



ORIGINAL  
DO NOT REMOVE  
FROM FILE

Contract No.: 785-9915

**Agreement to Supply: PRESORT MAIL & FULLFILLMENT SERVICES**

This agreement, made and entered into this the \_\_\_\_\_ day of \_\_\_\_\_, 2008, is by and between the **CITY OF FORT LAUDERDALE**, a Florida municipality, City Hall, 100 North Andrews Avenue, Fort Lauderdale, FL 33301, hereinafter called the "City" and Contractor:

Name: Postal Center International, Inc.

Address: 3406 SW 26 Terrace City: Fort Lauderdale State: FL Zip: 33312

A Corporation  A Partnership  An Individual  Other: \_\_\_\_\_

authorized to do business in the State of Florida, hereinafter called the "Company" or "Contractor." Witnesseth that: Whereas, the City did issue a Request for Proposal (RFP) for supplying the requirements of the City for the items and/or service listed above for a period of **three years with two one- year extension options** and the Contractor submitted a proposal that was accepted and approved by the City.

Formal authorization of this contract was adopted by the City Commission on: July 15, 2008 Pur-19, CAR 08-0991

Now, therefore, for and in consideration of the mutual promises and covenants herein contained, the parties covenant and agree as follows:

**1. The Company agrees to provide to the City presort mail and fulfillment services, during the period beginning 10/05/08 and ending 10/04/11 for the requirements listed above and according to the following specifications, terms, covenants and conditions:**

**a.** This contract form G-110, the Request for Proposal containing General Conditions, Special Conditions, Specifications, addenda, if any, and other attachments forming a part of RFP Number **785-9915** and the Contractor's proposal in response, form a part of this contract and by reference are incorporated herein.

**b.** In construing the rights and obligations between the parties, the order of priority in cases of conflict between the documents shall be as follows:

- 1) This contract Form G-110, Rev. 12/00
- 2) The City's RFP and all addenda thereto
- 3) Contractor's proposal in response to the City's RFP

**c. Warranty:** The Company by executing this contract embodying the terms herein warrants that the product and/or service that is supplied to the City shall remain fully in accord with the specifications and be of the highest quality. In the event any product and/or service as supplied to the City is found to be defective or does not conform to specifications the City reserves the right to cancel that order upon written notice to the Contractor and to adjust billing accordingly.

**d. Cancellation:** The City may cancel this contract upon notice in writing should the Contractor fail to reasonably perform the service of furnishing the products and/or services as specified herein upon 30 days written notice. This applies to all items of goods or services.

**e. Taxes Exempt:** State Sales (85-8012514506C-7) and Federal Excise (59-600319) Taxes are normally exempt, however, certain transactions are taxable. Consult your tax practitioner for guidance where necessary.

**f. Invoicing:** Contractor will forward all invoices in duplicate for payment to the following: Finance Department, 100 N. Andrews Avenue, 6th Floor, Fort Lauderdale, FL 33301. If discount, other than prompt payment terms applies, such discount **MUST** appear on the invoice.

**2. Contract Special Conditions:** The following special conditions are made a part of and modify the standard provisions contained in this contract Form G-110.

The initial three year term of this contract is for a maximum not to exceed amount of \$58, 834. Any additional expenditures must be approved by the City Commission. Any extension options and expenditures under such extension options must also be approved by the City Commission. This contract is between the City of Fort Lauderdale and Company, all provisions in the RFP and proposal in response to the RFP which reference requirements for other cities who are members of the Southeast Florida Governmental Purchasing Cooperative are hereby excluded. Each member of the Southeast Florida Governmental Purchasing Cooperative shall be responsible for entering into their own contracts with Company for their mail service requirements.

**3. Contract Summary:**

a. Attachments:

**Postal Center International, Inc.'s response to the RFP and a copy of the RFP document.**

b. Payment Terms: Per RFP

c. Delivery: Per RFP

d. Insurance: Yes  No

e. Performance Bond/Letter of Credit: Yes  No

f. Procurement Specialist's Initials: RE

**4. Contractor's Phone Numbers:** Office: **954-321-5644** Toll: **800-430-7241**

**5. Contractor's Fax Number:** **954-797-8697**

**6. Contractor's E-Mail Address:** info@surfpcci.com Website: www.surfpcci.com

**City of Fort Lauderdale**

By: [Signature]  
Director of Procurement Services (City Manager's Designee)

Date: 8/15/08

Approved as to form:

[Signature]  
Assistant City Attorney

**Contractor/Vendor**

ISMAEL DIAZ  
Name of Company Officer (please type or print)

By: [Signature]  
Authorized Officer's Signature

Title: President

Date: 8/16/08

JOSEPH LICATA  
Secretary (please type or print)

Attest: [Signature]  
Signature of Secretary

BID/PROPOSAL SIGNATURE PAGE

How to submit bids/proposals: It is preferred that bids/proposals be submitted electronically at www.rfpdepot.com. If mailing a hard copy, it will be the sole responsibility of the Bidder to ensure that the bid reaches the City of Fort Lauderdale, City Hall, Procurement Department, Suite 619, 100 N. Andrews Avenue, Fort Lauderdale, FL 33301, prior to the bid opening date and time listed. Bids/proposals submitted by fax or email will NOT be accepted.

The below signed hereby agrees to furnish the following article(s) or services at the price(s) and terms stated subject to all instructions, conditions, specifications addenda, legal advertisement, and conditions contained in the bid. I have read all attachments including the specifications and fully understand what is required. By submitting this signed proposal I will accept a contract if approved by the CITY and such acceptance covers all terms, conditions, and specifications of this bid/proposal.

Please Note: If responding to this solicitation through RFP Depot, the electronic version of the bid response will prevail, unless a paper version is clearly marked by the bidder in some manner to indicate that it will supplant the electronic version.

Submitted by: [Signature] (signature) 6/3/08 (date)

Name (printed) Ismael Diaz Title: President

Company: (Legal Registration) Postal Center International, Inc.

CONTRACTOR, IF FOREIGN CORPORATION, MAY BE REQUIRED TO OBTAIN A CERTIFICATE OF AUTHORITY FROM THE DEPARTMENT OF STATE, IN ACCORDANCE WITH FLORIDA STATUTE §607.1501 (visit http://www.dos.state.fl.us/doc/).

Address: 3406 SW 26th Terrace

City Ft. Lauderdale State: FL Zip 33312

Telephone No. 954-321-5644 FAX No. 954-797-8697

E-MAIL: info@surfpci.com

Delivery: Calendar days after receipt of Purchase Order (section 1.02 of General Conditions): Daily

Payment Terms (section 1.03): NET 30 Total Bid Discount (section 1.04): N/A

Does your firm qualify for MBE or WBE status (section 1.08): MBE [checked] WBE

ADDENDUM ACKNOWLEDGEMENT - Proposer acknowledges that the following addenda have been received and are included in the proposal:

Addendum No.

CONTRACT Date Issued

COPY

VARIANCES: State any variations to specifications, terms and conditions in the space provided below or reference in the space provided below all variances contained on other pages of bid, attachments or bid pages. No variations or exceptions by the Proposer will be deemed to be part of the bid submitted unless such variation or exception is listed and contained within the bid documents and referenced in the space provided below. If no statement is contained in the below space, it is hereby implied that your bid/proposal complies with the full scope of this solicitation. HAVE YOU STATED ANY VARIANCES OR EXCEPTIONS BELOW? BIDDER MUST CLICK THE EXCEPTION LINK IF ANY VARIATION OR EXCEPTION IS TAKEN TO THE SPECIFICATIONS, TERMS AND CONDITIONS.

Variations:



May 15, 2008

## Executive Summary

Postal Center International has been in business since 1984. The corporate office is located at 3406 SW 26 Terrace; Fort Lauderdale, FL 33312. Our second location is located at 10561 Satellite Blvd; Orlando, FL 32837.

PCI's employees are highly trained professionals in technical, mechanical, and managerial skills. It is PCI's continuing goal to cross train all production employees on all production equipment to develop a multi-skilled, flexible workforce. PCI has a training matrix and is constantly conducting training on the job, to achieve the aforementioned goal. Approximately, 95% of PCI production workforce is cross-trained on our production equipment.

This same philosophy holds true for our estimating, customer service, and sales department.

PCI's IT Department has been successfully completing Microsoft certification in their area of expertise such as Networking and SQL development.

The below are recent examples of successfully completed training.

- USPS Mail Piece Design certification
- Mechanical and Technical training and certification from Heidelberg, Bowe Bell and Howell, Pitney Bowes, Pro-Fold and Prism.
- Software applications in PCI's IT department through successful Microsoft certification in network design and support, SQL development, etc.
- Monthly participation by Account Representatives, Operations, and Management staff at the local chapters of the Postal Customers Council (PCC), FDMA, etc.
- Participation in industry shows such as X'plor, USPS National Postal Forum, Graphics of the Americas, etc.

PCI has established itself as the premier place to work in Florida in the Direct Mail / Presort industry, because of its work environment, benefits, compensation, and security. PCI's employees and clients enjoy a secure and air-conditioned work place. PCI's location has 22 well-marked security cameras throughout the plant connected to a digital video recording device and 4 additional outside the premises. In addition, there is large signage placed near most camera locations that spell out: "Warning All Mail Must Be Processed According To US Postal Regulations or Violators Will Be Prosecuted". All potential employees must successfully complete and pass a 2-part security test before hiring. The first is a drug test; the second is a background check.



May 15, 2008

PCI offers complete in-house services under one roof, which compliment each other and offer a higher degree of security, timeliness, and quality. Services include in-house commingling, lettershop, personalization, data processing, list services, and custom programming to envelopes and printed components. Most competitors do not have "in house" commingling services at the same location as their Direct Mail services. Therefore, extra transportation and processing of their client's mail at another location and service bureau is required. However, documents from PCI's clients can enter our secure location, be processed, and commingled without having to go to another service bureau. A majority of PCI clients provide financial services that require their documents to be processed by a secure vendor that can perform all services under one roof with no extra delays and risks associated with transporting and processing at another location or by another company's employees.

PCI has maintenance and service contracts with all of our Original Equipment Manufacturers (OEM). PCI does not have any 3rd party maintenance or service contracts. PCI believes that our clients cannot be put into jeopardy because of equipment issues and only deals with Heidelberg, Böwe Bell and Howell and certified technicians. Our equipment experiences over 95% up time.

