

Oxford Mayor and Council
Work Session
Monday, September 19, 2022 – 6:30 P.M.
Oxford City Hall
110 W. Clark Street, Oxford, Georgia
Agenda

1. Mayor's Announcements

- a. Reminder: Katherine Moore, President of the Georgia Conservancy, will be speaking on how small communities can prepare for growth as they protect the rights of landowners while preserving the features that make Oxford a great place to live. City Hall – September 28 (Wednesday) at 7:00 p.m.

- 2. **Committee Reports** – The Trees, Parks and Recreation Board, Planning Commission, Downtown Development Authority, and Sustainability Committee will update the Council on their recent activities.
- 3. ***Consider for Approval the DRAFT Complete Streets and Trails Plan:** With the Georgia Outdoor Stewardship Program (GOSP) grant application being due October 14, it would be ideal to approve this plan so as to gain points on the application. We have three options here: 1) Vote to approve as is; 2) Vote to approve with edits; 3) Denial of Approval.
- 4. ***Consideration for Outsourcing Printing and Mailing of Utility Bills:** We have proposals from DataProse and Harris Local Government.
- 5. ***Consideration of City Code Changes recommended by the Oxford Planning Commission:** Nonconforming Use (Section 40-575), Minor Variances (Section 40-712), Development Permit Requirements (Section 40-841) and Building Permits (Section 40-842).
- 6. ***Review Progress with the City-Wide Sign Options**
- 7. ***Authorization for Mayor to Execute a Contract with JusticeOne (formerly Courtware):** This is a contract renewal for the Police and Court to manage citations. The \$1,200 per month cost of the contract was approved in the FY 2023 budget. This contract will introduce new web-based service as opposed to the server-based service we had in the past.
- 8. ***Recommendation for Bid Award with the North Emory Street Sidewalk Project:** Oxford received three bids for this project and Mr. Robert Renwick (Keck & Wood Engineering) recommends Peach State Construction for the award. Their bid is \$1,456,875.30. The City has \$1,500,000 budgeted for this project. We are also looking at the possibility of adding the replacement of the sidewalk from the Post Office to Soule Street as we have \$300,000 budgeted for that project.
- 9. **Other Business**
- 10. **Work Session Meeting Review** – Mayor Eady will review all the items discussed during the meeting.
- 11. **Executive Session**

*Attachments



Complete Streets & Trails Plan **DRAFT**

City of Oxford, Georgia

Adopted _____ 2022

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Acknowledgements

Mayor and City Council

David Eady, Mayor
Lynn Bohanan, Post 1
George Holt, Post 2
Laura McCanless, Post 3
Avis Williams, Post 4
Jim Windham, Mayor Pro-Tem, Post 5
Jeff Wearing, Post 6

Steering Committee

Bill Andrew, City Manager
Laura McCanless, Councilmember
Melissa Hage, Sustainability Committee Chair
Daniel Parson, City Resident
David Huber, City Resident
Michael McQuaide, City Resident

NEGRC Staff

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University Of Georgia

Dr. John Calabria, Associate Professor
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Joel Evan Scherr, Student

PREPARED BY THE NORTHEAST GEORGIA REGIONAL COMMISSION



INTRODUCTION

This plan provides a blueprint to local decision-makers and advocates for investing in transportation choices and conservation corridors. It is presented as a combination complete streets and trails plan because these two areas are closely linked.

Funding for this planning effort is derived from a contract between the Northeast Georgia Regional Commission, who prepared the plan and facilitated the process, and the Georgia Department of Transportation.

The City of Oxford is home to more than 2,100 people, at a density of approximately 1,000 people per square mile. The city is projected to undergo a modest annual growth rate of 0.52% from 2021–2026, which is lower than the annual growth rates projected for Newton County (1.38%) and the State of Georgia (1.05%) for the same period (Esri BAO).

At present, the city has limited pedestrian and bicycle facilities. Sidewalks are primarily located on the Oxford College of Emory University campus and along portions of the city's major north-south connector, Emory Street (State Route 81). There is an existing 1.2-mile multi-use trail on the west side of the city, with connections to the college. Beyond these areas, there are few facilities supporting travel by bicycle or on-foot within the city. Connections to destinations outside the city also present challenges; most notably, Oxford is adjacent to Covington, but these two cities are separated by Interstate 20. This plan identifies corridors that will provide the greatest benefit to intra-city connectivity and also addresses connectivity with outside destinations, such as Covington and Newton County.

PURPOSE AND PLANNING PROCESS

This document serves as a guide to facilitate local decision-making and investment toward non-automobile transportation and outdoor recreation. The planning process that informed this document was designed to include on- and off-road facilities for walking, jogging, and/or bicycling. As a result, the City of Oxford will have one comprehensive framework to reference when considering these closely-related facilities and will be better equipped to strategically connect the community.

The availability of alternative transportation options provides many benefits to the overall health of a community. Having access to a diversity of active mobility options has been shown to reduce air pollution, lower obesity levels, stimulate economic productivity, lower transportation costs per household, and generate job creation (Speck, 2012). Specifically, multi-use trail construction in the region has been estimated to generate a total economic impact of \$1.33 for every dollar spent (GDOT, 2021). These are benefits that the City of Oxford would like to see in its community moving forward.

The contents of this document were guided by the City of Oxford Sustainability Committee, elected officials, and City staff. This committee was established to provide oversight, input, and information to the planning team. NEGR staff worked closely with these elected officials, staff, and advocates to obtain the most current data available, seek direction on project priorities, and develop goals and objectives. Opportunities for public input were also advertised by the City of Oxford to elicit feedback on the final draft of the proposed alignments before local adoption.

GOALS

Implementation of this plan will be accomplished using several tools, including, but not limited to, public investment, private investment, local zoning ordinances, public-private partnerships (PPP), and non-profit advocacy. The location and type of facility are designated and prioritized in this plan; however, site-specific designs are not provided due to the variety of options available per facility type. This allows Oxford to adapt to contextual situations when implementing each project. Cost estimates provided in this plan are general and would require a site-specific determination of cost per project, which should be taken into account when budgeting for projects.

The goals listed below should be referenced by the City of Oxford and private developers when making design decisions. The goals of the City of Oxford are multi-faceted, and each facility should accomplish some, if not all, of them.

- *Bicycle and pedestrian facilities will be safe and comfortable to use for all age groups.*
- *City staff and elected officials will strive to improve civic pride and public health.*
- *A local outdoors-based culture and economic niche will be developed.*
- *Where practical, all bicycle and pedestrian facilities will be ADA-accessible.*
- *Miscellaneous components of a bicycle or pedestrian route (such as benches, bicycle racks, repair stands, signage, safety refuge areas, and mid-block crossings) will be incorporated where applicable.*
- *Local road repaving projects will require an evaluation to determine where pedestrian and bicycle facilities can be incorporated according to proposed routes.*
- *New developments will cater to the pedestrian and cyclist experience and provide safe access on the street-level.*
- *Level of accessibility for all user types will be used as a metric to determine the success of new projects.*
- *All off-street facilities will be integrated in an environmentally sensitive manner as to protect, maintain, and expand the city's tree canopy.*

PRIORITIZATION MODEL

The planning process identified many routes that would provide connective benefits to the community along corridors that are considered most appropriate to retrofit for the proposed facilities. This is critical to the implementation of the greater network and to more quickly advance the City of Oxford as a community where walking and biking can be modes of choice. The specific form of each proposed route will be determined during the design phases of individual corridors.

This plan segregates bicycle and pedestrian networks into priority categories. Priorities were determined based on several factors, outlined below. As the routes were developed, the bicycle lane and trail routes were categorized into two tiers for implementation purposes. Priority one is the highest priority in regards to implementation while priority two is the lowest. Priority levels are in place to assist the City with planning and development, but they should not prevent the City from pursuing and implementing trails in lower priorities, should the right opportunity for partnership, funding, and implementation arise. Sidewalks are included as one tier. The method of implementation and maintenance of sidewalks varies, such that the City should, instead of prioritizing, employ public and private resources when and where opportunities arise, regardless of location.

In total, there are 5.8 miles of proposed on-street bicycle facilities, 7.2 miles of proposed trails, and 4.7 miles of proposed sidewalks.



FACILITY COST ESTIMATE OVERVIEW

NOTE: Cost estimates do not include property acquisition, permitting and inspection, project management or administration, special site remediation, or the cost of ongoing maintenance. All designs should reference Section 40-430 of the local ordinance for street design and public space standards.

On-Street Bicycle Lane ≈ \$96/Linear Foot (LF)

- Includes green bicycle lane markings
- Each lane requires 3'–5' of existing paved roads
- New signage (assume 1 sign per 500')
- Lanes are assumed to be at-grade with street



Bicycle Lane Example ; Athens, GA

Paved Trail At-Grade ≈ \$170/LF

- Includes medium grading, soil erosion and sediment control, site clearing, concrete pavement, signage, and landscaping
- Cost estimates are based on a trail width of 12'



Paved Trail Example - Athens, GA

Unpaved Trail At-Grade ≈ \$55/LF

- Includes medium grading, soil erosion and sediment control, site clearing, concrete pavement, signage, and landscaping



Natural Surface Trail Example; Jekyll Island, GA

Minor Trailhead ≈ \$165,000/site

- Includes site preparation, drainage improvements, concrete paving, kiosks, signage, electric utilities, and landscaping



Minor Trailhead Example; Arabia Mountain, GA

Sidewalk ≈ Varies by Sidewalk Width

- For example, approximately \$110/LF if 5' wide or \$134/LF if 8' wide
- Includes site preparation, concrete paving, landscaping, and utility adjustment



Sidewalk Example; Oxford, GA

Priority One Bicycle Lanes and Trail Routes (BR1 and T1)

- Priority one routes include on-street bicycle lanes and off-street paths, such as the East Oxford Trail along Dried Indian Creek and main connectors to that path from the central portions of the city. Also, this priority tier includes a main connector trail from the Oxford campus to the existing Oxford Greenway.
- Priority one trails are suggested to be paved, 12-foot-wide, multi-use paths.
- Priority one facilities include 3.2 miles of on-street bicycle lanes and 2.5 miles of trail.
- Refer to page 6 for a map of priority one bicycle lanes and trails.

Priority Two Bicycle Lanes and Trail Routes (BR2 and T2)

- Priority two routes include off-street paths and on-street bicycle lanes that are intended to bolster intra-city connectivity and connections into the Newton County planned trail system.
- Priority two trails are suggested to be 8'-12' in width, as deemed necessary per project (Note: cost estimates are based on a trail width of 12').
- Priority two facilities include 2.6 miles of on-street bicycle lanes and 4.5 miles of trail.
- Not all trails categorized as priority two are required to be paved. Natural surface trails can offer a more affordable option in certain settings (e.g., conservation areas, wooded areas, riparian zones).
- Refer to page 8 for a map of priority two bicycle lanes and trails.

Sidewalks (SW1)

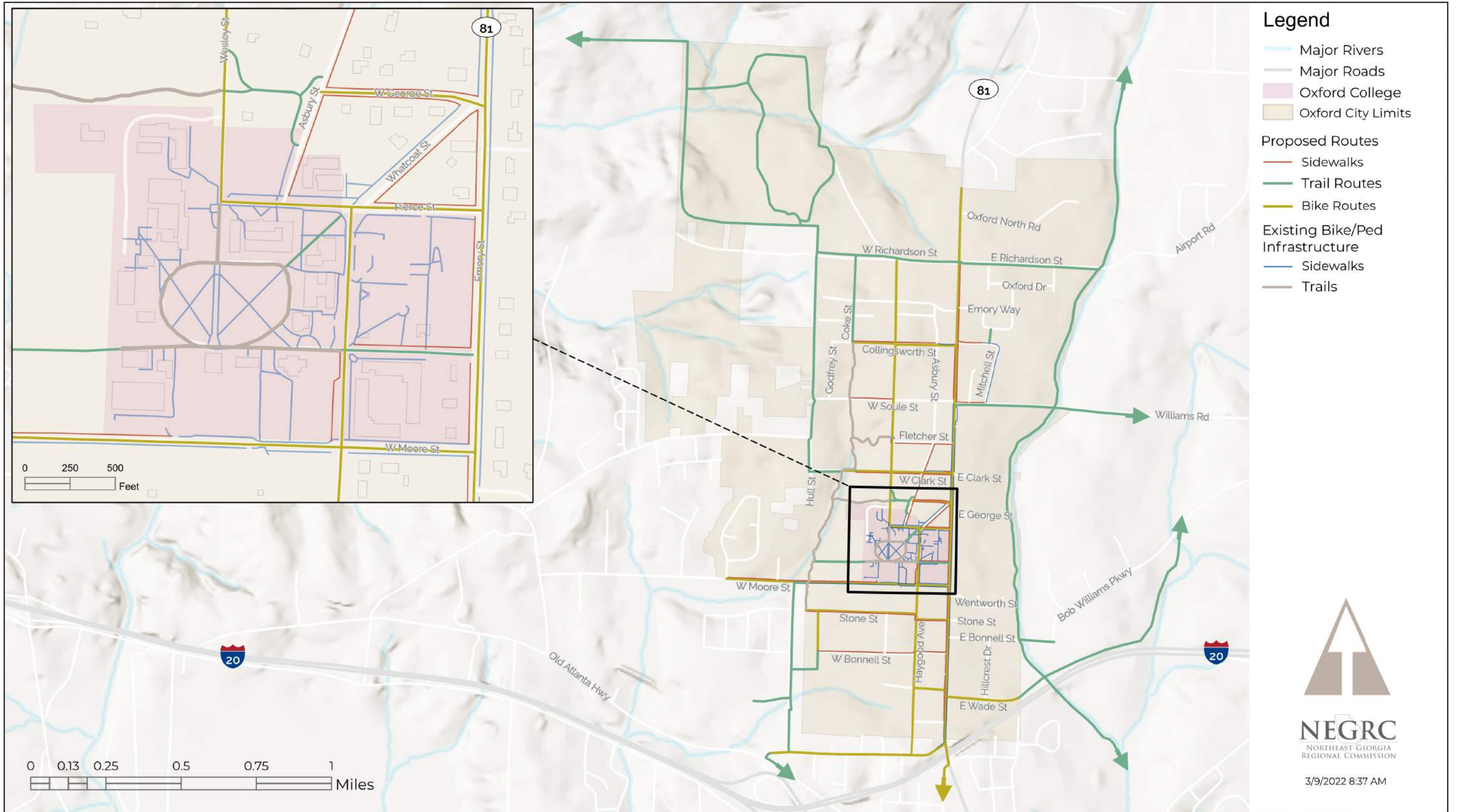
- Included are 4.7 miles of new sidewalks connecting existing and proposed sidewalks and trails.
- Width requirements for sidewalks vary depending on their location within the city:
 - By local ordinance, a minimum width of 6' is required within the Town Center District (TCD), with 8' width recommended along the west side of Emory Street.
 - For the rest of the city, a width of at least 5' is recommended.
- Refer to page 10 for a map of proposed sidewalks.



