

I will be sending you an additional PO for the JP4 when it is sent to me in a little while. It will have the same state Terms and Conditions.

If you need you can contact:

Lonnie Kennedy  
[Lonnie.kennedy@pb.com](mailto:Lonnie.kennedy@pb.com)  
512-740-3866

If you have any questions, please let me know.

Thanks,  
Diana

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**From:** Lonnie P Kennedy [mailto:Lonnie.Kennedy@pb.com]  
**Sent:** Friday, December 04, 2009 10:37 AM  
**To:** Diana Alexander  
**Cc:** Lance C Conner  
**Subject:** RE: Wise County Leases

Diana,

Attached is information on the main mailing solution. Will start on the JP location next. I'll call you in a few minutes to follow up on this and explain.

Also, under the T&C's, it starts at section B.7

Thanks

**Lonnie Kennedy**  
**State and Local**  
**Government Manager**  
**State of Texas**  
**Fax, 203.460.9189**  
**Cell 512.740.3866**

## Transaction Report

Send

Transaction(s) completed

No.	TX Date/Time	Destination	Duration	P. #	Result	Mode
275	DEC-04 01:10	9406273573	0'03'33"	010	OK	N ECM

FYI

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**Diana Alexander**

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**Sent:** Friday, December 04, 2009 12:20 PM  
**To:** Thomas Aaberg (thomas.aaberg@co.wise.tx.us)  
**Cc:** Ann McCuiston (auditor@co.wise.tx.us); Bill McElhane (bill.mcelhane@co.wise.tx.us); Katherine Hudson (treasurer@co.wise.tx.us)  
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**To:** Diana Alexander  
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**Subject:** RE: Wise County Leases

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## Wise County Treasurers Office

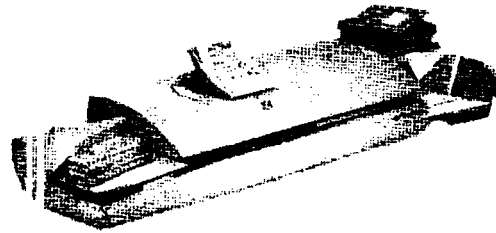
\*Currently paying \$1,107 per month.

### System

### Price/Term

1. New DM1100 w/30 lb. Interfaced scale
  - Includes Installation, training and maintenance
  - Power stacker
  - Printer
  - Inview accounting (300)

\$934.00 for 60 months



- \*With E-Certified and return receipt subscription
- Includes barcode scanner for e-certified

\$1,026 for 60 months

- \* Save \$2,076.00 annually in lease costs.
- \* You would Save \$1,597 in certified mail costs with e-certified subscription based on last 12 month certified volume.