PCI continues to invest in the latest digital imaging and camera technology to ensure better service and lower service fees than our competitors do. PCI's Heidelberg 9110 laser printing equipment can print 600 DPI with patented small particle toner for photographic quality, multiple page documents; insert pre-printed sheets in to a document and staple in-line.

PCI's Bowe Bell & Howell VIP2000 Selective and Intelligent Inserting, which can dynamically fold variable page lengths while utilizing a double camera JETVision system for integrity of the pages within documents and the 100% accuracy and completion of the entire mail file, is the only such equipment in South Florida.

The United States Postal Service (USPS) has certified PCI's Bowe Bell & Howell Multi Line Optical Character Readers barcoding / sorting / commingling equipment to provide the maximum postage savings available.



May 15, 2008

## ADDRESSING UPDATE METHODS

Postal Center International uses two methods to comply with the USPS Move Update / Address Update requirements.

One method is via The *FASTforward*<sup>®</sup> system which contains more than 40 million permanent change-of-address (COA) records filed with the Postal Service™ by relocating customers who want their mail forwarded to their new address. These COA records reflect an thirteen-month period relative to the move-effective date the customer provided. *FASTforward* COA data is updated weekly.

The *FASTforward* system consists of a licensed computer system containing *FASTforward* name- and address-matching software and the COA database. The Postal Service is the sole owner and distributor of the *FASTforward* hardware and software components that comprise the *FASTforward* system. Specifically, this includes the *FASTforward* software, the computer system itself, and the small computer systems interface (SCSI) cable that connects the *FASTforward* system to the licensee-owned or -leased system components. The *FASTforward* system is the sole property of the United States Postal Service<sup>®</sup> (USPS<sup>®</sup>), © 1996, All Rights Reserved.

*FASTforward* is available in two separate and distinct versions. The original application was developed to interface with commercial mail-processing equipment, such as multiline optical character readers (MLOCR / Barcoding Systems). Licensed systems are required to have a *FASTforward* interface that meets USPS specifications (contact your equipment manufacturer for details and pricing on this modification). In this application, *FASTforward* licensees redirect previously prepared mailpieces to the intended recipient's new address. The specific information (new address) is obtained through a matching process of the MLOCR optic lift (or RVE keyed data) from the mailpiece name and address against the national database of permanent COAs filed during the preceding thirteen months. Therefore, address change information is provided for application to the mailpiece only for those articles that, in fact, have a matching name and old address present. Any new address provided by *FASTforward* as the result of a match is appended with the ZIP+4<sup>®</sup>/DPC information along with a text representation of the new (forwarded to) address. This returned information is applied to the mailpiece in real time by the MLOCR system.

The second method is utilizing *FASTforward* for Mailing List Correction, provides *FASTforward* licensees the ability to update computer-based name and address mailing lists electronically prior to creation of the mailpiece. This version also requires licensees to have a *FASTforward* interface that meets Postal Service specifications. However, the new address information is obtained through a matching process of the name and address contained in the mailing list against the national database of permanent COAs filed during the preceding thirteen months. Again, address change information is only provided for those records that, in fact, have a matching name and old address present. In the event that new address information is returned, the effective date of the move and the carrier identification for the new address are also returned. This returned information is used to update the mailing list.

When *FASTforward* is used in conjunction with either MLOCR processing or mailing list correction services, mailpieces avoid the delays associated with traditional mail-forwarding activities.



## Equipment List

### Inserting Equipment

#### 1) Bowe Bell + Howell VIP2000

##### a) Intelligent (Accumulate / Fold / Insert)

###### i) Envelope Size;

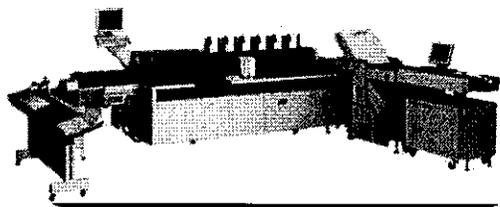
- (1) Minimum Length: 6 ¾"
- (2) Minimum Width: 3 ¾"
- (3) Maximum Length: 10 3/8"
- (4) Maximum Width: 6"
- (5) Selective Insert Stations: 6

###### ii) Insert Size;

- (1) Minimum Length: 5 ½"
- (2) Minimum Width: 3"
- (3) Maximum Width: 6"

###### iii) Sheet Feeder / Folder Section;

- (1) Minimum Paper Size: 7" x 7"
- (2) Max Paper Size: 11" x 14"
- (3) Type of Folds: 4 (C,Z,V, Double V)



#### 2) Bowe Bell + Howell VIP1000

##### a) Intelligent (Accumulate / Fold / Insert)

###### i) Envelope Size;

- (1) Minimum Length: 6 ¾"



## Equipment List

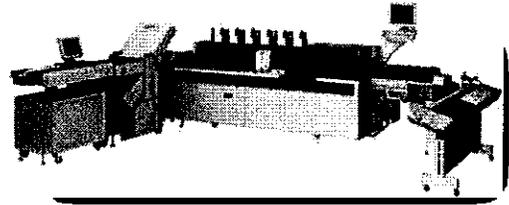
- (2) Minimum Width: 3 ¾"
- (3) Maximum Length: 10 3/8"
- (4) Maximum Width: 6"
- (5) Selective Insert Stations: 6

ii) Insert Size;

- (1) Minimum Length: 5 ½"
- (2) Minimum Width: 3"
- (3) Maximum Width: 6"

iii) Sheet Feeder / Folder Section;

- (1) Minimum Paper Size: 7" x 7"
- (2) Max Paper Size: 11" x 14"
- (3) Type of Folds: 4 (C,Z,V, Double V)



### 3) Bowe Bell + Howell Imperial

a) Non-Intelligent

i) Envelope Size;

- (1) #10
- (2) 6x9

ii) Insert Size;

- (1) Minimum Length: 6"
- (2) Minimum Width: 3 ½"
- (3) Maximum Length: 9 ½"





## Equipment List

(4) Maximum Width: 6 ½"

(5) Insert Stations: 6

### 4) Bowe Bell + Howell Imperial

#### a) Non-Intelligent

i) Envelope Size;

(1) #10

(2) 6x9

ii) Insert Size;

(1) Minimum Length: 6"

(2) Minimum Width: 3 ½"

(3) Maximum Length: 9 ½"

(4) Maximum Width: 6 ½"

(5) Insert Stations: 6



### 5) Bowe Bell + Howell Master Mailer

#### a) Non-Intelligent

i) Envelope Size;

(1) 9x12

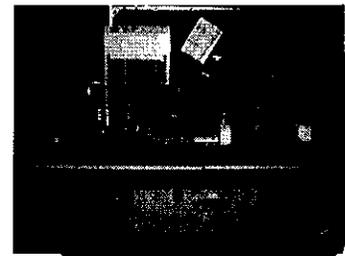
ii) Insert Size;

(1) Minimum Length: 5 ½"

(2) Minimum Width: 3 1/8"

(3) Maximum Length: 11"

(4) Maximum Width: 8 ½"





## Equipment List

(5) Maximum Thickness: 3/8"

(6) Insert Stations: 6

### Printing / Inkjet / Tabbing Equipment

#### 1) Heidelberg 9110

##### a) B&W

i) Paper Specs;

(1) Minimum Page Size: 14" x 18"

(2) Minimum Page Size: 8" x 10"

(3) Maximum Page Thickness: 110#



#### 2) Heidelberg 9110 –

##### a) B&W + MICR

i) Paper Specs;

(1) Minimum Page Size: 14" x 18"

(2) Minimum Page Size: 8" x 10"

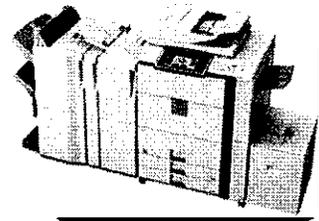
(3) Maximum Page Thickness: 110#

#### 3) Sharp MX-7001N

##### a) Color

i) Paper Specs;

(1) Minimum Page Size: 11" x 17" – 8 ½" x 18"





## Equipment List

(2) Minimum Page Size: 5 ½" x 8 ½"

(3) Maximum Page Thickness: 110#

ii) Staple / Sorter

iii) Resolution: 600 x 600dpi

### 4) Buskro

#### a) B&W / Color

i) HP Print Head / Elite Print Head;

ii) Paper Specs;

(1) Minimum Size: 5" x 3"

(2) Maximum: 17" x 17"

(3) Maximum Thickness: 75"

iii) Affix;

(1) Tabs (1 or 2)

(a) Minimum Size: ¾" / Maximum Size: 1 ½"

(2) Live Stamps



## Bindery Equipment

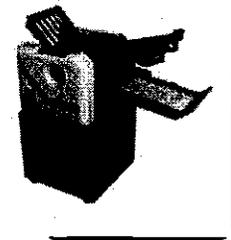
### 1) Baum Vacuum

#### a) Friction Feeder Folder

i) Paper Specs;

(1) Minimum Sheet Size: 6" x 9"

(2) Maximum Sheet Size: 20" x 26"





## Equipment List

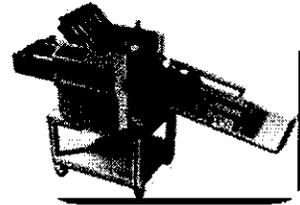
(3) Folds: 4

### 2) Profold

#### a) 1117FM

i) Paper Specs;

- (1) Minimum Sheet Size: 6" x 9"
- (2) Maximum Sheet Size: 14" x 20"
- (3) Minimum Fold: 1 ½"
- (4) Folds: 4



### 3) Profold

#### a) Elite 500

i) Paper Specs;

- (1) Minimum Sheet Size: 6" x 9"
- (2) Maximum Sheet Size: 14" x 20"
- (3) Minimum Fold: 1 ½"
- (4) Folds: 4

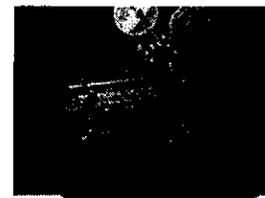


### 4) Kirk Rudy

#### a) Tabber

i) Product Specs;

- (1) Minimum Product Size: 3" x 5"
- (2) Maximum Product Size: 9" x 12"





## Equipment List

(3) Maximum Product Thickness: 3/8"

(4) Tab Size;

(a) Minimum Size: 3/4"

(b) Maximum Size: 1 1/2"

### Postage Metering / Postage Reporting Equipment

#### 1) DM1000 (Qty; 12ea)

i) Envelope Size;

(1) Minimum: 3" x 5"

(2) Maximum: 13" x 15"

ii) Envelope Thickness;

(1) Minimum: .007"

(2) Maximum: 3/4"

iii) Flap Depth;

(1) Flap Open: 3/4" to 4"

(2) Flap Closed: 3/4" to 2 3/4"



#### 2) Mail Management System

##### a) Postage Reporting System (Qty; 2ea)

i) Benefits;





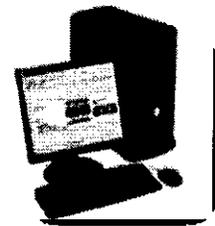
## Equipment List

- (1) Manage accounts
  - (a) Monitor and consolidate data from multiple systems.
  - (b) Report back Postage Usage by Account and Cost Center.
- (2) Track postal cost for unlimited number of accounts.
- (3) Access data to connect to back office financial systems.