Rendering of the East Oxford Trail along Dried Indian Creek, Oxford, GA



MASTER MAP

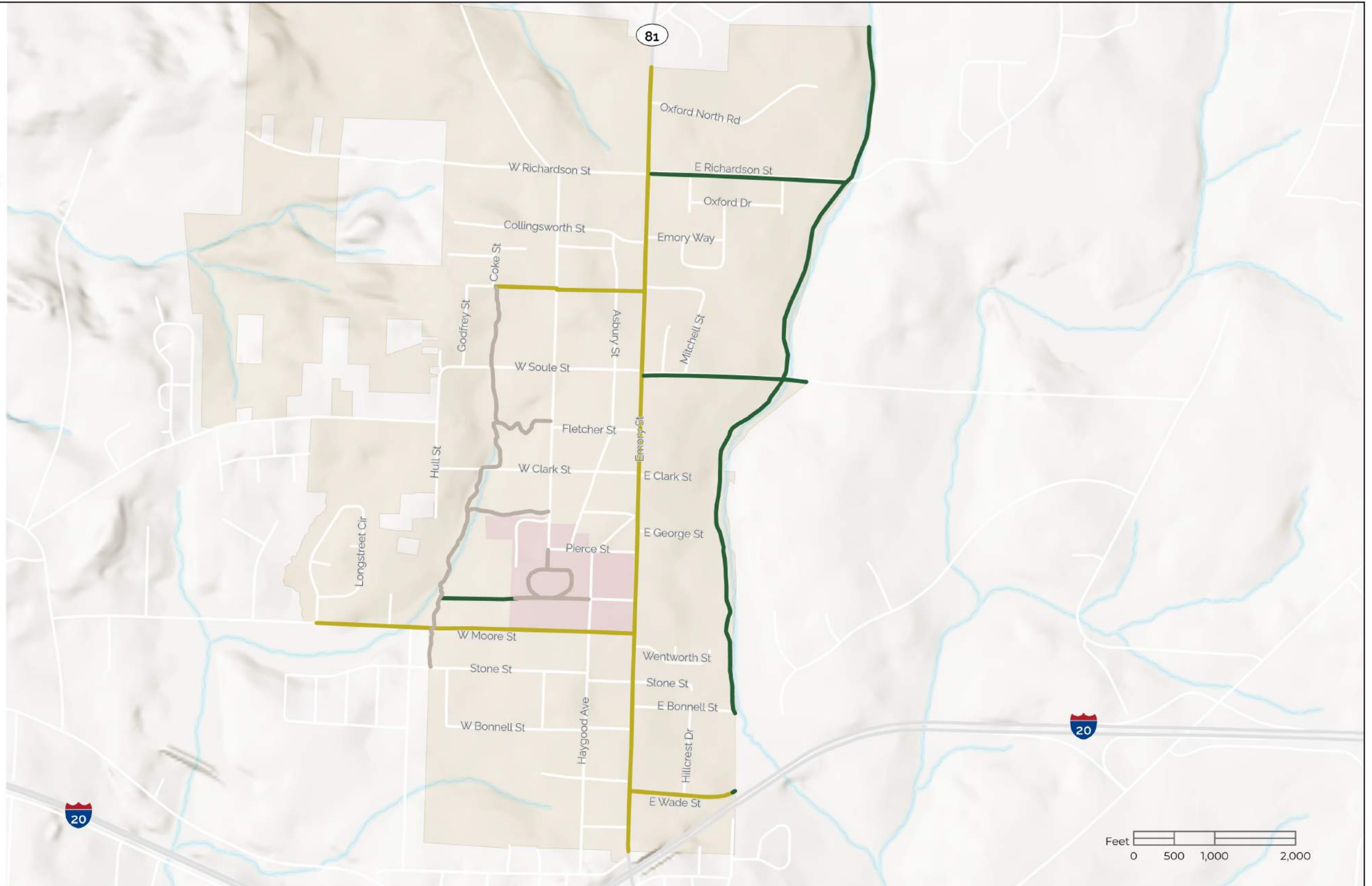


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PRIORITY 1 BICYCLE LANES AND TRAIL ROUTES MAP

Legend

-  Major Rivers
-  Major Roads
-  Oxford College
-  Oxford City Limits
- Priority 1**
-  Priority 1 Trail Routes
-  Priority 1 Bicycle Routes
- Existing Bike/Ped Infrastructure**
-  Trails



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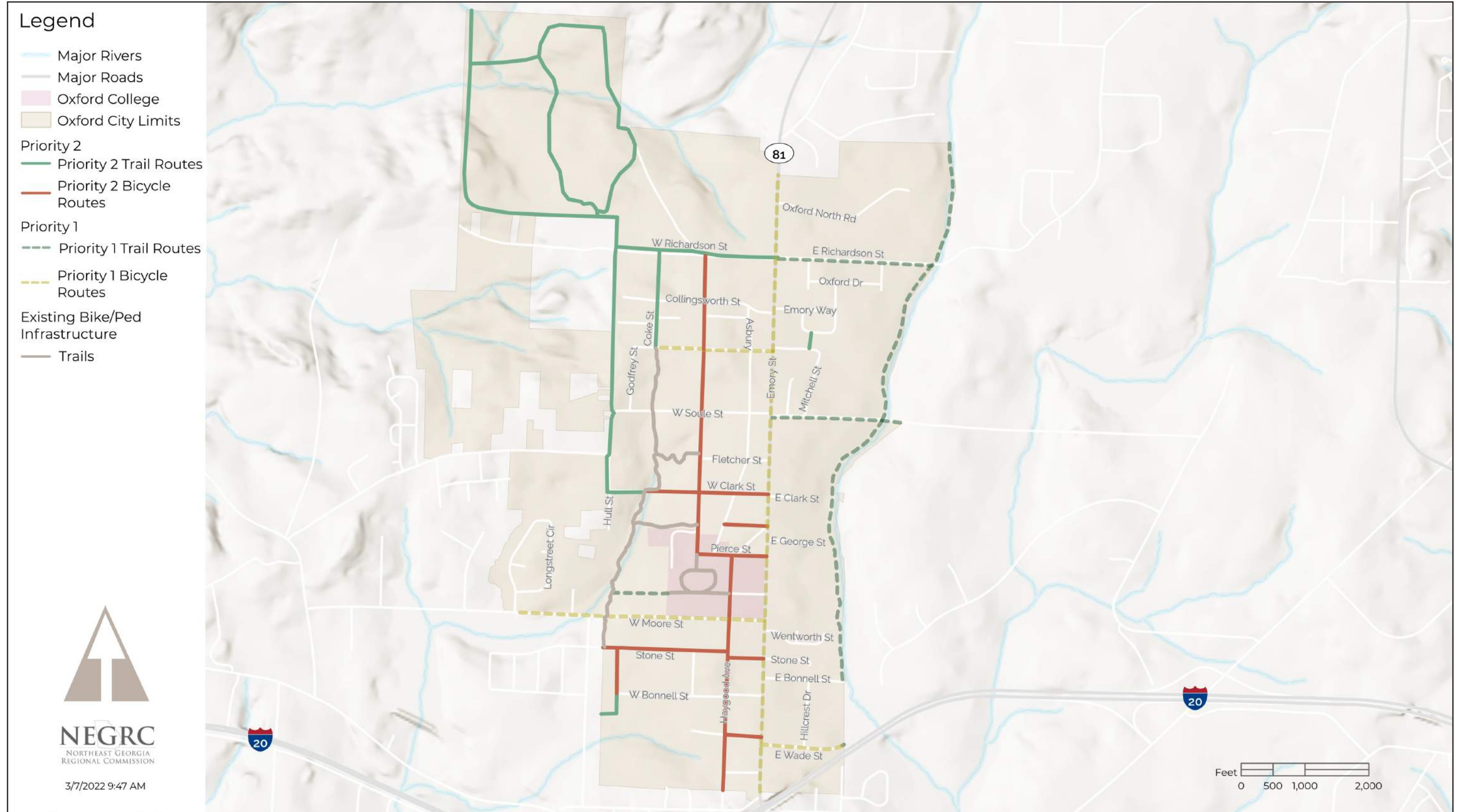
PROJECT TIER OVERVIEW

Priority Name	Description	Distance (linear feet)	Distance (miles)	Cost Estimate
Priority 1 Bicycle Lanes and Trails	Off-street paths and on-street bicycle lanes, which include a new greenway, connections to it from central portions of the city, and connection between Emory campus and the existing greenway	29,925	5.67	\$3,848,254.72
Priority 2 Bicycle Lanes and Trails	Off-street paths and on-street bicycle lanes intended to bolster intra-city connectivity and connections into the Newton County planned trail system	37,815	7.16	\$4,476,683.21
Sidewalks	Sidewalks to improve pedestrian connectivity within the city	24,788	4.69	\$2,774,256.05
		92,527	17.52	\$11,099,193.98

PRIORITY 1 BICYCLE ROUTES AND TRAILS PROJECT TABLE

Project #	Tier	Project Name	Description	Distance (linear feet)	Distance (miles)	Cost Estimate
1	BR1	Highway-81 Bicycle Lanes	On-street bicycle lanes on Highway-81 for the entire portion within city limits	9,685	1.83	\$929,763.81
2	BR1	East Wade Street Bicycle Lanes	On-street bicycle lanes from Hwy-81 to the East Oxford Trail along Dried Indian Creek	1,283	0.24	\$123,149.61
3	BR1	West Watson Street Bicycle Lanes	On-street bicycle lanes from Highway-81 to existing Oxford Trail	1,854	0.35	\$177,952.76
4	BR1	West Moore Street Bicycle Lanes	On-street bicycle lanes from Highway-81 to Longstreet Circle	3,921	0.74	\$376,377.96
5	T1	East Oxford Trail along Dried Indian Creek	Greenway trail system along the western bank of Dried Indian Creek for the entire portion within city limits	9,114	1.73	\$1,549,409.50
6	T1	West Campus Connection	Trail segment from west Oxford College campus to the existing Oxford Trail	951	0.18	\$161,745.41
7	T1	East Richardson Connector	Trail segment that connects Hwy-81 to the East Oxford Trail along Dried Indian Creek and the Covington Municipal Airport	2,411	0.46	\$409,940.96
8	T1	East Soule Street Connector	Trail segment that connects Hwy-81 to the East Oxford Trail along Dried Indian Creek	705	0.13	\$119,914.70
				29,925	5.67	\$3,848,254.72

PRIORITY 2 BICYCLE LANES AND TRAIL ROUTES MAP



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PRIORITY 2 BICYCLE ROUTES AND TRAILS PROJECT TABLE

Project #	Tier	Project Name	Description	Distance (linear feet)	Distance (miles)	Cost Estimate
1	BR2	Wesley Street Bicycle Lanes	On-street bicycle lanes from Richardson Street to Pierce Street	4,659	0.88	\$447,244.11
2	BR2	Haygood Avenue Bicycle Lanes	On-street bicycle lanes from Pierce Street to city limits	3,684	0.70	\$353,700.80
3	BR2	Pierce Street Bicycle Lanes	On-street bicycle lanes from Highway-81 to Wesley Street	1,089	0.21	\$104,566.93
4	BR2	West George Street Bicycle Lanes	On-street bicycle lanes from Highway-81 to Asbury Street	673	0.13	\$64,566.93
5	BR2	Stone Street Bicycle Lanes	On-street bicycle lanes from Highway-81 to Haygood Avenue, and Haygood Avenue to the western city limits	2,313	0.44	\$222,047.25
6	BR2	Queen Ann Street Bicycle Lanes	On-street bicycle lanes from West Bonnell Street to Stone Street	932	0.18	\$89,448.82
7	BR2	West Wade Street Bicycle Lanes	On-street bicycle lanes from Highway-81 to Haygood Avenue	571	0.11	\$54,803.15
8	T2	Northwest Oxford Trail Loop	Natural surface trail loop that connects to Hull Street and the Northwest Newton Trail System	8,015	1.52	\$440,830.07
9	T2	Northwest Oxford Trail Connector	Trail segment connecting the Northwest Oxford natural surface trail to the Northwest Newton Trail System	6,152	1.17	\$1,045,767.75
10	T2	Hull Street Trail	Trail segment that connects the Northwest Oxford Trail Connector to the existing trail on West Clark Street	4,928	0.93	\$837,729.69
11	T2	West Richardson Street Trail	Trail segment connecting Hwy-81 to the Hull Street Trail and Northwest Newton Trail System	2,464	0.47	\$418,864.84
12	T2	Coke Street Trail	Trail segment extending the existing northern end of the Oxford Trail from West Watson Street to West Richardson Street	1,529	0.29	\$259,908.14
13	T2	East Watson Street and Oxford Way Connector	Paved trail segment that connects East Watson Street to Oxford Way	249	0.05	\$42,388.45
14	T2	Queen Ann Street Connector	Paved trail segment that connects Queen Ann Street to Carlton Trail Northwest	558	0.11	\$94,816.28
				37,815	7.16	\$4,476,683.21

SIDEWALKS MAP



SIDEWALKS PROJECT TABLE

Project #	Tier	Project Name	Description	Distance (linear feet)	Distance (miles)	Cost Estimate
1	SW1	North Hwy-81 East Side (Emory Street)	Sidewalk on the East side of Hwy-81 from E/W Richardson St to E/W Soule St	2,336	0.44	\$256,955.39
2	SW1	North Hwy-81 West Side (Emory Street)	Sidewalk on the West side of Hwy-81 from E/W Richardson St to E/W Soule St	902	0.17	\$99,245.41
3	SW1	West Waston Street	Coke Street to Hwy-81 intersection	1,709	0.32	\$188,024.94
4	SW1	East Watson Street	Sidewalk on East Watson St	423	0.08	\$46,555.12
5	SW1	East Soule Street	From Hwy-81 to Mitchell St	453	0.09	\$49,875.33
6	SW1	West Soule Street	From College Walk (trail) to Wesley St	747	0.14	\$82,191.52
7	SW1	Wesley Street	From the sidewalk next to Old Emory Church to Fletcher Street	108	0.02	\$11,898.99
8	SW1	Fletcher Street	From Wesley St to Hwy-81	948	0.18	\$104,297.90
9	SW1	Stone Street	From College Walk (trail) to Hwy-81	2,447	0.46	\$269,117.46
10	SW1	West Bonnell Street	From Queen Anne St to Hwy-81	2,192	0.42	\$241,076.12
11	SW1	Moore Street (West section)	From Longstreet Circle to Oxford College (beginning of existing sidewalk)	2,579	0.49	\$283,697.52
12	SW1	Haygood Ave	From Oxford College (end of the existing sidewalk) to Hwy-81	653	0.12	\$71,853.68
13	SW1	Hamill Street	From Haygood Ave to Hwy-81	488	0.09	\$53,722.54
14	SW1	South Hwy-81 (Emory St)	From George St to West Marchall Street	3,103	0.59	\$341,332.03
15	SW1	Asbury Street	From Fletcher St to Pierce St	1,438	0.27	\$158,179.14
16	SW1	West Clark Street	From College Walk (trail) to Ashbury St	1,068	0.20	\$117,434.39
17	SW1	George Street	From Asbury St to Hwy-81	1,209	0.23	\$132,952.76
18	SW1	South Hwy-81 (Emory St) in TCD	TCD, From George St to Pierce St	399	0.08	\$53,503.28
19	SW1	West Clark Street in TCD	TCD, From Asbury St to Hwy-81	580	0.11	\$77,727.04
20	SW1	Whatcoat Street	TCD, From Pierce St to Hwy-81	581	0.11	\$77,858.93
21	SW1	Pierce Street	TCD, From Haygood Ave/Whatcoat St to Hwy-81	424	0.08	\$56,756.56
				24,788	4.69	\$2,774,256.05

APPENDIX

PUBLIC INPUT SUMMARY

An online comment form was available from August 19, 2022, to September 2, 2022, to allow the public an opportunity to provide input on the final draft of the plan. The survey link was shared on the City of Oxford's website and Facebook page.

A total of five public comments were received, two via the online comment form, and three via comments on the City's Facebook post. One comment was very supportive of the plan, outlining benefits of having a Complete Streets and Trails plan and of promoting walking and bicycling. Three comments expressed concerns about the location of and acquisition of land for the proposed greenway along Dried Indian Creek. One comment contained general complaints about the City but no specific details related to this plan.

City officials considered all comments received prior to adoption of this plan.

PUBLIC INVOLVEMENT DOCUMENTATION



REFERENCES

- Esri (Esri BAO). ArcGIS Business Analyst Online. Retrieved January 2022. <https://bao.arcgis.com/esriBAO/>
- Georgia Department of Transportation (GDOT). Economic Impact of Bicycling in Georgia, by Shatakshee Dhongde and Sarah Tinsley, 2021.
- Speck, Jeff. Walkable City: How Downtown Can Save America, One Step at a Time. New York: Farrar, Straus and Giroux, 2012.





BIRTHPLACE OF EMORY UNIVERSITY



DataProse appreciates the opportunity to present this response for the Utility Bill Printing and Mailing Services for:



Print & Mail



eBusiness



Marketing Services

August 10, 2022

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LETTER OF TRANSMITTAL

Marcia Brooks
City Clerk/Treasurer
City of Oxford
110 West Clark Street
Oxford, GA 30054

RE: Utility Bill Processing, Printing and Mailing Services

Dear Marcia,

DataProse thanks you for the opportunity to submit our response in support of your Utility Bill Processing requirements. DataProse understands what it takes to meet and exceed your needs for output services.

We believe the key to success is building long-term relationships with our clients as not just a vendor, but a partner. DataProse offers decades of experience in the critical transactional document production industry, including more than twenty-five (25) years serving city and county governments and municipal utilities. We currently provide output billing services to over 350 clients across the U.S. including more than 300 municipal utilities, courts and taxing agencies. Our experience includes extensive knowledge of Harris Computer Systems Product Suite – Local Government, Advanced CIS Infinity, Cogsdale, Innoprise, NorthStar, Cayenta, and inHANCE. Although we are large enough to offer you comprehensive solutions, we are small enough to provide you with the one-on-one service and attention you should expect. I can personally assure you that DataProse will provide you with the highest level of quality and responsive service available in the market today.

Our team thanks you for the opportunity and we welcome your questions and input.

Best Regards,



Tim Zombik
Sales Manager - Utilities
DataProse, LLC
tzombik@dataprose.com

EXECUTIVE SUMMARY

For over 25 years the DataProse team has managed document design, composition, print and electronic delivery capabilities by serving the most demanding transaction-oriented consumer markets. We have made the production of customer documents a core part of our business and understand how mission critical it is for all our clients.

Our history of designing, implementing and managing complex applications has been praised by many of our business partners. To exceed your expectations, we will work closely as a team to ensure the entire process is handled in a professional and timely manner consistent with the City's specifications. Our advanced technology and expertise, coupled with the variety of services we offer can dramatically reduce costs and risk. Our goal is to exceed your expectations in quality, timeliness and responsive customer service.

Below are some examples of what makes DataProse one of the leading providers of critical document management and print/mail services in the nation:

- Completely integrated electronic and printed output options.
- A primary focus on critical transactional document services in the Utility Market Vertical.
- Highest quality processing with secure and auditable processes.
- Online customer portal: DPAuto, for file uploading, proofing, job tracking, CASS and NCOA online detailed reporting, detailed processing and postage cost, and SLA & production details.
- Hosted document archive and web presentment options.
- Full Service USPS Postal Unit (DMU).
- Utilization of "best-in-class" industry software: OpenText Exstream – Dialogue, to compose and develop applications for print and electronic solutions.
- Expandable processing/mailing capacity to ensure SLA's are always met or exceeded.
- Experienced, professional programming, implementation and account management team.
- Financially secure company that extensively invests in technology, infrastructure, security, quality, equipment and new services and solutions each and every year.

DataProse has and continues to invest in creating online applications that help you manage your business with us as well as the communications with your customers. With these tools, you can monitor production, gather statistics, create dynamic and personal messages on documents, manage inserts, create and submit dynamic letters, file review and approve and track both outgoing and reply mail. Below is a brief description of our online applications.

- [DPAuto Customer Portal](#) provides 24/7 file downloading, CASS and NCOA, variable messaging on individually selected documents and inserts, online document proofing prior to printing, online ability to make last minute changes before printing, real time job tracking to monitor your project throughout the entire process, detailed reporting, address updates/corrections reports from CASS and NCOA, including postage costs by job upon job completion, weekly and monthly summary reports, and mail tracking of your project from departure to delivery.
- [DPSearch & View](#): This feature is a fully-hosted web application that electronically stores exact replicas of your statements. This provides you the ability to search, view or print a document exactly as it appears to your customers, online 24/7.

- **[DPView and Approve](#)**: This online tool provides the ability to view and approve your proofs, or hold entire jobs for reviewing individual documents. This allows for your ability to set specific jobs on hold and perform business validation at the document level.
- **[DPMessage Manager](#)**: This online tool gives you the ability to add or change messaging on your bill quickly before production begins, search existing messages, or create new messages by state, zip code, or user defined data fields.
- **[DPJobTrax](#)**: This online feature gives you the ability to track your project throughout the production process.
- **[DPMailTrax](#)**: This online tool gives you the ability to track your inbound/outbound mail throughout the USPS postal system up to the point of delivery.
- **[DPeBill](#)**: This service provides personalized html based graphic email delivery, 24/7 viewing and access, directs bill-payer to your EBPP Website, click-through & bounce-back reporting – 24/7 access to back-end reporting on any user-defined fields.

DataProse Locations and Contact Information	
Corporate Headquarters:	1122 W. Bethel Rd., Suite 100
- Southwest Production (DMU)	Coppell, TX 75019
	(800) 876-5015 - Phone
	(972) 462-5428 - Fax
West Coast Production: (DMU)	2930 Ramona Ave., Suite 100
	Sacramento, CA 95826
Primary Point of Contact:	Tim Zombik
	(972) 462-5479
	tzombik@dataprose.com

STAFF PROFILES

Bill Murray, C.E.O & Co-founder

DataProse Co-founder Bill Murray built a solid background in electronic printing and strategic account management during his 20-year career with DataProse, a leading innovator in bill presentment and direct mail. Prior to this, Murray was a top performer during his 14-year sales management career with Xerox Corporation. While at Xerox, he held management positions in the US Marketing Group. In addition to leading the sales organizations, Mr. Murray initiated and managed multiple strategic alliances. He holds a BS in Business Management from California Polytechnic University, San Luis Obispo.

Curtis Nelson, C.O.O & Co-founder

Curtis Nelson's 20-year tenure in the billing industry with DataProse includes a special focus on electronic bill presentment and payment systems. "I always try to employ a creative, strategic leadership approach, combined with a strong technical knowledge and continuous education, but our success ultimately depends on a very simple focus: always do what is right for the customer." Managing operations for DataProse, Curtis also focuses in procedural analysis and systems project execution, SAS70, other IT Control Objectives as well as Payment Card Industry standards and guidelines. (PCI, NACHA, etc.)

Tim Zombik, Sales Manager - Utilities

Tim's vast experience in the commercial print, billing and mail industry spans more than 25 years with a 20-year tenure at DataProse. His responsibilities include custom inserts and stock, contract renewals, new contracts, managing relationships and cultivating new ones. Tim utilizes his excellent customer care skills to manage accounts with a "Can-Do" attitude and always do what is in the best interest of each individual client.

Tony Yeveirino, Production Manager

Tony currently manages the overall Production Operations at DataProse. In his 10+ year tenure with DataProse, he has managed several aspects of the production environment. He is well-versed in the operation, servicing and production scheduling & planning for many types of Digital Imaging, inserting and other ancillary equipment environments. (Including, Xerox, OCE Canon, Ricoh, MBO, Bell & Howell, Pitney Bowes, Document Data Solutions, and more). Tony was a critical team member as DataProse deployed its Automated Document Factory back in 2001. During a time when many operations had not yet begun to investigate ADF technology, Tony was helping DataProse implement this best-in-class technology.