### 3) Ascent Shipping System (Parcels / Media Mail / Parcel Post)

#### a) Multi-Carrier Package Management

- i) Benefits;
  - (1) Rate shipments online during order-taking
  - (2) Selects carrier service based on the delivery.
  - (3) StreetSmart Address Correction feature eliminates costs.
  - (4) Provides real-time updates of shipping changes.



#### b) E-Certified Shipping System

- i) Benefits;
  - (1) Eliminates the need to fill out the traditional Return Receipt "green cards" and gives you up to .80 cent discount per piece.
  - (2) Combine e-Return Receipt with Certified Mail™ to get both proof of mailing and proof of delivery electronically via e-mail.
  - (3) Available on Express Mail®, First-Class Mail®, Priority Mail® and Package Services.

## MLOCR Barcode Letter Flat Mail Sorter USPS Mail Unit

### 1) Böwe Bowell + Howell Criterion MLOCR System

#### a) Barcode Letter Sorter;

- i) Process: 36,000 / 48,000 per hour





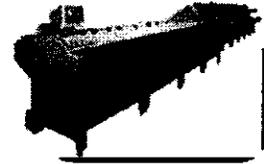
## Equipment List

- ii) USPS CASS / MASS Certified
- iii) Sabre+ (Handwritten Recognition Software)
- iv) FASTforward;
  - (1) Move Update Requirement Compliant.
- v) Criterion processes the entire range of USPS letters;
  - (1) Postcards, letters, thick mail, and thin mail.
  - (2) Friction-based picking allows the sorter to consistently feed the full spectrum of letter mail.

### 2) Böwe Bell + Howell ULX MLOCR System

#### a) Barcode Letter Sorter;

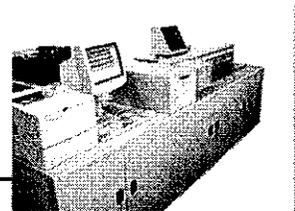
- i) Process: 36,000 / 48,000 per hour
- ii) USPS CASS / MASS Certified
- iii) FASTforward;
  - (1) Move Update Requirement Compliant.
- iv) BB+H ULX processes the entire range of USPS letters;
  - (1) Postcards, letters, thick mail, and thin mail.
  - (2) Friction-based picking allows the sorter to consistently feed the full spectrum of letter mail.



### 3) Böwe Bell + Howell Flexisort MLOCR System

#### a) Barcode Flat Sorter;

- i) Process: 25,000 per hour
- ii) USPS CASS / MASS Certified





## Equipment List

iii) FASTforward;

(1) Move Update Requirement Compliant.

iv) Flexisort processes the entire range of USPS Flats;

(1) Dimensions; Maximum: 12" x 15" / Minimum: 3.5" x 5"

(2) Thickness; Maximum: .375" / Minimum: .025"

(3) Weight; Maximum: 8.82oz / Minimum: .07oz

### 4) Böwe Bowell + Howell Criterion MLOCR System

a) **Barcode Letter Sorter;**

i) Process: 36,000 / 48,000 per hour

ii) USPS CASS / MASS Certified

iii) Sabre+ (Handwritten Recognition Software)

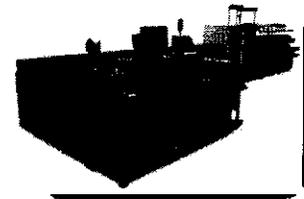
iv) FASTforward;

(1) Move Update Requirement Compliant.

v) Criterion processes the entire range of USPS letters;

(1) Postcards, letters, thick mail, and thin mail.

(2) Friction-based picking allows the sorter to consistently feed the full spectrum of letter mail.



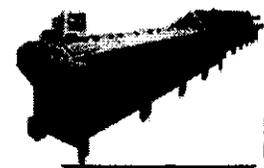
### 5) Böwe Bell + Howell ULX MLOCR System

a) **Barcode Letter Sorter;**

i) Process: 36,000 / 48,000 per hour

ii) USPS CASS / MASS Certified

iii) FASTforward;





## Equipment List

(1) Move Update Requirement Compliant.

iv) BB+H ULX processes the entire range of USPS letters;

(1) Postcards, letters, thick mail, and thin mail.

(2) Friction-based picking allows the sorter to consistently feed the full spectrum of letter mail.

### 6) USPS M.E.R.L.I.N (Mail Evaluation Readability Lookup INstrument)

#### a) USPS MLOCR Verification System

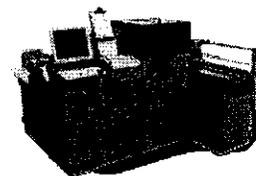
i) Benefits;

(1) Provides diagnostic reports for improving mail quality

(2) Verifies accuracy of barcodes, sorting, and postal discounts.

(3) Improved USPS delivery rates based on higher quality mail

(4) Automates manual acceptance process so USPS can process mail more effectively.



### 7) USPS POSTALone! (USPS Detach Mail Unit @ Postal Center International)

#### a) USPS Dispatch Transportation System (Air/Ground)

i) Benefits;

(1) Enables automated scheduling of mail entry via Ground and/or Air transportation.

(2) Streamlines the mail acceptance process

(3) Automates postage payment processing

## Mail Strapper / Paper Gutter / Facility Generator / Scale

### 8) Letter Tray & Bucket Finisher (2 ea)

#### a) Signode Model MPC Strapper





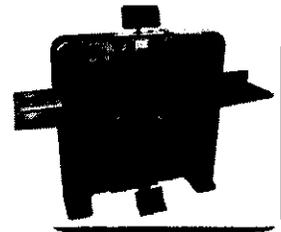
## Equipment List

- i) Jam-resistant technology
- ii) Non-directional strap loading
- iii) Up to 70 straps per minute!

### 9) Cutter

#### a) Challenger Cutter – Model MPC

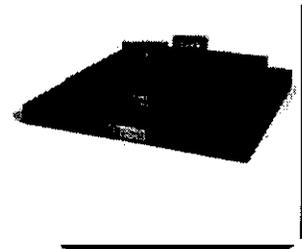
- i) Minimum Cut: Standard  $\frac{3}{4}$ " / Special  $\frac{1}{2}$ "
- ii) Cutting Width: 30  $\frac{1}{2}$ "
- iii) Clamp Opening: 3  $\frac{1}{2}$ "



### 10) Floor Scale

#### a) Mettler Toledo Model Hawk

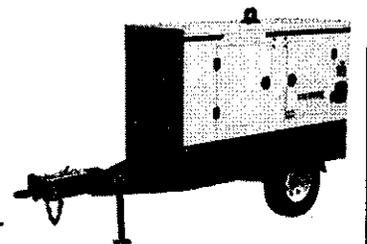
- i) Maximum Capacity: 2500lbs
- ii) Size: 48" x 48"
- iii) Scale Material: Mild Steel
- iv) Height: 4"



### 11) Facility Generators (Qty; 2)

#### a) Triton Model MG55 – 55kw

- i) Diesel
- ii) Single and 3 Phase Available
- iii) Marathon Brushless Generator





## Equipment List

- iv) 1800 RPM
- v) 26 hour full load run time
- vi) Dimensions (LxWxH) 143.0 x 57.0 x 72.0



May 15, 2008

## COMPANY BACKGROUND / OVERVIEW

Legal Firm Name: Postal Center International, Inc;  
*(Incorporated in the State of Florida)*

Corporate Office: 3406 SW 26 Terrace  
Fort Lauderdale, FL 33312

Satellite office: 10561 Satellite Blvd  
Orlando, FL 32837

Primary Contact(s): Jennifer McCray; Account Rep.  
Located at Corporate Office  
Office: 954-321-5644, Ext 1324

Efrain Monzon; Vice President of Sales & Marketing  
Located at Corporate Office  
Office: 954-321-5644, Ext 1340  
Mobile: 954-605-1591

Federal ID #: 59-2593670

Annual Report: PCI is a privately held company and wish not to release  
copies of financial records, but will supply annual report to  
BCPA for review at PCI's Corporate Office.

Staff Employed:

**Ft. Lauderdale (Corporate Office)**

Executive Management:	04
Middle Management:	07
Supervisors:	04
Sales:	03
Customer Service:	04
Laborers:	60
Drivers:	18

**Orlando (Satellite Office)**

Senior Management:	01
Middle Management:	02
Supervisors:	03
Sales:	02
Customer Service:	02
Laborers:	20
Drivers:	08



May 15, 2008

## PROJECT-SPECIFIC CRITERIA

### Project Experience:

1. **Miami Dade County Property Appraisal Department**  
**Virginia Bradley**  
**Supervisor**  
**111 NW 1<sup>st</sup> Street**  
**Miami, FL 33128**  
**305-375-4107**

Scope of work performed:

Pick up trim notices, fold, insert, meter, and barcode/presort for automation USPS delivery. Since this particular project was based on a bid, PCI adhered to the contract timeline and budget outlined in the contract. This work was performed in September of 2005 & 2006

2. **Rinker Materials Incorporated**  
**Donna Haines**  
**Manager Business Services**  
**1501 Belvedere Road**  
**West Palm Bch., FL 33406**  
**561-803-6054**

Scope of work performed:

Currently PCI is printing all statements, invoices, and correspondence for Rinker Material since 2000. PCI has a 24-48 hour turn around to receive the data, print and mail their material. PCI's goal is to print and mail within 24 hours of receiving the file, which is achieved 90% of the time. Usually the delays are caused by data file duplication and/or data corruption. PCI has saved Rinker Materials over \$100,000.00 annually by continually finding more efficient ways to process and mail their correspondence.

3. **Policy Studies, Inc. (PSI)**  
**Juan Dyer Johns**  
**Correspondence Manager**  
**580 NW University Drive**  
**St. Lucie West, FL 34986**  
**772 785-7531**

Scope of work performed:

Currently PCI is printing all statements, invoices, and correspondence for PSI since 2006. PCI has a 24-48 hour turn around to receive the data, print and mail their material. PCI's goal is to print and mail within 24 hours of receiving the file, which is achieved 99.5% of the time. Usually the delays are caused by data file duplication and/or data corruption. PCI has saved PSI over \$78,000.00 annually by continually finding more efficient ways to process and mail their correspondence.



## SECTION I THE WAY WE WORK

### AMERICANS WITH DISABILITIES ACT

The Company and AlphaStaff are committed to complying with all applicable provisions of the Americans with Disabilities Act ("ADA"). It is the Company and AlphaStaff's policy not to discriminate against any qualified employee or applicant with regard to any terms or conditions of employment because of the individual's disability. The Company and AlphaStaff will fully comply with the ADA, including providing reasonable accommodations for qualified individuals with a disability as required by the ADA.

Employees with a disability who believe they need a reasonable accommodation to perform the essential functions of their job are required to contact a member of management at the Company or the AlphaStaff Human Resources Department.

### ANTIHARASSMENT POLICY

It is the Company and AlphaStaff's policy to maintain a work environment free from all forms of discrimination and harassment, including sexual harassment. As such, the Company and AlphaStaff are committed to enforcing their Antiharassment Policy at all levels within the Company.

Sexual harassment consists of conduct of a sexual nature where (1) submission to such conduct is made, either explicitly or implicitly, a term or a condition of an individual's employment; (2) an employment decision is based on an individual's acceptance or rejection of such conduct; or (3) such conduct interferes with an individual's work performance or creates an intimidating, hostile or offensive working environment. In addition, retaliation or reprisal taken against anyone who has expressed concern about sexual harassment or discrimination against the individual raising the concern is illegal.

Harassment on the basis of any other protected class or status is also strictly prohibited. Under this policy, harassment is verbal, visual or physical conduct that shows hostility or aversion toward an individual because of his/her race, color, religion, sex, age, national origin, disability or any other characteristic protected by law and that: (i) has the purpose or effect of creating an intimidating, hostile or offensive work environment; (ii) has the purpose or effect of unreasonably interfering with an individual's work performance; or (iii) otherwise adversely affects an individual's employment opportunities.

If you believe you or any other employee has been the subject of harassment by anyone including a supervisor, co-worker, client, vendor or visitor, you are required to report the incident immediately to either your Profit Center Manager or the AlphaStaff Account Manager. Such reports can be made without fear of reprisal. A prompt and thorough



# Postal Center International, Inc.

"The Specialist in Printing and Postal Savings"

investigation will be conducted. Anyone violating policy will be disciplined up to and including termination of employment...

Any retaliation or reprisal against an individual who is an alleged target of harassment, who has made a complaint, or who has provided information in connection with a complaint, is a separate violation of the Company and AlphaStaff's Antiharassment Policy and will result in discipline up to and including termination of employment.

## EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

The Company and AlphaStaff are Equal Opportunity Employers. Equal Employment Opportunity has been, and will continue to be, a fundamental principle at the Company and AlphaStaff, where employment is based upon qualifications without discrimination on the basis of race, color, religion, gender, age, national origin, disability, or any other protected class as established by law. This Equal Employment Opportunity policy applies to all policies and procedures relating to recruitment and hiring, compensation, benefits, termination and all other terms, conditions and privileges of employment.

If you are aware of inappropriate behavior within the Company's workplace you must advise your immediate supervisor, a member of the Company's management or the AlphaStaff Account Manager. You may ask questions or report suspected behavior or acts of discrimination without fear of reprisal or retaliation. Failure to report inappropriate behavior may result in discipline up to and including termination. Individuals who engage in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.

## IMMIGRATION AND EMPLOYMENT ELIGIBILITY

The Company and AlphaStaff are required to employ only United States citizens and aliens who are authorized to work in the United States. The Company and AlphaStaff follow all local, state and federal regulations and procedures regarding eligibility for employment.

The Immigration Reform and Control Act of 1986 requires each new employee to complete the Employment Eligibility Verification Form I-9 and provide documentation establishing identity and employment eligibility. Former employees who are rehired must also complete an I-9 if they have not completed one within the past three years, or if their previous I-9 is no longer retained or valid.

If you have a question about immigration laws, employment eligibility or compliance with the law you may contact a member of the Company's management or the AlphaStaff Account Manager.



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## EMPLOYMENT APPLICATION

The application for employment is an important part of the hiring process and will become a part of your employment record. Information provided on the employment application is subject to verification. The Company and AlphaStaff reserves the right to terminate any employee who falsifies, misrepresents or omits any information on an employment application or any other document in connection with his or her employment.

## CERTIFICATION, LICENSES AND OTHER REQUIREMENTS

Your supervisor will notify you if your position requires any licensing, certification or testing or renewal thereof. Your failure to provide this information or to maintain these requirements will be grounds for discipline up to and including termination. Employees who drive Company vehicles must submit a valid driver's license. Use of a Company vehicle will be subject to the approval of Company management as well as the Company's insurance carrier. Copies will be maintained and periodically reviewed or verified by MVR checks.

## BACKGROUND INVESTIGATIONS

You may be subject to a background investigation including, but not limited to, credit, education verification, criminal checks, driving records (MVR) and Social Security verification during your employment with the Company. Drivers will undergo MVR checks every six (6) months.

In the event a background investigation is required, you will be provided with a Fair Credit Reporting Act Release Authorization that will require your signature prior to the Company's request for information.

## BONDING REQUIREMENT

Certain positions in the corporation may require certain employees to be bonded. It is your responsibility to ensure you are bondable and to maintain bondable status. The corporation will pay the full cost of bonding. Violation of this policy may result in disciplinary action up to and including termination.

## SUBSTANCE ABUSE

The Company values its employees and customers and recognizes the need for a safe, productive and healthy work environment. Employees who abuse drugs and/or alcohol are less productive, less dependable and are a critical threat to the safety, security and welfare of the Company, its employees, customers, vendors, those who do business with the Company, as well as the general public. Accordingly, it is the policy of the Company to maintain a workplace free from the use and abuse of drugs/alcohol and the misuse of legally prescribed drugs.

The manufacture, distribution, dispensation, possession, or use of any illegal drug, alcohol, or the misuse of legally prescribed drugs by employees while they are "at work", on Company property or on Company business is strictly prohibited. "At work" is defined as any time spent by employees on either Company property or the property of a client, performing tasks for the benefit of the Company, or during any social event provided by the Company for the benefit of the Company's employees.

You are strictly prohibited from reporting to work under the influence of alcohol or drugs. These activities constitute serious violations of Company rules, jeopardize the Company and can create situations that are unsafe or that substantially interfere with job performance. Any violation of this policy may result in disciplinary action up to and including termination of employment.

You will be required to submit to drug and/or alcohol test as part of any work-related accident or incident investigation. An acknowledgment and consent form will be obtained prior to the test(s).

If you have questions regarding this policy, please direct them to a member of the Company's management and/or AlphaStaff's Human Resource Department.

#### **DRUG-FREE WORKPLACE**

To ensure a safe working environment, the Company has implemented a Drug-Free Workplace Policy. As a condition of initial or continued employment, the Company will require you to undergo drug and/or alcohol screening as a part of the employment process, where reasonable suspicion of drug and/or alcohol use exists, as a result of a work-related accident, or as follow-up to treatment and/or part of rehabilitation. An acknowledgment and consent form will be obtained prior to the test(s).

Prospective employees who have received an offer of employment with the Company and who test at or above the established cut-off level(s) for the use of illegal substances or the misuse of prescription drugs will have their offer of employment rescinded. If, as an employee of the Company, you test at or above the established cut-off level(s) for the use of illegal substances or the misuse of prescription drugs, the Company will provide you the opportunity for rehabilitation at your own expense. Your continued employment with the Company will be contingent upon you successfully completing a treatment program and remaining substance free for a period of two (2) years.

#### **SMOKE-FREE WORKPLACE**

In order to comply with government regulations, the Company prohibits smoking throughout its workplace.

Smoking in unauthorized work areas may pose a significant hazard to Company property, work production and other employees. Such smoking is a violation of this policy and may result in disciplinary action up to and including termination.



May 15, 2008

## Contingency Plan Summary

Postal Center International, Inc. can assure clients of immediate Disaster Recovery through several different multi levels of protection.

- **LOCAL DISASTER:**

**FORT LAUDERDALE CLIENTS** – In the unlikely event of a local disaster within the tri county area of South Florida:

1. PCI's Fort Lauderdale facility is equipped with two generators, capable of providing immediate continuous power. Both generators are fueled by propane, a supply of which is kept on hand, and can be replenished by supplies from Postal Center's Orlando back up facility.
2. At least one mid level PCI manager is required to live within five miles of the facility. PCI currently has two managers living within three miles of the facility. Each of these managers has full access to the facility and is charged with the initial response and assessment of operational functionality. Both managers have been trained to serve as emergency courier drivers and are familiar with PCI's courier operations and routes. "If our client's are conducting business, we will be there to service them."
3. All PCI managers are linked together by cell phones. Each manager's cell phone number is published and also readily available to PCI's clients. PCI managers are required to retain the cell number of every other manager, including all key courier personnel. In addition each PCI manager has been issued a.) a spare cell phone battery which is periodically tested / re charged, and b.) a automobile car phone charger in the event of loss of electric power. PCI has available two satellite cell phones (one in Ft. Lauderdale, one in Orlando) which are available to each facility manager for disaster recovery use. Cell phone numbers are also used as an employee / and client hotline to assure continuous communication.
4. The PCI Orlando office has the capability of duplicating most of the functions performed of the Fort Lauderdale facility. Both offices are used as a matter of routine, to cross pollinate the other in terms of storage of electronic and other key back up data, courier route information, etc.