Brian Ray, Director, IT Operations

Brian has spent over 16 years managing transactional document production with Xerox. This tenure includes an extensive background in providing technology solutions supporting off-site outsourcing agreements. Brian is a Texas Tech graduate with a BS in Electrical Engineering and has worked several different Information Technology assignments with Xerox before moving into a management role in 2002. In addition to working as an IT design architect with application design, networking, programming and billing - Brian eventually worked his way into a full-time Solution Architect with Xerox. Brian has spent most of the last 15 years improving overall workflow and creating technology efficiencies – including architecting the migration of the people, processes and equipment for one of Xerox's largest banking customers. Brian was the 1999 recipient of the Xerox National Champion of Customer Satisfaction award and in 2004, earned his Lean Six Sigma Greenbelt. Brian joined DataProse in 2013 and has put his talents to use improving on our, already strong processing and production systems.

Gina Randall, Implementation Manager

Gina oversees major project implementations and manages DataProse account relationships for the past 10 years. Her dedication and hard work includes detailing project specifications, facilitating communication with various internal and external teams, analyzing client data/statistics and providing client education and training. Gina's vast experience and can-do attitude are valuable assets in meeting and exceeding client expectations.

Rachel Alanis, Client Relations Manager

Rachel's offers several years of experience as an Account Manager and has served our clients with DataProse for over 7 years. Her dedication and hard work not only ensure that her client's questions are answered, but she also maintains a strong relationship with each and every one of her contacts. She encourages open communication and always goes the extra mile to take care of her clients. Rachel is a graduate of Texas A&M University.

PROJECT IMPLEMENTATION PLAN

The general scope associated with any new project is estimated at twelve (12) weeks understanding that all requested items are returned to DataProse in the timeframe stated. **If provided with PDF input, the implementation time frame is significantly less.** Any changes to the Project Schedule will be documented and updated on your plan and provided to all parties involved.

In order to begin your implementation, the following items will be required:

- Test Data File
- Data Layout
- Client Logo
- New Client Checklist
- NCOA-Link documentation
- Mockup (if applicable)

Your Project Manager will provide you with all documentation necessary to begin development and is able to assist you with any questions you may have from the items listed above. After the completion of the initial development, you will receive samples from DataProse. You and your Project Manager will complete a series of correction and revisions as deemed necessary in order to create your desired new statement design. Once the design of the statement is complete, you will be asked to perform a Parallel Test.

For each project implemented by DataProse, you will be assigned a dedicated Account Manager to facilitate all client communication and funnel all questions or concerns. Your Account Manager will represent DataProse and will be equipped with the necessary information to complete the project. In turn, we ask that one point of contact be established at the client level to facilitate client changes, revisions and final approval for the application to be built. Although various components of the project may be assigned to specific individuals on your team, it is ultimately the main point of contact that the Account Manager will consult regarding format changes and final decisions that may arise while the project is in production.

Each project is also assigned a DataProse developer. This person is responsible for the data programming associated with your application including data mapping and bill design. The Project Manager and Developer work closely to produce your final product. The developer is the person that will be a technical resource for the development of your application in the event data specific questions arise.

It is imperative that all items be received and returned in a quick and efficient manner. Failure to return items as requested may result in a delayed live date. Your project cannot begin until a test data file, data layout and checklist are received. Your project completion date will be assessed once all components are returned and submitted for scheduling. A conference call may be needed within two weeks of project submission in order to answer questions regarding your data set by the assigned development programmer. In most cases, an initial sample of the project can be expected within two to three weeks from project submission. Again, this date is subject to change and will be defined on your project plan from the point of receipt of requested items.

There may be components of your project that will need to be assessed outside of printing and mail delivery. If this is the case, this project will receive its own timeline and requirements in order to obtain the desired product.

As with any new change, you may see a need to alter the initial sample as presented by DataProse. Your Project Manager will provide you with a Corrections and Revisions Form in order to alter the initial sample. This form is necessary to obtain your final desired project. Your preference may be to increase the font of one section or add your website and office hours. In any case, be sure to clearly define your requested revisions to your PM and on the correction and revisions form. We understand that it may be necessary to complete a series of corrections and revisions. As a general rule, we anticipate a maximum of three rounds of corrections and revisions.

PROJECT TIMELINE

Project Plan

Phase 1 – Project Overview and Scope Defined – Three (3) Weeks

- Schedule a project kick-off session with the City's team.
- Identify client stakeholders involved and confirm overall project scope.
- Review selected documents components and process. Identify any future changes/recommendations if applicable.
- Review project input checklist (format, fonts, color, messaging, graphing, etc.).
- Following kickoff, build the project schedule and review and gain agreement on project calendar and due dates with key stakeholders.
- Weekly, documented updates will be provided by the DataProse Project Manager assigned to the implementation. These updates will detail the progress made each week as well as review responsibilities and accountability of each stakeholder. Updates will also identify any potential risks to project completion.

Project Development

Phase 2 – Application Development – Six (6) Weeks

- Working collaboratively with the City's team, create/review layouts, present, refine, and gain final approval (sign-off) regarding offset materials if applicable.
- Working collaboratively with the City, design technical specs, map/code test data, and gain final approval on data map. Included in this segment – scan line testing and preliminary approval of lock box processor.

Project Execution

Phase 3 – City and DataProse Staff will work together to finalize the project. Estimated time is three (3) weeks.

- Custom stock ordered and received if applicable.
- Postage deposit received or verified with USPS. DataProse requires a 2-month postage deposit and will reconcile the postage each month on the monthly statement for services and postage rendered. Actual postage will apply.
- Create "live samples", present, and gain approval. Lock box approves remit samples.
- Schedule parallel production and confirm cycle schedule with the City.
- Train client contact(s) on DPAuto – your online dashboard for process management, available 24/7 from any internet-connected computer. Includes
 - FTP Process, Archive, Job Tracking, Proofing and Custom Message Management.
- Receive final sign off to proceed.

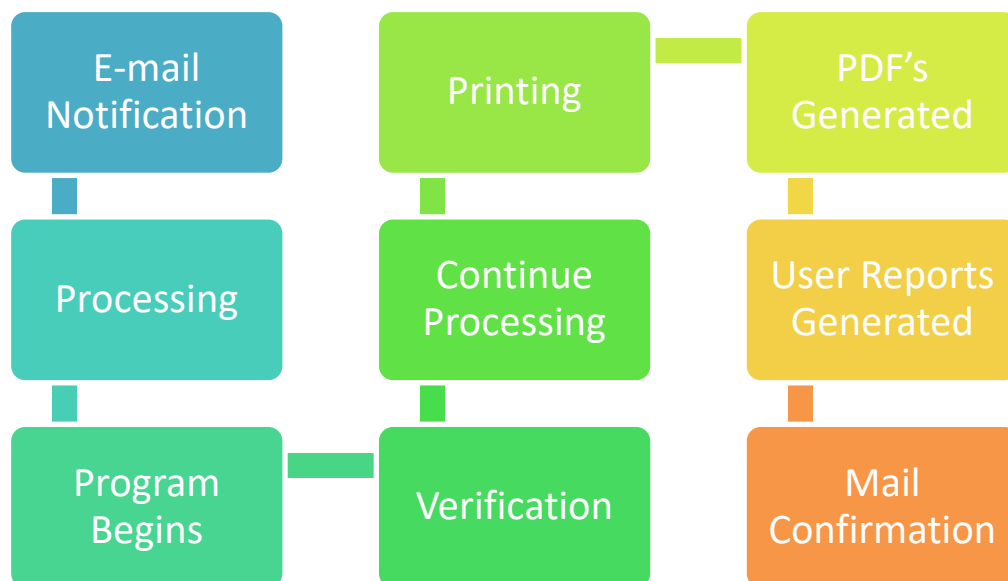
Project LIVE

Final Phase – LIVE Production Run

PRODUCTION PROCESS OUTLINE

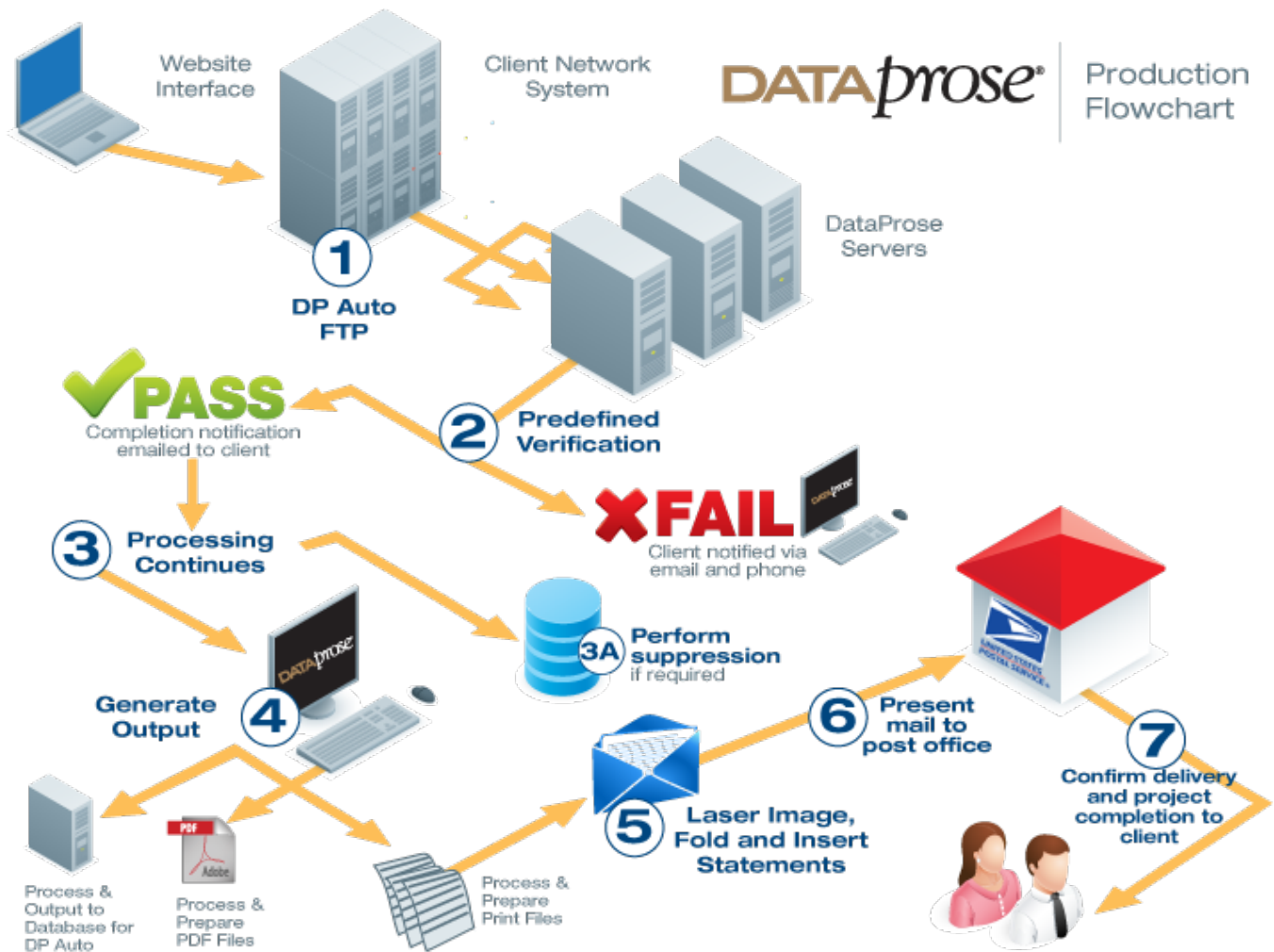
All programs implemented by DataProse have been automated to the fullest extent possible. Upon the receipt of your data, the following process will automatically begin:

- ✓ An email notification will be sent to key DataProse individuals responsible for your application
- ✓ Your data file(s) will be transmitted to the appropriate location for processing.
- ✓ The program will begin
- ✓ We will perform predefined verification steps (Developed application by application)
- ✓ Once your files have been automatically verified for accuracy, the processing will continue.
- ✓ Print files will be prepared
- ✓ PDF files will be generated
- ✓ Electronic data will be downloaded for presentation on the internet
- ✓ Upon completion of the processing, you will be emailed a processing report (usually within 4 hours of receiving your files)
- ✓ And at the time your bills have been delivered to the USPS, you will receive a 2nd confirmation of delivery (Usually within 4 hours of mail delivery)



It is only out of our continually changing efforts to meet our client needs that we have purposely added several manual steps for verification in order to ensure that the proper attention is given to the accurate and current insert and insert weight verification and processing verification.