**ORLANDO CLIENTS** – In the unlikely event of a local disaster impacting the greater Orange County & Central region of Florida:

1. Each layer of protection available to PCI's Ft. Lauderdale client base is duplicated through the Disaster Recovery Plan for the Orlando facility. The Ft. Lauderdale facility is fully capable of backing up every function of the Orlando office.

**STATE WIDE OR REGIONAL DISASTER:**

1. Postal Center International maintains a strategic partnership with an out of state (Texas) company whose business capabilities mirror those of PCI.



# Postal Center International, Inc

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Through agreement, PCI and its strategic partner will provide total back up capabilities to the other in the unlikely event of a disaster which impacts the other.

# **Postal Center International**



## **Disaster Recovery Plan**

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## **Part I. Introduction and Overview**

### **INTRODUCTION**

Crisis management is PCI's first response to a business operations-altering event. Proper Management will help significantly ensure the employees, customers, partners and the general public continue to have confidence in the financial viability of the company.

This Disaster Recovery Plan focuses on the first component describing recoverability of the Postal Center International main computing facility at 3406 SW 26th Terrace, Ft Lauderdale, Florida 33312 or secondarily, the facility at 10561 Satellite Blvd, Orlando, Florida 32837.

### **Overview**

#### **Section 1.01 Statement of Purpose**

This document describes the facility disaster recovery plan for Postal Center International. It details how each organizational unit will carry out their responsibilities in the event of a disaster. It also describes the provisions and safeguards undertaken in such an emergency.

Management supports this cost effective and documented plan for reacting to a disaster that may disrupt the everyday computer operations at either of the two PCI entities. This document will serve as a resource to Management during and following a catastrophic event that negatively impacts the computer hardware, software, networks, and telecommunications system.

**Definition:** A disaster is "an occurrence inflicting widespread destruction and/or distress." For the purposes of this document; the facilities, computing resources, or major components thereof, would be deemed unavailable for operations.

The following are the major purposes of this document:

- (a) To plan for ongoing operations in the event of a disaster.
- (b) To detail and describe the level of contingency preparations for management review.
- (c) To prioritize and outline the recovery of pre-defined critical components, systems, and applications.
- (d) To develop an organizational preparedness so that disruption and chaos are minimized.
- (e) To anticipate vulnerabilities regarding the security and protection of the facilities.

#### **Section 1.02 Scope of the Plan**

The scope of this plan is limited to the services and responsibilities of PCI's - Information Technology group (IT@surfpci.com) and covers these major resources:

- (a) computing facilities
- (b) computer hardware and systems software
- (c) enterprise network electronics, transport, and ISP access
- (d) telecommunications services
- (e) databases, electronic media and files
- (f) computer programs

- (g) computer execution and operation's procedures
- (h) documentation

The disaster recovery plan provides only for the continuation of certain essential technology services and information processing activities during the period of time required for recovering from a disaster.

### **Section 1.03 Procedure for Assessing Degree of Crisis**

The PCI Management team will confer with the Crisis Assessment Team about the imminent crisis in an effort to classify the magnitude of the crisis as defined within this plan. The Crisis Assessment Team will be comprised of the following members (in descending chain of command order):

- (a) The General Manager
- (b) The Information Technology Manager
- (c) The Network Administrator
- (d) The Operations Manager

This group shall survey the scope of damage and advise the General Manager (or the available designee) about rendering a disaster classification. The pending decision may initiate the disaster recovery response action plan detailed in this document.

### **Crisis Designations**

The following are crisis classifications that the Crisis Assessment Team may designate:

#### **Category 3 - A major disruption in service affecting a subset of users or systems deemed to be non-critical for alternate site recovery.**

The determination is that the disaster recovery plan provisions should not be implemented because the presenting problem(s) were determined to fall within existing operational resolution capabilities. Within this classification routine management and user communication channels would be utilized.

#### **Category 2 - A major disruption to one or more entities. Recovery of services at prime location is more than 24 hours. Restoration at alternate site will consume more time than repairing at primary location.**

Such damage as occasioned by water, smoke, fire, vandalism, terrorism, lightning, or any other causes that bring about an estimated period of technology services disruption deemed to be more than 24 hours in duration.

Under this classification the disaster response action plan, described elsewhere in this document, should be initiated only when there exist coincident critical processing turnaround needs. Such needs will be defined by the Information Technology Manager and will be based on knowledge of processing schedules and the status of work in progress.

The recovery actions shall be directed primarily to reactivating processing within the facility.

#### **Category 1 - A total system(s) outage affecting multiple entities, systems, and customers. Anticipated recovery at prime location(s) is impossible or expected to exceed 24 hours. Recovery at alternate site is more rapid than at primary location(s).**

Such damage as occasioned by water, smoke, fire, vandalism, terrorism, lightning, or an estimate of a protracted period of equipment downtime that renders a major portion of the facility unusable for more than 24 hours.

*Under this condition the disaster response action plan, stated in this document, shall be initiated.*

#### **Section 1.04 Chain of Command/Decision Making**

The General Manager, or designee, is in charge of evaluating and declaring the disaster classification. In the General Manager's absence, the IT Manager shall be responsible for these actions. Working together with the Executive Management of PCI, the final approval for execution of this recovery plan will be established and communicated to the necessary employees and the customer community. The Executive Management contacts are as follows:

General Manager, Postal Center International  
Senior Vice President, Postal Center International  
President, Postal Center International  
Owners, Postal Center International

Once notified, the Crisis Response Team will conduct further internal communications and will apprise the Executive Management of the plan's execution and its ongoing status.

#### **Section 1.05 Telephone Tree/Crisis Management Immediate Contact Roster**

In an effort to conduct rapid and simultaneous notifications, a calling tree approach will be used. Details regarding personnel and contact information will be maintained in the DR Documentation with key contacts included.

If any PCI employee becomes aware of an existing emergency situation, or a potential crisis/disaster, they will immediately notify their direct Supervisor. If not available, the Site Manager should be directed to contact the General Manager.

##### **(a) Crisis Management Team Notification**

Immediately upon the declaration of a disaster defined within this Plan, the General Manager, or designee, shall notify the Executive Management of the crisis. If absent, the notification can be directed to any other member of the Management Team.

##### **(b) Notifications within PCI**

In the event of a disaster declaration, the Information Technology Manager, acting as the General Manager's Disaster Operations Designee, shall immediately notify the remaining GM Direct Reports. Thereafter, each department manager shall notify their immediate personnel. These, in turn, will contact and notify the personnel within their departments, if the chain of command extends further.

More importantly, the Crisis Recovery Team, as outlined in the DRPS procedures, will be contacted to commence execution of the recovery Process. These notifications will be made, top down, by supervisory personnel. Supervisory personnel are expected to know how to reach any employee at work, home, or vacation (if such contact is feasible) by telephone, cellular phone, or email. During such notifications the staff shall be advised of their subsequent reporting locations and, if known, any specific immediate work assignments. The PCI Hotline will apprise all employees of next steps.

#### **Section 1.06 Procedures for Communicating with External Authorities**

The General Manager is designated with the responsibility for communicating with external public safety and security agencies such as police, fire, and other public safety officials.

All external notifications and communications with sponsoring agencies, financial institutions, insurance institutions, governmental entities, and media outlets shall be conducted by the General Manager or a spokesperson designated by the General Manager. The General Manager shall have the sole franchise to speak about the disaster or its implications with all non-media external authorities.

### **Section 1.07 Procedures for Communicating Internally**

(a) **Telephone-based communications:** Using telephone trees and distributed calling responsibilities, PCI staff will be notified once a disaster is declared.

(b) **Hotline Communications for disseminating ongoing status information:** If the PCI Hotline is operative this shall be used as the official method for communicating ongoing status information. This is a prerecorded message outlining time of recording, event status, and time of next update.

(c) **Voice Mail:** Emergency announcements can be disseminated internally using overall existing voice mail announcement capabilities. This would entail delivering a recorded and stored message to all voice mail users who will receive the message upon their next use of the voice mail systems. The voice mail distribution capability falls under the auspices of Telecommunications Services and represents an efficient and economical means to deliver an official message rapidly to a broad internal audience.

(d) **Mail-based communications:** Depending on the judgment of the senior administration it may be desirable to broadcast official information concerning the disaster to the PCI community. If electronic mail facilities continue to be functional, emergency announcements can be sent through this medium.

If PCI electronic mail capabilities are not adequately available for this requirement, third party Internet Service Provider (ISP) email facilities will be used to attempt contact with Internet subscribers. It is recognized that not all individuals possess ISP accounts, but for those who do, this is a viable communication method. Instant Messenger is also available via the Internet for communications.

Alternatively, paper-based office mailings can be launched either individually addressed using address labels or by bulk mail delivery to departments. FAX is also an acceptable means to distribute this correspondence.

### **Section 1.08 Criteria for Determining the Success of the Plan**

This review and rehearsal process will ensure the following success factors:

(a) Keeping the Disaster Recovery Plan up to date can be demonstrated by the stipulated process of annual reviews, plan revisions, and by the summary document the General Manager receives about this annual process and assessment.

(b) The success of applications testing is also demonstrable through the documentation and outputs that are created through this activity.

(c) The ongoing discussions about crisis management and disaster recovery planning are contributing to the success of the current plan. The key parameters of the plan are known, understood, and accepted. The crisis management discussions have been taking place at increasingly higher management levels, and as such are being properly focused on the overall planning requirements together with the cost benefit implications of various protection levels.

## **Section 1.09 Built-in Plan Review Procedures and Schedule**

**Reviewing the Plan:** To assure the Plan's continued accuracy and viability, the General Manager shall review the Disaster Recovery Plan periodically. Maintenance of the plan and overall coordination of plan activities (such as rehearsals and department activities) will be performed by the Crisis Response Team.

Additional reviews will be performed as follows:

(a) The Information Technology Manager shall make an appraisal of the plan annually, and formally comment to the General Manager about the plan's effectiveness status in writing.

(b) A copy of the annual Plan appraisal shall be forwarded to the Executive Management.

(c) Annually, the status of the Disaster Recovery Plan will be discussed with the PCI Management Team.

(d) Commentaries and findings about the Plan's periodic review of its provisions for the testing of specified applications at both facilities, and about the review of the off-site data storage program, shall be incorporated into the annual status reporting.

## **Section 1.10 Identification of the Person in Charge of the Plan**

The General Manager has designated the responsibility for maintaining this Disaster Recovery Plan document to the Information Technology Manager. Maintenance of the plan includes adherence to the periodic review provisions defined within the plan, monitoring the periodic preparedness testing, and maintaining the ready state of the plan for potential deployment.

## **Part II. Plan Strategies**

### **Section 2.01 Contingency Site**

Postal Center International has contracted with MailMax Services for disaster recovery services including contracted hot site equipment. This contract guarantees availability of the contracted equipment and a data center in which to recover the PCI computing environment. The primary recovery facility is located in Waco, Texas. This agreement does not provide for recovery of all PCI computing platforms or business entities. It specifically outlines highly specialized computing resources to be recovered, generally housed in the Data Center at Fort Lauderdale facility, 3406 SW 26th Terrace, Ft Lauderdale, Florida 33312.

The overall approach to recovery leverages the geographic dispersal of the two PCI facilities as well as an extensive network that interconnects these facilities. Computing resources more readily available through distributor channels or readily available within the Hopkins enterprise, in the form of test equipment, will be used to recover production systems. This will be done within the computing facility if accessible. In the event the computing facility is damaged or otherwise inaccessible, the break rooms at Eastern High School will be used as a cold shell to recover equipment local to the Hopkins network. This reduces the amount of bandwidth required to sustain high traffic to the Sungard facility and is not obtrusive to other computing operations. Alternatively, Mobile Data Center Services from Sungard will be used to supplement these recovery facilities.

In order to begin to use the contingency site at MailMax for actual recovery, an official disaster declaration process must be followed. This declaration process mobilizes resources at MailMax to

prepare for the arrival of magnetic media, configuration of contracted resources to be recovered to, and provisions additional resources needed to commence recovery in anticipation of the arrival of PCI Crisis Recovery Team.

### **Section 2.02 Backup Environments Network Equipment**

There is no feasible way to provide a backup environment for the PCI premises based network equipment. However, much of the data communications equipment in use is manufactured by Cisco Systems and SonicWall and is covered under a maintenance agreement. PCI has dual internet connections for backup, provided by 2 different carriers (Bellsouth and Verizon) also under maintenance agreements. Under the terms of this agreement, all of this equipment is eligible for next-day advanced replacement. Networking Services keeps on-site most of the common Cisco equipment. For wide-area connectivity, PCI uses routers manufactured by Cisco. This equipment is also covered by a maintenance agreement with Cisco. All of this equipment is eligible for next day advanced replacement should a failure occur. Our wide-area network (WAN) allows us to operate our daily network operations from either Fort Lauderdale or Orlando, as well as backup all of our data between the 2 campuses. Our Web site and FTP services have a backup facility outside the state. This facility has backup internet connections as well as power generator and is managed 24/7.

### **Section 2.03 Application Testing Plan**

Designated applications are periodically tested at the contingency site's computer facility in order to verify functional condition of the contingency procedures. The purpose of these tests is to ensure the processing viability of vital applications off-site, assuming that the present computing facilities are unavailable.

Periodic component and system level tests will be performed at both PCI facilities in Ft Lauderdale, FL and Orlando, FL. These tests will validate specific recovery procedures for key applications and infrastructure components. It will also ensure the precise documentation of all recovery activities required in the event of a disaster declaration. These tests are conducted throughout the year exercising various facets of the recovery plan and applications. Key applications undergo a complete system test at least every 6-12 months.

Recovery exercises include the testing of on-line as well as batch workflows to determine the veracity of backup procedural controls; bulk printing of hard copy output is usually suppressed during these off-site tests.

### **Section 2.04 Applications Analysis**

A detailed analysis of critical applications and key processing components has been performed to identify and prioritize recovery efforts. These applications are considered business critical and must be included in any recovery plan to sustain the operational/financial viability of the company.

A detailed list of the applications follows for each of the PCI entities. This list is reviewed and updated periodically to ensure completeness. Executive Management may subsequently alter these priorities depending on timing requirements or special circumstances prevailing at the time of a disaster.

### **Ft Lauderdale**

- Payroll system
- Accounts Payable Check Processing
- Purchase Order Preparation
- General Accounting
- Financial Accounting
- Accounts Receivable
- Human Resources Applications
- All Daily Laser Print Client Applications
- All Production database utilities that house customer data

### **Orlando**

- All Production database utilities that house customer data

## **Section 2.05 Local and Off-site Media and Backup Storage**

System backups are maintained on magnetic tape media for all systems for the purpose of operational and disaster recovery. Multiple versions of backups are maintained on a weekly basis (unless otherwise specified by application backup requirements). The most recent version of the backups is rotated to our Orlando facility, a local offsite vaulting service, and an out of state data storage facility. This ensures that recovery of any system is at most a week old. If warranted, more current backup provisions are outlined in the specific application DR plan.

Each application system is responsible for providing its own routine operational backup and recovery means as part of its design and regular operation. Reliance on the application's on-going ability to furnish backup is the principal strategy for immediate data set recovery.

## **Section 2.06 Telecommunication Services**

**Local Telephone Service:** BellSouth provides incoming and outgoing local telephone lines to the facility telephone system. In the event that the BellSouth serving wire center experiences a catastrophe, PCI will switch to Cingular cellular phone service and Verizon satellite internet service.

The main facility telephone number will be redirected to our alternate site or a cell phone until the alternate site is able to receive calls through the telephone system.

**Long Distance Service:** BellSouth outgoing long distance service will be available as soon as BellSouth establishes outgoing dial tone. All BellSouth 800 services will be redirected to an alternate location or telephone number.

## **Section 2.07 Organizational Responsibilities Identification**

**General** - In light of existing emergency conditions, the following contingency actions may be required:

(a) **Systems Development:** Depending on the judgment of the Information Technology Manager, some or all systems development work may be deferred. This is to be able to provide maximum assistance to impaired operations and to restoration initiatives.

(b) **Processing Order:** Depending on the judgment of the Information Technology Manager, in concert with the Production Managers, various shortcuts in processing procedures may be undertaken; including within the applications that may be identified as priority applications.

(c) **Vacations:** Depending on the judgment of the General Manager and other members of PCI Management, any scheduled vacations may be deferred, and any vacations already in progress can be cancelled. In the event individuals incur financial loss occasioned by required changes in vacation plans, if demonstrable - such loss shall be reimbursed.

(d) **Ongoing Operations:** It will be the continued responsibility of the Information Technology Manager, in concert with the Production Managers to provide ongoing data center operations support for all production processing.

### **Part III. Disaster Response Actions**

The below actions can only be undertaken when a disaster classification of Category 1 exists: as defined in part I of this document. All communications shall explain and include reference to the defined nomenclature of the disaster classification.

Once the classification of a disaster is made, and it is determined that disaster conditions exist, the disaster plan is to be implemented immediately. This step is undertaken formally once the management notifications under the Plan begin.

The "end disaster" conditions must also be communicated formally through such management notifications.

#### **Section 3.01 Pre-Disaster Procedures**

If PCI is under the potential threat of a disaster, as mentioned in Category 1 of this document, all computers, printers, copy machines, and warehouse equipment will be secured and protected with tarpaulins/plastic. All computers and servers will be powered down and unplugged. Equipment will be moved to the safest locations within the building - away from doors and windows, the sturdiest room, etc... If the threat is a hurricane, hurricane shutters will be mounted.

Fuel will be procured for use in two small portable generators, two mid-size portable generators and two John Deere Triton facilities generators, if the General Manager deems the damage to be minimal enough that the facility could still be productive with this energy source.

Employees are provided with emergency contact information (home telephone, cell phone, PCI Hotline number, and email address, if applicable). Employees also provide their immediate supervisor with their personal contact information. Employees are instructed to contact their immediate supervisor for updates throughout the ordeal. As stated earlier in this document, a telephone tree system will be in use during a disaster to continually inform the employees of their work status.

## **Section 3.02 Post-Disaster Procedures**

### **Category 3 Equipment Failure**

1. PCI's large volume of mail processed daily warrants at least one back-up of every essential machine. Please see PCI equipment list under separate cover.
2. In addition to support provided by Manufacturer's technicians (on call 24 hours a day), PCI employs on-site certified technicians at both locations. PCI production employees are trained and certified by Bowe Bell + Howell, Heidelberg, and Pitney Bowes, to repair and maintain the following on-site machinery:
  - a. Bowe Bell + Howell
    - i. Multi-Line Optical Character Readers (MLOCR)
    - ii. Intelligent Inserters (Accumulate, Fold, Insert)
  - b. Heidelberg
    - i. 9110 Digital Laser Printers
  - c. Pitney Bowes
    - i. DM1000 / Paragon Metering Systems
    - ii. AccuTrac Postage Accounting System

PCI maintains replacement parts on site for immediate and routine repairs. All parts are available from our manufacturers overnight. PCI has a maintenance contract with all manufacturers directly. PCI does not use manufacturer representatives or resellers.

### **Local Emergencies**

In case of local electrical outages, PCI houses two small and two mid-size portable generators and two John Deere Triton facilities generators to provide emergency power to all essential equipment.

### **Category 2**

If PCI's facility has to be temporarily evacuated (due to fire, explosion, etc.) or is inaccessible for an undetermined amount of time, the following must occur *within 3 hours* of crisis assessment:

1. Transfer main number (954.321.5644/407.852.1700) to cell phone (954.658.6958) if telephone system is non-operational.
2. If the T1 line is down - Switch to secondary satellite internet connection.
3. The Information Technology Manager will contact each Daily Laser Print client.
  - a. Clients will be instructed to utilize the backup ftp site. IP address, User ID, and password have been previously provided. Backup ftp is located in Minnesota.
  - b. Clients will be instructed to utilize alternate email addresses. Alternate email addresses are previously provided.
4. The Ft Lauderdale/Orlando facilities will take over normal print and fulfillment operations as they become operable.