DATAPROSE PRODUCTION FLOW CHART

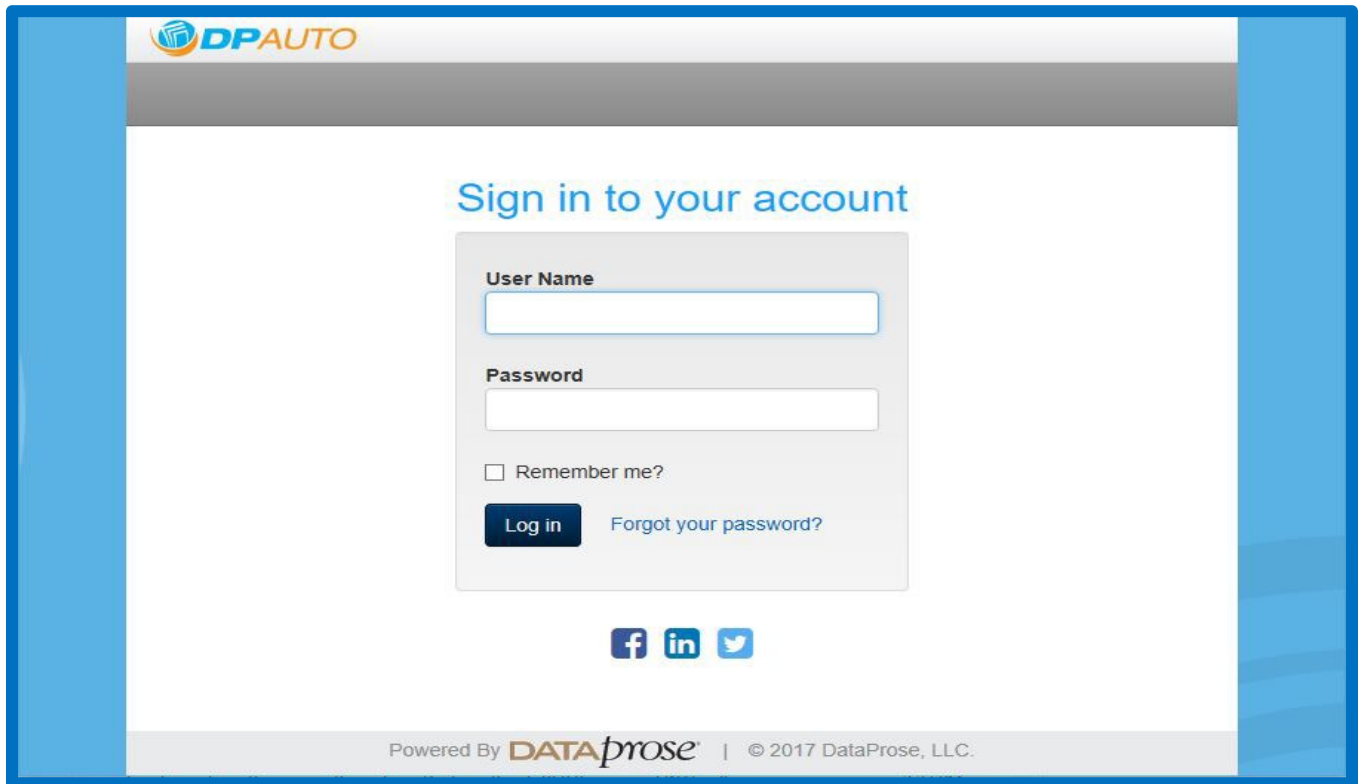


DPAUTO - YOUR SECURE CUSTOMER PORTAL 24/7

DPAuto – Job Processing at your finger tips! DPAuto is our 24/7 printing and mailing Secure Customer Portal service. You send your data files to the DataProse Secure DPAuto Internet site. The billing documents are printed, inserted, and mailed within one business day of receiving your data or same day if specified. DPAuto provides a full menu of processing tracking, cost and CASS/NCOA reports. In addition, you may proof documents and add messages to your documents through DPAuto.

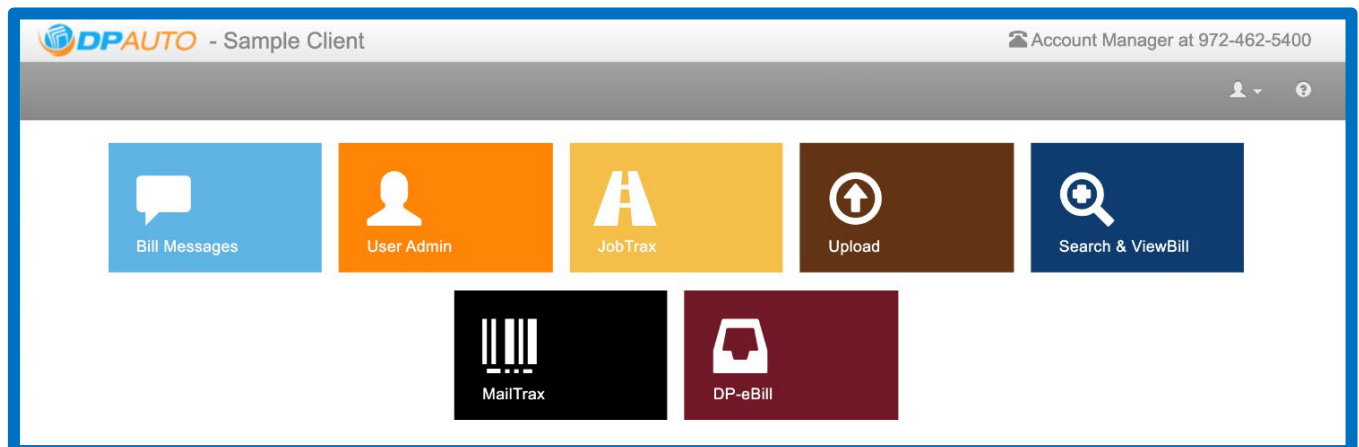
Secure Access:

Our clients are provided a safe and secure login to access our DPAuto Customer Portal.



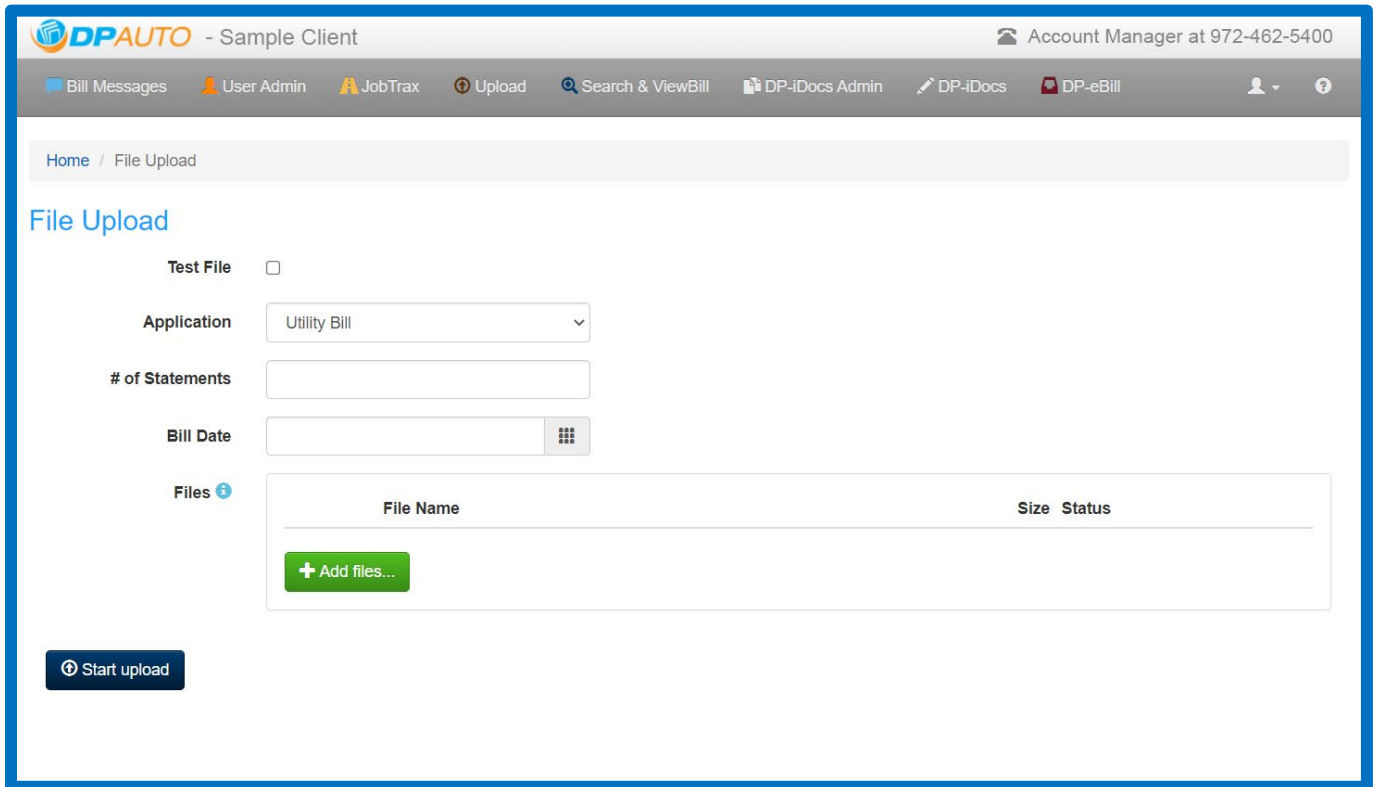
Inside DPAuto Client Portal:

Our client portal is very user friendly and contains help information throughout the site. Simply click on the process selection needed for your project needs.



Secure FTP

Get the convenience of your favorite web browser and the security of FTP. It's a simple and secure way to deliver your valuable billing data to our servers.



The screenshot shows a web browser window with the following elements:

- Browser Title Bar:** DP AUTO - Sample Client
- Browser Address Bar:** Account Manager at 972-462-5400
- Navigation Menu:** Bill Messages, User Admin, JobTrax, Upload, Search & ViewBill, DP-iDocs Admin, DP-iDocs, DP-eBill
- Breadcrumbs:** Home / File Upload
- Section Header:** File Upload
- Form Fields:**
 - Test File:**
 - Application:** Utility Bill (dropdown menu)
 - # of Statements:** (text input field)
 - Bill Date:** (text input field with a calendar icon)
 - Files:** A table with columns "File Name" and "Size Status". Below the table is a green button labeled "+ Add files...".
- Action Button:** A dark blue button labeled "Start upload" with a circular arrow icon.

DPAUTO JOB TRAX

Stay updated by logging in and watching your project move through data processing, printing and mail services.

- Sample Client
Account Manager at 972-462-5400

[Bill Messages](#)
[User Admin](#)
[JobTrax](#)
[Upload](#)
[Search & ViewBill](#)
[MailTrax](#)

Home / JobTrax

JobTrax

— Jobs

Show entries Search:

Job Number	Description	Mail Pieces	Started	Progress	Mail Date																								
126670CA09	Statements	2121	Sep 09 2021 09:22AM	50%																									
<div style="display: flex; justify-content: space-between;"> <div> <p>Detailed Status by Mailing Group as of 9/9/2021 1:06:20 PM</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Group</th> <th>Pieces</th> <th>DP</th> <th>Imaging</th> <th>Inserting</th> <th>IDy</th> </tr> </thead> <tbody> <tr> <td>1A</td> <td>2113</td> <td>50%</td> <td></td> <td></td> <td></td> </tr> <tr> <td>1B</td> <td>3</td> <td>50%</td> <td></td> <td></td> <td></td> </tr> <tr> <td>1C</td> <td>5</td> <td>50%</td> <td></td> <td></td> <td></td> </tr> </tbody> </table> </div> <div> <p>Reports</p> <ul style="list-style-type: none"> ClientReports_PLC_bar.txt DPSYS_Report_126670CA09.pdf </div> <div> <p>Inserts</p> <ul style="list-style-type: none"> BRE Water Wise Landscape Tour Fire Prevention Open House </div> </div>						Group	Pieces	DP	Imaging	Inserting	IDy	1A	2113	50%				1B	3	50%				1C	5	50%			
Group	Pieces	DP	Imaging	Inserting	IDy																								
1A	2113	50%																											
1B	3	50%																											
1C	5	50%																											
126670BA09	Delinquent Statements	400	Sep 09 2021 09:22AM	50%																									
126670CA08	Statements	2646	Sep 08 2021 11:00AM	50%																									
126670BA08	Delinquent Statements	255	Sep 08 2021 11:00AM	50%																									
126670CA07	Statements	2491	Sep 07 2021 10:46AM	100%	Sep 08 2021 10:15AM																								
126670BA07	Delinquent Statements	169	Sep 07 2021 10:46AM	100%	Sep 08 2021 10:15AM																								
126670BA03	Delinquent Statements	123	Sep 03 2021 09:52AM	100%	Sep 03 2021 10:00PM																								
126670CA03	Statements	2413	Sep 03 2021 09:52AM	100%	Sep 03 2021 03:15PM																								
126670CA02	Statements	2177	Sep 02 2021 10:34AM	100%	Sep 03 2021 10:00PM																								
126670BA02	Delinquent Statements	225	Sep 02 2021 10:34AM	100%	Sep 03 2021 10:15PM																								

Showing 1 to 10 of 502 entries
[Previous](#)
[1](#)
[2](#)
[3](#)
[4](#)
[5](#)
[...](#)
[51](#)
[Next](#)

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DPAUTO MESSAGE MANAGER

Manage your statement messaging:

The Message Manager tool is found inside the DPAuto Client Portal. It allows DataProse customers to create ad hoc messages that will appear in a message field on the bill itself. Customers can determine if messages appear in a complete bill cycle group or a subset of the bill cycle group. The typical size of the message can be up to 500 characters. Graphics can also be added with the message. DataProse Account Managers assist our customers at no cost regarding the graphic requirements for bill messaging.

The screenshot displays the DPAUTO Message Manager interface. At the top, there is a navigation bar with the DPAUTO logo and the text "Sample Client". On the right side of the navigation bar, it says "Account Manager at 972-462-5400". Below the navigation bar, there are several menu items: "Bill Messages", "User Admin", "JobTrax", "Upload", "Search & ViewBill", "DP-iDocs Admin", "DP-iDocs", and "DP-eBill".

The main content area is titled "Bill Messages" and includes a search bar and a "Show 10 entries" dropdown. Below this is a table with the following columns: Application, Type, Name/Number, Message, Start Date, and End Date. The table contains two entries:

Application	Type	Name/Number	Message	Start Date	End Date
Utility Bill	All Bills		Stage one Water C...	09/09/2021	09/16/2021
Full Message Text (247 characters) Stage one Water Conservation Effective April 1st- through October 31st. There is no outside watering permitted between 10am and 6pm on any day of the week. For water saving tips visit www.wateryard.org and http://home-water-works.org/calculator .					
Utility Bill	Selective	MSGBox2	Effective 07/01/2...	09/09/2021	
Full Message Text (307 characters) Effective 07/01/2021, the moratorium on shutoffs and penalties will be lifted and all collection activities will resume. Payments can be made online or by calling customer service at (800) 867-5309. If you are experiencing hardship and unable to pay your bill in full, please contact our billing department.					

Below the table, there are search filters for Application, Type, Name/Number, Message, Start Date, and End Date. At the bottom of the table area, it says "Showing 1 to 2 of 2 entries" and "Previous 1 Next". There is also a "+ Add Message" button.

At the bottom of the page, it says "Powered By DATAprose | © 2021 DataProse, LLC. | Contact Us".

COMPREHENSIVE REPORTING

DataProse provides a wide range and types of reporting for client reconciliation for each job/project submitted for production as you can see under the Reports area in this screenshot.

The screenshot displays the 'Jobs' section of the DataProse interface. At the top, there's a 'Show 10 entries' dropdown and a search box. Below is a table of jobs with columns: Job Number, Description, Mail Pieces, Started, Progress, and Mail Date. Two jobs are highlighted: 103550FA11 (Final Notices, 28 pieces, started Sep 11 2017 11:00AM, 100% progress, mail date Sep 12 2017 12:03PM) and 103550RA11 (Regular Statements, 1731 pieces, started Sep 11 2017 10:12AM, 100% progress, mail date Sep 12 2017 02:48PM). A detailed view for job 103550RA11 is expanded, showing a 'Detailed Status by Mailing Group as of 9/12/2017 3:45:02 PM' table with columns: Group, Pieces, DP, Imaging, Inserting, and Dy. A progress bar for group '1A' shows 100% completion. To the right, a 'Reports' list includes: ClientReports_PDR_bar.txt, DPSYS_Report_103550RA11.pdf, MU_Output.dat, MU_OutputSummary.pdf, and MU_Summary.pdf. Below the table are search filters for Job Number, Description, Mail Pieces, Started, Progress, and Mail Date. At the bottom, it says 'Showing 1 to 10 of 48 entries' and has pagination controls (Previous, 1, 2, 3, 4, 5, Next). The footer includes 'Powered By DATAprose | © 2017 DataProse, LLC. | Contact Us'.

The most important report that most easily details the breakdown of records received and processed is the “DPSYS Report”. This report is presented in a PDF format and is available immediately after processing is complete. SEE DPSYS report sample following this page. Although the DPSYS report and MU Output Summary Report are the only reports that have been included in the RFP response, there are many others available after processing that provide additional detail.

- DP MailTrax Progress Report
- DPSYS Report – PDF
- MU Output Summary Report – PDF (Move Update)
- MU Output Report – DAT (Move Update)
- MU Summary – PDF
- Client Reports – TXT (invalid address report)

DPAUTO REPORT SAMPLES

DP MailTrax Progress Report:

DP MailTrax is our mail tracking service that utilizes USPS IMB barcode scans to track mail through the USPS system. This allows your personnel to know the status of each document/piece in the mail stream. DataProse offers tracking on both incoming (Origin) and outgoing (Destination) mail. DP MailTrax leverages the USPS IMb Tracing solution which provides clients with near real-time tracking information about your First-Class Mail®. This tracking is performed by retaining all scanning information as it is performed by the USPS and retained by DataProse. You can have visibility to the location of any document, as well as the return payments, which we believe is helpful during customer service interactions.

Excel CSV

Show 10 entries
Search within results:

	Bill Date	Account Number	Address Line 1	Address Line 2	Address Line 3	Anticipated Delivery Date	Delivery Status
	10/3/2018	07-2761-14	CRYSTALINA STOKES	CRYSTALINA STOKES	2049 BURGER ST	10/9/2018	Delivered
	10/3/2018	07-5137-11	BIKOLE MULANDA	BIKOLE MULANDA	4317 CONGRESS	10/9/2018	Delivered
	10/3/2018	11-2152-12	TATUM BOWDEN	TATUM BOWDEN	1518 WESTMORELAND ST	10/9/2018	Delivered
	10/3/2018	13-2530-12	JENNIFER KAYS	JENNIFER KAYS	951 N LA SALLE DR	10/9/2018	Delivered
	10/3/2018	15-0973-04	MARIANA R RODRIGUEZ	MARIANA R RODRIGUEZ	1542 CLINTON ST	10/9/2018	Delivered
	10/3/2018	17-0118-01	KARON BAIRD	KARON BAIRD	1341 LILLIUS ST	10/9/2018	Delivered
	10/3/2018	17-3049-16	MARIELA ARREOLA	MARIELA ARREOLA	736 CLINTON ST	10/9/2018	Delivered
	10/3/2018	19-2365-02	CONNIE SELLS	CONNIE SELLS	310 N SAN JOSE DR	10/9/2018	Delivered

Delivery Progress as of 10/8/2018 4:48:58 PM

USPS Origin Scan	En Route	Delivered
Friday, October 05, 2018 8:02:19 PM	Saturday, October 06, 2018 2:11:43 PM	Sunday, October 07, 2018 1:59:55 AM

	10/3/2018	23-2761-01	CARON L GILLIAM	CARON L GILLIAM	7021 SEYMOUR HWY		Incomplete
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Delivery Progress as of 10/8/2018 4:49:00 PM

USPS Origin Scan	En Route	Delivered
Friday, October 05, 2018 8:02:26 PM	Saturday, October 06, 2018 8:46:42 AM	

	10/3/2018	39-2815-09	DEAN PITTMAN	DEAN PITTMAN	4507 CORDONADO AV		Incomplete
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Showing 81 to 90 of 100 entries

Previous 1 ... 6 7 8 9 10 Next

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DPSYS Report Sample:

PROCESSING DESCRIPTION REPORT				2/13/20 11:16
Client: Sample City			ABC	
File Processed: reg_Statement_20021394728.txt				
Project Description: Statements			Project #: 117265CA13	
Mailing Group	# of Bills	# of Impressions	Postage	
A (1 ounce)	2541	2554	\$988.80	
B (2 ounce)	11	43	\$7.15	
C (8 to 99 pages)	4	83	\$0.00	
D (100 to 499 pages)	0	0	\$0.00	
E (500+ pages)	0	0	\$0.00	
I (International)	0	0	\$0.00	
X (Hold Bill\Invalid)	0	0	\$0.00	
(Bills Suppressed)	688	688	-	
TOTALS	2556	2680	\$995.95	
INSERT SUMMARY				
Insert Description	Weight	# of Inserts		
BRE	0.13	1500		
Recycling	0.16	2556		
Taking Care	0.06	2556		
TOTAL INSERTS		6612		
ADDITIONAL INFORMATION				
Records Expected	Records Processed	Pieces Processed	Pieces Printed	
3361	3361	3244	2556	
Total Flow Pages In Output = 0				
*****WARNING - EXPECTED RECORDS DOES NOT EQUAL RECORDS PROCESSED*****				
Expected Bill Date - 02/13/2020		Actual Bill Date - 02/13/2020		
Total Current Charges of Records Processed			\$456,950.01	
Total Amount Due of Records Processed			\$451,213.72	
Total Amount Due of Records Processed (No Credits)			\$461,724.42	
Due Date (From Source Data File)			March 9, 2020	
SIMPLEX		PLCI013120RI86122	3361	
2553	42	78	0	0
			0	688

MOVE UPDATE Summary Output Report Sample:

This report displays the original address from your data files and the new updated address after the Move Updates were performed.

MOVE UPDATE Summary Output

Client: Sample City		Client/App Code:	
Description: Statements		Project #:	
Date / Time Processed: 10/19/17 11:38			
Old Address Information (Changed From)		Updated Address Information (Changed To)	
1 - Acct# - 01-0001-01			
	<i>Effective Date - 201708</i>	<i>Move Type - F</i>	<i>Match Flag - A</i>
JOHN Q SAMPLE 500 MAIN STREET SAMPLE TX 70000	USPS Barcode Carrier Route:	JOHN Q SAMPLE 1234 2nd STREET SAMPLE TX 70000	USPS Barcode Carrier Route:
2 - Acct# - 02-0002-02			
	<i>Effective Date - 201609</i>	<i>Move Type - I</i>	<i>Match Flag - A</i>
JANE Q SAMPLE 100 MAIN STREET SAMPLE TX 70000	USPS Barcode Carrier Route:	JANE Q SAMPLE 4321 MAIN STREET SAMPLE TX 70000	USPS Barcode Carrier Route:

Move Type Codes

B - Business / F - Family / I - Individual

Common Match Flag Codes

A - COA MATCH / 01 - FOREIGN MOVE / 02 - MOVED LEFT NO ADDRESS / 03 - BOX CLOSED NO ORDER

DATAPROSE PRINTING SOLUTIONS

Equipment- Coppell, TX

Printers:

- Ricoh VC60000 duplex print system. Full color print technology with inline perforating
 - New, installed October 2020
- Canon varioPRINT iX-series. Full color inkjet print system
 - New, installed July 2021
- iGen 5 Print System. Full color, cut-sheet print technology
 - iGen 5 – 3 years old, installed in 2018
- Xerox DT180HLC. Monochrome and high-light color, cut-sheet print technology- two
 - 17 years old, installed in 2004
- Canon Oce Ultra 6250 w/BLM. Monochrome, cut-sheet print technology
 - 6 years old, installed in 2015
- Riso ComColor 9150. Full color, cut-sheet technology- two
 - 5 and 6 years old, installed in 2016 and 2015

Inserters:

- Pitney Bowes Flowmaster. Highspeed intelligent insert systems, #10 and 6 x 9
 - 10 years old, installed in 2011
- Pitney Bowes FPS. High speed intelligent insert systems; #10, 6 x 9 and 9 x 12
 - 15 years old, installed in 2006

All inserters equipped with DDS iDataScan & iDataRepair inserting integrity Camera Systems for piece level verification. We have onsite service technicians to maintain all equipment.

Variable Data / Full-Color Inkjet Printing

DataProse employs the most advanced Full-Color Inkjet Printer available in the marketplace. Designed to produce graphic communications at exceptional speeds, the Pro VC60000 delivers high speed inkjet output at up to 494 feet (150 meters) per minute with 600 x 600 dpi resolution. For jobs where image quality is critical, you can produce 1200 x 1200 dpi output at an impressive 164 feet (50 meters) per minute. Deliver over 100,000 Letter/A4 images per hour and up to 40 million impressions monthly.



The Canon varioPRINT iX-series revolutionizes the commercial printing business experience. It combines stunning image quality and a wide media range with the high productivity of inkjet.

For short run inserts, we utilize our Xerox iGen 5.



MAIL FINISHING AND DELIVERY

DataProse utilizes Bell & Howell and Pitney Bowes inserting equipment which can produce a wide variety of statements. Using bar-coding techniques that keep each run in order.

100% output verification is becoming the standard of service for all intelligent mail applications. Document Reliability System (DRS) delivers better service to your customers through automated mail piece verification.

DRS utilizes an innovative camera system to read and report each document as it is processed, providing correct sequence assurance, and producing a full audit trail verifying each envelope's completion. The system allows us to quickly identify and fix any doubles, missing documents, or insertion errors mid-stream without compromising the production process or audit trail.

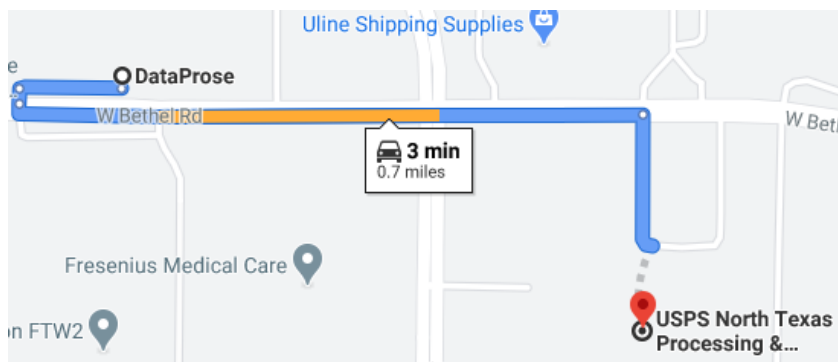


Currently, DataProse has six (6) Pitney-Bowes Mailstream Evolution Inserting System 12's for inserting and finishing at a rate of up to 12,000 pieces per hour, each.