### **Category 1**

If it is determined that the roadways are safely passable, and the office is safely inhabitable, employees are instructed to return to work for assignments. If roadways or the office are unsafe, a limited number of key employees will meet at a place determined to be safe, to discuss which course of disaster action plan will be taken.

**No Power**

- a) If there is no power, switch to the facility's generator power.
- b) If phone lines are down – transfer main number (954.321.5644/407.852.1700) to cell phone (954.658.6958).
- c) If T1 line is down - Switch to secondary satellite internet connection.

**No Facility Generator Power**

*Within 12 - 24 hours of crisis assessment:*

- a) Switch to portable generator power for skeleton equipment (servers, critical computers) if facility is accessible but main facility generator is not functioning
- b) Transfer main number (954.321.5644/407.852.1700) to cell phone (954.658.6958).
- c) If T1 line is down - Switch to secondary satellite internet connection
- d) Information Technology Manager will contact each Daily Laser Print client
  - a. Clients will be instructed to utilize an alternate ftp site. IP address, User ID, and password are previously provided. Backup ftp is located in Minnesota.
  - b. Clients will be instructed to utilize alternate email addresses. Alternate email addresses have been previously provided.
- e) Daily Customer Service Representative will stay in touch with Daily Mail pickup clients.
- f) Digital Customer Representative Manager will touch base with Project mail clients.
- g) There are over 30 couriers servicing Dade, Broward, Palm Beach and Orlando. If no communication has occurred with specific clients, the couriers will physically drive to client locations to determine client needs and status.
- h) If Miami is an acceptable DR site – contact Diginet Printing for temporary printing while an alternate DR location is secured.
- i) If an out of state solution is necessary, contact MailMax in Waco, Texas.
- j) Replication of data (Tape backups/CDs/dongles) is to be sent to alternate site, if other than Orlando.
- k) Schedule the transport of additional required Paper/Envelopes/Materials to backup site.
- l) Information Technology Manager, Production Supervisor, and other designees will travel to DR site and set up operations within 48 hours.
- m) Ft Lauderdale/Orlando facility will take over normal print and fulfillment operations as they become operable.
- n) Mail will be transported to the closest open and operating USPS location.

**Note:** Our Orlando facility currently houses our standard materials (paper and envelopes) backup. Orlando's server replicates all daily laser print customer systems.

**Part IV. Orientation and Plan Awareness**

To ensure effective operation of the disaster recovery plan, strategies, procedures, and actions described within this document, all parties involved with its implementation must be aware of the potential threats ensuing by a disaster and of their responsibilities under the plan. Both systems personnel, who will be actively engaged in recovery operations and functions, and the user community, which must adjust to emergency procedures, must be properly prepared, informed, and trained.

**Section 4.01 PCI Personnel Orientation**

One of the purposes of the disaster recovery plan is to increase awareness of all parties to the potential threats posed by a disaster, and to acquaint them with the company's strategies, expectations, procedures and actions required under such emergency conditions.

The goal of orienting the staff at PCI is more specifically geared to achieve a detailed understanding of the expectations by which they must operate when a disaster is declared. Toward this end the following actions are planned:

Completing a periodic review of the disaster plan document. This is carried out by:

- (a) Holding periodic staff meeting presentations and reviews.
- (b) Circulating a copy of the plan to individuals based on levels of responsibility as follows:
  - 1) Executive Management within PCI
  - 2) Managers and Department Heads within PCI
- (c) During the design stage of new systems, Systems Analysts recommend how the application systems under development can be appropriately protected against a disaster. Recommendations should be geared to raising the users' awareness toward the potential risks and changed liabilities for the application area.

#### **Section 4.02 Disaster Plan Testing**

Tests of the disaster plan, or of one or more of its facets, will be conducted periodically and/or may be requested by management to insure that elements of the plan are feasible, compatible, and effective. An objective of this testing will be to minimize interference and interruption of the normal production operations. While most exercises are performed on a scheduled basis, an unannounced recovery may be conducted to validate preparedness for unanticipated outages.

The following tests are designed to be undertaken periodically and documented:

- (a) Applications designated as critical by management shall be periodically tested in a backup environment.
- (b) A review of the Plan's disaster announcement, communication and notification provisions should be periodically conducted to test this component of the Plan. The review should deal with updating the names and contact details contained in the Plan.
- (c) Periodic tests shall be made of the timeliness and content of the off-site storage arrangements.
- (d) Periodic tests shall be made of the contents of the off-site storage vault. The tests should validate that the required materials (recovery kits, manuals, tapes) are physically present.

#### **Part V. Facilities Restoration**

The objective of Facilities Restoration is to establish a viable/ongoing processing facility upon completion of the use of computing operations from the contingency site. This may require an extended period of time depending on the crisis event experienced and the extent to which the original data center facility is unacceptable for ongoing operations.

#### **Section 5.01 Restoration Designee**

a) Primary restoration designee: The Information Technology Manager shall coordinate all facilities and equipment restoration efforts.

b) Alternate restoration designee: The Network Administrator shall be the alternate restoration designee.

### **Section 5.02 Responsibilities**

Conduct an assessment of damage to the facilities together with:

- a) hardware vendors' representatives for salvage, repair, or replacement
- b) software vendors' representatives for salvage, repair, or replacement
- c) client representatives for data transmissions or general communications issues
- d) telephone company representatives for any communications and connectivity issues
- e) Physical Plant staff for the cleanup and restoration of the facility

Develop a restoration plan, which includes realistic cost and time estimates, to be forwarded to the Operations Designee and to Executive Management.

This effort will be primarily based on IBM's special hardware disaster recovery support plans. The replacement of systems software will need to receive special attention since it will be unlikely that an identical hardware replacement configuration can be implemented under emergency conditions. For this reason, it will be necessary to make immediate arrangements with IBM for their free of charge defined systems support. In addition, it may be necessary to purchase extra systems support from IBM or other sources. The Information Technology Manager shall make these decisions and arrangements with concurrence of the General Manager.

**PROPOSAL PAGES PART I  
COST PROPOSAL**

Vendors shall submit firm fixed pricing for all services listed below on a per piece basis unless other price category is specified. Estimated yearly quantities are provided where applicable but are not guaranteed amounts, they are estimates based on previous experience. Any service item listed below without a price will be considered no charge. Please indicate no charge where applicable.

	<u>Estimated Quantity</u>	<u>Unit Price</u>	<u>Extended Price</u>
Daily pickup and delivery per agency	251 days	\$ 20.00	\$ 5,020.00
First Class Letters Presort/Barcode	719,284 ea	\$ .029	\$ 20,859.24
First Class Flats Presort/Barcode	39,764 ea	\$ .0355	\$ 1,411.62
First Class Parcel	720 ea	\$ .40	\$ 288.00
Encoding	50,000 ea	\$ .040	\$ 2,000.00
Fastforward	300,000 ea	\$ .009	\$ 2,700.00
 <u>Bulk Mail:</u>			
Presort/Barcode/Encode	925,000 ea	\$ .034	\$ 31,450.00
E-Certified Mail Processing	11,400 ea	\$ .85	\$ 9,690.00
Certified Mail Processing	12,272 ea	\$ 1.10	\$ 13,499.20
International Mail on each piece as 1 oz.)	1,556 ea	\$ 1.10/oz.	\$ 1,711.60 (based
Pre-barcoded Post Office ready mail pickup and delivery to Main Facility per agency	251 days	\$ 65.00	\$ 16,315.00
 <u>Optional Other Services:</u>			
<u>Mailing List:</u>			
File Set-up	100 ea	\$ 45.00	\$ 4,500.00
Load, Convert, Format	100,000 ea	\$ .00538	\$ 538.00
Delivery Point Verification (DPV)	100,000 ea	\$ .00538	\$ 538.00

MailStream Report	100,000 ea	\$ .00538	\$ 538.00
	<u>Estimated Quantity</u>	<u>Unit Price</u>	<u>Extended Price</u>
Cass Certification	100,000 ea	\$ .00538	\$ 538.00
De-Duping	100,000 ea	\$ .00538	\$ 538.00
Metering	20,000 ea	\$ .0295	\$ 590.00
Inkjet address/indicia	260,000 ea	\$ .03	\$ 7,800.00
Inserting:			
1 insert	311,000 ea	\$ .0338	\$ 10,511.00
2 inserts	500 ea	\$ .027	\$ 13.50
3 inserts	250 ea	\$ .027	\$ 6.75
Folding:			
Tri fold	291,000 ea	\$ .012	\$ 3,492.00
Quad fold	500 ea	\$ .012	\$ 6.00
Tabbing:			
1 Tab	155,000 ea	\$ .0198	\$ 3,069.00
2 Tabs	2,000 ea	\$ .0298	\$ 59.60
<b>GRAND TOTAL</b>			<b>\$137,682.51</b>

Other services not listed above, please indicate below.