Mail Verification and USPS Information

As a designated DMU of the United States Postal Service, all outbound first class presorted mail is inspected, prepared and loaded onto trucks daily at our Coppell facility. The USPS trucks leave 2x per day to deliver to the North Texas Processing and Distribution Center in Coppell, TX ([see complete address below](#)). This is located less than a mile from our facility in Coppell. This expedites the movement of all mail into the postal distribution system and allows for the best possible postal rates.

USPS NORTH TEXAS PROCESSING & DISTRIBUTION CENTER
951 W. BETHEL ROAD
COPPELL, TX 75019



Mail Delivery Timeline

DataProse processes, prints and mails in 24 hours after receipt and approval of data file.

AUTOMATED DOCUMENT FACTORY / INSERTING INTEGRITY

DataProse utilizes a camera verification system to track and verify document specific data to ensure the integrity of each mail piece. The camera captures images of the mail pieces (address window) as they travel through the inserting process in a predefined sequence. The images are transmitted to our system and OCR software reads the barcodes to spot any breaks in the sequence or document specific information.

The information that we check and verify includes:

- Envelope Id
- Print Id
- First Page Indicator
- Envelope Sequence Id
- Component Id
- Job Id
- Address Type Id
- Client Id
- Custom Stock



Maximizing your Postage Savings

Preprocessing to Maximize Postage Savings

To ensure the highest postage discounts while guaranteeing the accuracy of the addresses and zip codes supplied by you, DataProse will:

- Utilize our software to verify valid addresses from the client's data
- Create a data stream for documents with missing zip codes or bad addresses
- Sort data into mail streams required by the USPS for postage discounts
- Add and verify Zip+4 Post-Net barcode to all addresses to aid presorting, if necessary
- DataProse requires a 2-month postage deposit and will reconcile the postage each month on the monthly statement for services and postage rendered. Actual postage will apply.

QUALITY ASSURANCE / GUARANTEED PERFORMANCE

The success of an alliance with DataProse would be based on a consistent level of excellence in ongoing service dependability. Equally important is the assurance of long-excellence in customer service responsiveness, problem solving, and solutions.

DataProse has in place measures to ensure:

- QUALITY CONTROL
- AVAILABILITY AND UNINTERRUPTED WORK FLOW
- ON-TIME DELIVERY
- PRICING AND CONTRACT ADHERENCE
- CORPORATE IDENTITY AND SPECIFICATION ADHERENCE
- STRICT DATA SECURITY AND CONFIDENTIALITY
- CUSTOMER SERVICE RESPONSIVENESS
- ACCURATE AND VERIFIABLE BILLING AND COST ALLOCATION
- ACCURATE HISTORY AND USAGE REPORTS



After-hours Support and Escalation

DataProse after-hours support guarantee defined below:

<u>STANDARD PRODUCTION REQUESTS:</u>	<u>URGENT PRODUCTION REQUESTS:</u>	<u>AFTER-HOURS PRODUCTION REQUESTS:</u>
<p>Contact your assigned Account Manager</p> <p>Escalation Contact – Client Relations Manager 972.462.5405</p>	<p>Email – <u>DPList-FirstResponseTeam@dataprose.com</u> Phone – 972.462.5411</p> <p>Escalation Contact – Client Relations Manager 972.462.5405</p>	<p>Email – <u>DPList-FirstResponseTeam@dataprose.com</u> Phone – 972.462.5411</p> <p>IF NO RESPONSE IN 30 MINS, Call After-Hours HOTLINE 888.856.3185</p>



SOC 2

Under our SOC 2 Type 2 Compliance, all processes are certified compliant and annually audited.

DATAPROSE QUALITY CONTROL PROCESS OVERVIEW

Quality is at the forefront of the DataProse business model. DataProse will provide quarterly, bi-annual or annual account reviews depending on the client's business needs, which allow DataProse to gauge the satisfaction level of our customers. A typical meeting will address any processing issues and establish planning for product enhancements, document changes or quality control procedures. In addition, we expect open communication and encourage our clients to keep regular contact. Ultimately, the measure of value is left to our customers. With the extremely high contract renewal rate that DataProse has sustained, we have confirmed that our services add value to our clients and are high quality.

DataProse feels the key to a successful vendor customer relationship is matching resources. Having key resources in place that understands the client and their business needs will ensure continued success. DataProse will match resources at the operational level for daily activity, as well as at the executive level for primary decision-making, strategy and key development tasks.

Our ADF (Automated Document Factory) utilizes a Problem Fault Management system called ITSM (IR "Incident Report" System). Each problem, or IR, is tracked as a ticket using an internal computer program. Tickets are entered, updated and closed within this system, allowing users to trace the IR from the reporting of the problem to its closure. Clients are given ticket information, including the ticket number, so that they can call their Account Manager for information regarding a ticket's status.

DataProse's mindset of "zero defects" is the high standard to which DataProse holds itself. The zero defects philosophy encourages everyone to accept no mistakes, delays or rework as a business practice, but rather to learn from the mistakes, set an obtainable goal, develop a plan to reach that goal, and then raise the goal. As employees utilize their quality training, the results have proven to be beneficial to both the employee and more importantly - to the customer. At our Production Centers, quality issues are tracked on a weekly basis and evaluated by management.

DataProse has constructed the Production Centers to have key checkpoints throughout the facilities where each job is scanned, and the data is automatically integrated into a database that is available to our customers 24x7. Automated Document Factory (ADF) has been installed and is an internal platform that provides the ability to track mail to the piece level versus job level, presenting greater quality and mail piece integrity for our clients. ADF provides an enhanced level of tracking for documents and related materials for our customers, improving quality of products produced and operational efficiencies.

DataProse also employs both manual and automate checks to facilitate our total quality management as well. First there are several manual checks where a print operator may stop and review the output for errors, streaks, alignment, etc. The insert operators also pause production to review output like checking for sealed envelopes. We use in house engineers to do regular machine maintenance. We also employ software and hardware audits to ensure quality. For example, there is software running on each inserter that tracks the total number of documents in addition to cameras scanning the documents as they process. It's this combination of human, machine and software, each auditing each other, that provides the highest quality.

Along with manual and automated cross checks by production managers and supervisors, our facilities utilize a report known as the "JOBS IN PROGRESS" report. This production related report allows management a physical check-off for all jobs residing within our production centers and aids in maintaining our high-quality standards.

DataProse also utilizes a unique feature known as “storyboards”, which follows each and every job throughout the facility and is a physical reporting tool used to ensure quality processing for all customers. The storyboard contains specific information related to the job such as SLAs, time stamps, quantities, materials, visual references for production personnel, and customer information. During each phase of the job, it is scanned into the database and the personnel or operator is required to initial the physical storyboard.

In summary, the zero defects philosophy encourages everyone to accept no mistakes, delays or rework as a business practice, but rather to learn from the mistakes, set an obtainable goal, develop a plan to reach that goal and then raise the goal. As employees utilize their quality training, the results have proven to be beneficial to both the employee and more importantly - to the customer.

CONFIDENTIALITY & SECURITY

It is the policy of DataProse to ensure the privacy and security of our client’s data. Destruction/disposal client data shall be carried out in accordance with federal and state law and as defined in the organizational retention policy. The schedule for destruction/disposal shall be suspended for records involved in any open investigation, audit, or litigation.

In order to protect all client data from an unauthorized access, DataProse systems are secured at many levels, including 128bit SSL encryption from multiple firewalls, physical and logical segregation of processing systems. Rights and roles are closely managed and monitored to ensure only those people and systems requiring access, are granted access.

Finally, DataProse has automated systems pruning non-essential data to ensure data that is not required, is not retained. Furthermore, the DataProse production facilities are card-key access controlled, 100% monitored by camera systems. DataProse off-site data centers are controlled in a similar manner with the added protection of biometric scanning access. DataProse’s sophisticated piece level processing and tracking systems (Automated Document Factory- ADF) is our internal platform that provides the ability to track mail to the piece level versus job level, presenting greater quality and mail piece integrity for our clients. Every page of every bill or document is “fingerprinted” with sequencing numbers and characters (piece IDs embedded in our 2D symbology), which allows 100% integrity of every mail piece. The production centers have key checkpoints throughout the facility where each job is scanned and the data is automatically integrated into a database and web application (DP JobTrax) that is available to our customers 24/7. Manual and automated cross checks are deployed throughout the facility and process and production employees receive monthly bonuses for zero defects. It is this combination of human, machine and software, each auditing each other, that provides the highest quality.

DATA SECURITY & BUSINESS CONTINUITY PLAN

1. Business Continuity Planning Strategy

Business Continuity Planning (BCP) aims to prevent or minimize damage from disruptions in operations. DataProse Business Continuity Plans are intended to:

- Prevent a minor incident from becoming a major issue
- Clearly outline roles and responsibilities
- Minimize loss of data and revenue
- Protect the DataProse reputation
- Satisfy the DataProse obligations to its employees, customers, and community
- Comply with applicable laws and regulations

2. DataProse Business Continuity Policy

It is the policy of DataProse that plans are developed and maintained to ensure adequate continuity in the event of a disaster. DataProse business continuity plans are designed to protect the interest of our customers, and employees.

3. Assumptions

Not all incidents or events will lead to a disaster declaration. The declaration of a disaster will be reserved for major system and/or infrastructure failures (network, facility or computer hardware/software) where initiation of BCP recovery procedures is required.

BCP Plans and recovery procedures are developed around a single disaster or event impacting the DataProse business-critical functions.

Alternate sites/vendors/resources will be available to DataProse at the time of need.

Qualified personnel in sufficient quantities are available to perform recovery activities.

Organizations external to DataProse, such as vendors and government agencies will be reasonably cooperative during the recovery period.

4. Recovery Sites

Our DataProse business continuity strategy integrates alternate DataProse facilities (Coppell, TX. and Sacramento, CA) and 3rd Party Alternate Work Site Agreements.

5. Recovery Strategy

Recovery facilities are stand-alone production facilities encompassing statement production, warehousing and administrative departments. All plans are developed so that work can be moved from facility to facility and in this way, serve to back one another up.

Business Continuity Plans are consistent with the following steps:

Declaration:

DataProse will communicate to all customers that a disaster has been declared and that DataProse is operating in disaster recovery mode.

DataProse will be responsible for vendor notification - obtaining additional forms and materials for transport to the alternate processing facilities.

All statements from the impacted facility will be transferred and processed through one of the alternate processing facilities where printing, inserting and mailing functions will take place.

Data Transmission:

Upon a disaster declaration by DataProse, customers will not need to make any change to their statement file transmission method. Customers with dedicated circuits would have to provide statement data via tape or over the internet. (DataProse will provide assistance to those customers wishing to use the internet to ensure connectivity).

Printing:

Printing will be performed by the alternate processing facilities or the third-party print and mail vendor.

DataProse will attempt to use all available custom forms; however, we may elect to use plain white forms without logos to ensure mail is processed in as timely a manner as possible.

DataProse will make every attempt in a disaster to print utilizing the same type/model of printers as used in non-disaster situations but may elect not to provide highlight color or full business color as an option.

Inserting:

Inserting will be performed by the alternate processing facilities or the third-party print and mail vendor.

Custom inserts will not be included as part of the inserting process. Dynamically created inserts can be included. The decision to include/not to include inserts will be reviewed as the resumption process continues.

DataProse will continue to handle and be responsible for special handling needs - processing holds, etc.

Generic carrier and remit envelopes will be used at the onset of the disaster declaration. The decision to include/not to include custom carrier and remit envelopes will be reviewed as the resumption process continues.

Zip Sorting:

DataProse will continue to process mail pieces in zip code order for presentment to the USPS to ensure the best Postal rate is achieved.

DataProse will provide a report of volume for work processed each day.

Production Services:

DataProse will continue to perform job reconciliation and postage payment functions.

DataProse will continue to perform reprint capabilities.

Warehousing:

All incoming, receiving, and warehousing functions will be performed by the alternate processing facilities or the third-party print and mail vendor.

6. Client Communications

As part of a comprehensive communications plan that outlines the management, escalation and communication processes during a disaster situation, the facility general manager will coordinate communications to its internal customers. Working together and in accordance with the overall business continuity plans, communications will share information and/or impacts with clients as timely as is possible.

PRICING:

Based on an estimated monthly quantity of 1,000 regular bills.

Statement Container Includes: <ul style="list-style-type: none"> - Data processing - 8.5 x 11 paper w/perforated payment coupon - Duplex, black ink, front and back - #10 window envelope - #9 window return envelope - Fold, Insert, presort and deliver to USPS 	\$0.25	Ea.
Statement Container Includes: <ul style="list-style-type: none"> - Data processing - 8.5 x 11 paper w/perforated payment coupon - Simplex, black ink, front - #10 window envelope - #9 window return envelope - Fold, Insert, presort and deliver to USPS 	\$0.22	Ea.