IT Programming/hour	\$ 150.00	\$
Output Generation	\$ 37.50	\$
Text Prep	\$ 112.50	\$
Version Change	\$ 112.50	\$
Laser Services (see attached "Other Services")	\$	\$

# OTHER SERVICES

PG. 1

## Item List

6/3/2008 9:00 AM

Item Name/Number	2008-1300-BW Laser	Type	Service
Description	B&W NON-MICR LASER		
Price	0.00	Taxable	
Account	b. Laser Printing		

Item Name/Number	1300-01-0208	Type	Service
Description	B&W 8.5 X 11 SIMPLEX		
Price	0.0369	Taxable	
Account	b. Laser Printing		

Item Name/Number	1300-02-0208	Type	Service
Description	B&W 8.5 X 11 DUPLEX		
Price	0.0679	Taxable	
Account	b. Laser Printing		

Item Name/Number	1300-03-0208	Type	Service
Description	B&W 11 X 14 SIMPLEX		
Price	0.0569	Taxable	
Account	b. Laser Printing		

Item Name/Number	1300-04-0208	Type	Service
Description	B&W 11 X 14 DUPLEX		
Price	0.0879	Taxable	
Account	b. Laser Printing		

Item Name/Number	1300-05-0208	Type	Service
Description	B&W 11 X 17 SIMPLEX <2UP		
Price	0.0738	Taxable	
Account	b. Laser Printing		

Item Name/Number	1300-06-0208	Type	Service
Description	B&W 11 X 17 DUPLEX <2UP		
Price	0.1358	Taxable	
Account	b. Laser Printing		

Item Name/Number	2008-1400-B&W MICR	Type	Service
Description	B&W MICR LASER		
Price	0.00	Taxable	
Account	b. Laser Printing		

Item Name/Number	1400-01-0208	Type	Service
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PG. 2

Item List

6/3/2008 9:00 AM

<b>Description</b>	MICR 8.5 X 11 SIMPLEX		
<b>Price</b>		0.0469	Taxable
<b>Account</b>	b. Laser Printing		
<b>Item Name/Number</b>	1400-02-0208	<b>Type</b>	<b>Service</b>
<b>Description</b>	MICR 8.5 X 11 DUPLEX		
<b>Price</b>		0.0879	Taxable
<b>Account</b>	b. Laser Printing		
<b>Item Name/Number</b>	1400-03-0208	<b>Type</b>	<b>Service</b>
<b>Description</b>	MICR 11 X 14 SIMPLEX		
<b>Price</b>		0.0669	Taxable
<b>Account</b>	b. Laser Printing		
<b>Item Name/Number</b>	1400-04-0208	<b>Type</b>	<b>Service</b>
<b>Description</b>	MICR 11 X 17 DUPLEX		
<b>Price</b>		0.1079	Taxable
<b>Account</b>	b. Laser Printing		
<b>Item Name/Number</b>	1400-05-0208	<b>Type</b>	<b>Service</b>
<b>Description</b>	MICR 11 X 17 SIMPLEX < 2 UP		
<b>Price</b>		0.0938	Taxable
<b>Account</b>	b. Laser Printing		
<b>Item Name/Number</b>	1400-06-0208	<b>Type</b>	<b>Service</b>
<b>Description</b>	MICR 11 X 17 DUPLEX < 2up		
<b>Price</b>		0.1758	Taxable
<b>Account</b>	b. Laser Printing		
<b>Item Name/Number</b>	2008-1500-COLOR LASER	<b>Type</b>	<b>Service</b>
<b>Description</b>	LASER COLOR		
<b>Price</b>		0.00	Taxable
<b>Account</b>	e. Laser Miscellaneous		
<b>Item Name/Number</b>	1500-01-0208	<b>Type</b>	<b>Service</b>
<b>Description</b>	Color 8.5x11 SIMPLEX		
<b>Price</b>		0.0738	Taxable
<b>Account</b>	e. Laser Miscellaneous		
<b>Item Name/Number</b>	1500-02-0208	<b>Type</b>	<b>Service</b>
<b>Description</b>	COLOR 8.5X11 DUPLEX		
<b>Price</b>		0.1358	Taxable

PG. 3

Item List

e. Laser Miscellaneous

Item Name/Number  
Description  
Price  
Account

1500-03-0208  
COLOR 11X14 SIMPLEX  
0.1138  
e. Laser Miscellaneous

Type  
Service  
Taxable

Item Name/Number  
Description  
Price  
Account

1500-04-0208  
COLOR 11X14 DUPLEX  
0.1758  
e. Laser Miscellaneous

Type  
Service  
Taxable

Item Name/Number  
Description  
Price  
Account

1500-05-0208  
COLOR 11X17 SIMPLS < 2UP  
0.1476  
e. Laser Miscellaneous

Type  
Service  
Taxable

Item Name/Number  
Description  
Price  
Account

1500-06-0208  
COLOR 11X17 DUPLEX < 2UP  
0.2716  
e. Laser Miscellaneous

Type  
Service  
Taxable

# ACORD CERTIFICATE OF LIABILITY INSURANCE

H63ZVG8Y

DATE (MM/DD/YYYY)  
05/28/2008

**PRODUCER**  
Lighthouse-Programs, LLC  
301 E. Pine Street  
Suite 350  
Orlando, FL 32801

**THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.**

**INSURED**  
AlphaStaff Group  
800 Corporate Drive  
Suite 600  
Fort Lauderdale, FL 33334

**INSURERS AFFORDING COVERAGE**

**NAIC #**

INSURER A: SGA Insurance Company  
INSURER B:  
INSURER C:  
INSURER D:  
INSURER E:

**COVERAGES**

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR ADD'L LTR	INSRC	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS	
		<b>GENERAL LIABILITY</b> <input type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC				EACH OCCURRENCE	\$
						DAMAGE TO RENTED PREMISES (Ea occurrence)	\$
						MED EXP (Any one person)	\$
						PERSONAL & ADV INJURY	\$
						GENERAL AGGREGATE	\$
						PRODUCTS - COMP/OP AGG	\$
		<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS				COMBINED SINGLE LIMIT (Ea accident)	\$
						BODILY INJURY (Per person)	\$
						BODILY INJURY (Per accident)	\$
						PROPERTY DAMAGE (Per accident)	\$
		<b>GARAGE LIABILITY</b> <input type="checkbox"/> ANY AUTO				AUTO ONLY - EA ACCIDENT	\$
						OTHER THAN AUTO ONLY: EA ACC	\$
						AGG	\$
		<b>EXCESS/UMBRELLA LIABILITY</b> <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE  DEDUCTIBLE RETENTION \$				EACH OCCURRENCE	\$
						AGGREGATE	\$
							\$
							\$
A		<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? If yes, describe under SPECIAL PROVISIONS below OTHER	WSLTHPE 000034 03	06/30/2007	06/30/2008	<input checked="" type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTH-ER	
						E.L. EACH ACCIDENT	\$ 1,000,000
						E.L. DISEASE - EA EMPLOYEE	\$ 1,000,000
						E.L. DISEASE - POLICY LIMIT	\$ 1,000,000

**DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS**  
 Coverage is extended to the leased employees of alternate employer (Florida Operations Only): Postal Center International 100160 Effective 7/10/00. **DISCLAIMER:** The Certificate of Insurance does not constitute a contract between the issuing insurer(s), authorized representative or producer, and the certificate holder, nor does it affirmatively or negatively amend, extend or alter the coverage afforded by the policies listed thereon.

**CERTIFICATE HOLDER**

City of Fort Lauderdale  
Procurement & Materials Management  
100 N. Andrews Ave.  
Room 619  
Ft. lauderdale, FL 33301

**CANCELLATION**

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.

AUTHORIZED REPRESENTATIVE



# ACORD CERTIFICATE OF LIABILITY INSURANCE

OP ID AC  
POST-18

DATE (MM/DD/YYYY)  
05/28/08

<b>PRODUCER</b>  Lawley-Andolina-Verdi, LLC 30 North Union St. Rochester NY 14607 Phone: 585-454-1600 Fax: 585-454-5842	THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.												
<b>INSURED</b>  Postal Center International Postal Ctr Intl Holdings Inc, Postal Ctr Intl Digital Print 3406 SW 26th Terrace Fort Lauderdale FL 33312-5017	<table border="1"> <tr> <th>INSURERS AFFORDING COVERAGE</th> <th>NAIC #</th> </tr> <tr> <td>INSURER A: <b>Hartford Fire Ins. Co</b></td> <td></td> </tr> <tr> <td>INSURER B:</td> <td></td> </tr> <tr> <td>INSURER C:</td> <td></td> </tr> <tr> <td>INSURER D:</td> <td></td> </tr> <tr> <td>INSURER E:</td> <td></td> </tr> </table>	INSURERS AFFORDING COVERAGE	NAIC #	INSURER A: <b>Hartford Fire Ins. Co</b>		INSURER B:		INSURER C:		INSURER D:		INSURER E:	
INSURERS AFFORDING COVERAGE	NAIC #												
INSURER A: <b>Hartford Fire Ins. Co</b>													
INSURER B:													
INSURER C:													
INSURER D:													
INSURER E:													

## COVERAGES

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR ADD'L LTR	INSRD	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS
A	X	GENERAL LIABILITY	01SBQAQ3222	01/01/08	01/01/09	EACH OCCURRENCE
		<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY				DAMAGE TO RENTED PREMISES (Ea occurrence)
		<input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR				MED EXP (Any one person)
		GEN'L AGGREGATE LIMIT APPLIES PER:				PERSONAL & ADV INJURY
<input type="checkbox"/> POLICY	<input type="checkbox"/> PRO-JECT	<input type="checkbox"/> LOC				GENERAL AGGREGATE
						PRODUCTS - COMP/OP AGG
A		AUTOMOBILE LIABILITY	01UECGC8191 SB	01/01/08	01/01/09	COMBINED SINGLE LIMIT (Ea accident)
		<input checked="" type="checkbox"/> ANY AUTO				BODILY INJURY (Per person)
		<input type="checkbox"/> ALL OWNED AUTOS				BODILY INJURY (Per accident)
		<input type="checkbox"/> SCHEDULED AUTOS				PROPERTY DAMAGE (Per accident)
		<input type="checkbox"/> HIRED AUTOS				AUTO ONLY - EA ACCIDENT
		<input type="checkbox"/> NON-OWNED AUTOS				OTHER THAN AUTO ONLY: EA ACC
						AGG
A		EXCESS/UMBRELLA LIABILITY	01SBQAQ3222	01/01/08	01/01/09	EACH OCCURRENCE
		<input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE				AGGREGATE
		<input type="checkbox"/> DEDUCTIBLE				
		<input checked="" type="checkbox"/> RETENTION \$10000				
						W/C STATUTORY LIMITS
						OTHER
		WORKERS COMPENSATION AND EMPLOYERS' LIABILITY				E.L. EACH ACCIDENT
		ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED?				E.L. DISEASE - EA EMPLOYEE
		If yes, describe under SPECIAL PROVISIONS below				E.L. DISEASE - POLICY LIMIT
A		OTHER	01 MS GC7693	01/01/08	01/01/09	\$100,000

### DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS

Certificate holder is named as additional insured for Liability coverage as respects their interest in operations of the named insured, per form 880008.

### CERTIFICATE HOLDER

FTLA-02

City of Fort Lauderdale  
 Procurement & Materials Mgmt  
 100 North Andrews Ave., Rm 619  
 Fort Lauderdale FL 33301

### CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.

AUTHORIZED REPRESENTATIVE