***Pricing Does Not Include Applicable Sales Tax**

OPTIONAL SERVICES PRICING:

Implementation/Utility Set-up	\$600.00	1 Time
Statement Archive - includes 12 months of storage	\$0.02	Ea.
Additional Inserts –cost to insert (newsletter, water quality reports, buckslips, etc.)	\$0.01	Ea.
Additional Impressions – simplex, black	\$0.04	Ea.
Oversized bills (8-99 pages)	\$0.40	Ea.
<ul style="list-style-type: none"> - includes 9 x 12 envelope - for hand inserting of statements greater than 8 pages 		
Oversized bills (100 + pages) includes window box	\$4.00	Ea.
API – DataProse Search&ViewBill API is a tool that allows clients already utilizing the S&V service or their eBill payment vendor, a back-end path to access PDFs from the DataProse system. This product is a connector service between the client application or website and the indexed billing cycle PDFs at DataProse.	\$125.00	Month
Additional programming – client requested/approved	\$125.00	Hour
Bill suppression	\$0.05	Ea.
NCOALink (Address Correction/Update)	\$0.40	Correction
Offline folding – for inserts provided by client that are not folded	\$0.01	Ea.
Special Handling – Overnight + FedEx charge	Cost	Ea.
Estimated Postage Cost / 1-3oz. Piece – Based on the lowest possible 5-digit zip code rate. Actual postage will apply. The current rate listed is based on the USPS postage increase effective July 2022.	\$0.455	Ea.

DP E-BILL - ELECTRONIC DELIVERY:

PRODUCT OVERVIEW:

DataProse provides several different electronic delivery products. This document describes the DataProse email delivery. This document does not include any Electronic Bill Presentment/Payment (EBPP) functionality. The email itself is delivered in html format and can be customized to include graphical content and variable data. This core product is intended to be one email template per application, but multiple templates may be set up at the fee structure defined below. There is a robust reporting module in support of all documents delivered electronically. This reporting includes information such as, when the documents are delivered, which email messages were returned as undeliverable, which email documents were opened, and more.

PRODUCT FEATURES:

DP-eBill – Email delivery with a link back to the original bill-payer invoice. This link and the source document are stored by DataProse and is made available seamlessly to the bill-payer.

PRODUCT IMPLEMENTATION TIMING:

Standard implementation time for one email template into our normal process is 2-3 weeks. Each additional email template can be added in the same 2-3-week time frame.

PRODUCT PRICING:

Description	Frequency	Fee	Frequency
Implementation (includes one email template) and Initial Setup		\$500.00	One Time
Annual License/Subscription Fee		Waived	Annually
Additional Email Template Setup		\$300.00	Per Email Template
Standard Email Transaction		\$0.08	Per Email

Deb Cronin
Account Manager – Print and Mail

Harris Local Government
2017 E. Main Street
Easley, SC 29640

Phone 228-271-3617
Email dcronin@harrislocalgov.com



July 6, 2022

Marcia Brooks
City Clerk/Treasurer
City of Oxford
110 West Clark Street
Oxford, Georgia 30054

Subject: Proposal for Managed Print and Mail Services

Dear Ms. Brooks,

Harris Local Government is pleased to provide the City of Oxford with the following proposal for Managed Print and Mail Services.

Our team at Harris Print & Mail are uniquely qualified as we understand your software and can work hand in hand with your Support team. What this means to you is a smooth transition since we are a part of the Harris team.

Our recommended solution includes everything you need to produce your monthly billing statements. The pricing includes, processing, printing, folding, inserting, USPS CASS & NCOA services and First-Class mailing. **We do not charge postage separately and no payment is required prior to mailing. We offer 1-, 2- and 3-year contracts for stable pricing and seamless budgeting.**

If you or your team have any questions at all, please do not hesitate to call or email me at any time. We look forward to working with you and your team.

Sincerely,

A handwritten signature in blue ink that reads "Deb Cronin".

Deb Cronin
Account Manager – Print & Mail
Harris Local Government



Date: 07/06/2022
 Quote #: DC-OXF-07062022
 Effective To: 7/31/2022
 Prepared By: Deb

Proposal Pricing

This Agreement between the City of Oxford, GA (“Purchaser”) and N. Harris Computer Corporation of 2429 Military Road, Suite 300, Niagara Falls, NY 14304 (“Harris”) confirms the purchase of the following print and mail fulfillment and related services (the “Services”)

Item	Description	Quantity	Unit Price	Extended Price
<i>Managed Print Services:</i>				
1.	Utility Billing (Monthly Notices)	1,000	.63 \$	630.00
	a. Prints two sides, black ink on 8.5 x 11 pre-perfed white paper		\$	-
	b. Double Window Outgoing Envelope		\$	-
	c. Courtesy Reply Envelope			
	d. USPS POSTAGE INCLUDED		\$	-
2.	USPS Processing/Set up fee (First month only)		150.00 \$	150.00
	Total (First month only)		\$	780.00
	Total Annually (remaining months)		\$	630.00

Price is subject to change with a 60-day written notice. Changes in pricing will only occur with an increase in postage from the USPS or any significant increases in paper supply costs during the life of the contract. Price is based on mailing over 500 pieces PER mailing. Mailings under 500 pieces will incur additional postage fees.

Agreement Terms and Conditions

1. Definition

Agreement”, “this Agreement”, “the Agreement”, “hereof”, “herein”, “hereto”, “hereby”, “hereunder” and similar expressions mean this Printing Services Agreement, including all of its Schedules and all instruments supplementing, amending or confirming this Agreement.

2. Payment Terms

Order will be processed with the return of the signed printing services agreement. Services will be billed upon completion of job. Payment is due within 30 days of receiving invoice.

3. Minimum Annual Commitment

The parties acknowledge that the pricing herein is based on a minimum annual quantity of 500 (“Minimum Commitment”) for a period of 1 year. In the event that the Purchaser does not fulfill the Minimum Commitment during any given year, the Purchaser shall pay to Harris a Minimum Processing Fee of 5% of the estimated total annual fee set forth on page 1 of this Agreement.

4. Term

This Agreement shall come into effect immediately as of the date of execution hereof by both Parties and shall remain in force for a period of one year (the “Initial Term”), except as provided for herein. At the expiration of the Initial Term, this Agreement, including any modifications thereto, shall renew for a Renewal Term that will be agreed to by both parties, unless either party provides written notice of non-renewal sixty (60) days prior to the expiration of the Initial Term. In the event that this Contract is renewed in accordance with this Section, the terms of the Agreement, shall remain unchanged (except to the extent expressly modified by agreement of the parties), except that the pricing terms may be modified with prior written notice to Purchaser. Harris shall notify Purchaser at least sixty-one (61) days in advance of any modification of pricing terms.

5. Termination

This Agreement may be terminated prior to expiration of the Initial Term hereof only as follows

- a. Provided that Purchaser or Harris (the “Terminating Party”) is not then in breach of its obligations hereunder, the Terminating Party may terminate this Agreement with regard to its obligations that arise hereunder after the date of termination by delivering to the other party (the “Breaching Party”) written notice of such termination upon the occurrence of any of the following:
 - I. the Breaching Party is in material breach of its obligations hereunder and fails to cure such breach within twenty (20) business days after receipt of written notice thereof from the terminating Party; or
 - II. the bankruptcy or insolvency of the Breaching Party, including but not limited to any of the following: assignment for the benefit of creditors, inability to pay debts when due, commencement of procedures for compulsory reorganization, and management or significant assets or property being involuntarily taken over in whole or in part by any governmental office, agency or authority; or
- b. upon the mutual written consent of the Purchaser and Harris to terminate this Agreement.

6. Payment Upon Early Termination

The parties acknowledge that the pricing herein is based upon an Initial Term of 1 year. The parties agree that if this Agreement is terminated prior to expiration of the Initial Term by Harris pursuant to paragraph 5(a) above, or if Purchaser terminates this Agreement other than pursuant to paragraph 5(a) above, the Purchaser shall pay an Early Termination Fee. The Early Termination Fee shall be calculated as follows: 5% of the estimated total annual fee set forth on page 1 of this Agreement.

7. Relationship Between the Parties

It is acknowledged and agreed that Harris shall not be considered an agent, employee or representative of the Purchaser. Harris shall not act on behalf of the Purchaser, except as otherwise agreed upon herein. Nothing herein shall be construed in any way to constitute a partnership, joint venture, agency or any other special relationship between Harris and the Purchaser, nor is it the intention of the Parties to establish any such relationship.

Neither Harris nor the Purchaser is granted any express or implied right or authority to assume or to create any obligation or responsibility on behalf of, or in the name of the other, or to bind the other in any manner or thing whatsoever, without the prior written approval of a duly authorized representative of the other.

8. Data

In the event that the Purchaser is providing data to Harris, it is the responsibility of the Purchaser to ensure that the format and quality of the data meets Harris requirements. Any deadline for performance of the Services agreed upon at signing is based on the assumption that the data provided is in the correct format and of sufficient quality. Any delay due to incorrect data is the responsibility of the Purchaser. Harris will manipulate incorrect data for the purchaser at an additional charge agreed to in writing by the parties.

9. Warranty

The Services shall be performed in a professional manner in accordance with generally accepted industry standards for the printing industry. If the Services fail to comply with this warranty, Purchaser shall promptly notify Harris in writing. The notice from Purchaser shall specify in reasonable detail any alleged non-conformities in the Services and reasonable requirements for acceptance of the Services. Upon such notice, Harris shall, as Purchaser's sole and exclusive remedy, promptly re-perform any such Services. This warranty is effective for thirty (30) days following completion of the Services.

Purchaser is solely responsible for the accuracy of the data provided to Harris. Harris does not warrant the accuracy of the data transmitted but does warrant the transposition and printing of the data once received by Harris.

The express warranties contained above are in lieu of all other representations, warranties and conditions, express or implied, whether arising by statute or otherwise in law or from a course of dealing, or usage of trade. Without limiting the generality of the foregoing, Harris does not represent or warrant, and the Purchaser acknowledges that there are no further representations or warranties, including, but not limited to, warranties of merchantability, fitness for a particular purpose, and non-infringement, and warranties arising from a course of dealing, usage or trade practice.

10. Limitations on Liability

THE PURCHASER AND HARRIS RECOGNIZE THAT CIRCUMSTANCES MAY ARISE ENTITLING THE PURCHASER TO DAMAGES FOR BREACH OR OTHER FAULT ON THE PART OF THE HARRIS ARISING FROM THIS AGREEMENT. EXCEPT FOR DAMAGES ARISING OUT OF HARRIS'S INTENTIONAL MISREPRESENTATION, GROSS NEGLIGENCE OR WILLFUL MISCONDUCT, PURCHASER AGREES THAT HARRIS' LIABILITY HEREUNDER FOR DAMAGES SHALL NOT EXCEED THE CHARGES HEREUNDER PAID BY PURCHASER TO HARRIS. IN ADDITION TO THE FOREGOING, NEITHER PARTY SHALL BE LIABLE FOR ANY CONSEQUENTIAL, INCIDENTAL, SPECIAL, OR INDIRECT DAMAGES OF ANY KIND, INCLUDING BUT NOT LIMITED TO LOST REVENUE OR LOSS OF PROFITS, EVEN IF THE OTHER PARTY HAS BEEN ADVISED OF THE LIKELIHOOD OF THE OCCURRENCE OF SUCH DAMAGES AND NOTWITHSTANDING ANY FAILURE OF ESSENTIAL PURPOSE OF ANY LIMITED REMEDY. THIS PARAGRAPH SHALL APPLY IN RESPECT OF ANY CLAIM, DEMAND OR ACTION BY A PARTY IRRESPECTIVE OF THE NATURE OF THE CAUSE OF ACTION UNDERLYING SUCH CLAIM, DEMAND OR ACTION, INCLUDING, BUT NOT LIMITED TO, BREACH OF CONTRACT OR TORT

11. Cancellation Policy

In the event of cancellation of the Agreement by either party for any reason, Purchaser agrees to pay for all Printing Services rendered and all expenses incurred prior to the cancellation. Purchaser must provide written notification to Harris if it wishes to cancel the Agreement.

12. Governing Law; Venue

This Agreement shall be governed by the substantive and procedural laws of the State of New York. Purchaser hereby agrees to submit to the exclusive jurisdiction of, and venue in, the courts in the State of NY in any dispute arising out of or related to this agreement.

13. Entire Agreement

This Agreement shall constitute the entire agreement between the parties hereto with respect to the matters covered herein. Any modification or waiver of this Agreement is effective only if it is in writing signed by an authorized representative of the party to be charged. Provisions of a Customer purchase order or similar document are not applicable if they conflict with or add to the terms of this Agreement.

Purchaser: City of Oxford, GA

By: _____ Date: _____

Authorizing Party

Contact Name: _____

Contact Title: _____

E-mail Address: _____

Phone Number: _____

Fax Number: _____

Purchaser's Billing Department Information

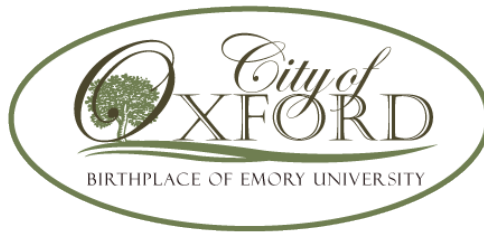
Billing Address: _____

AP Contact: _____

E-mail Address: _____

Phone Number: _____

Fax Number: _____



Memo

To: Bill Andrew, City Manager
From: Marcia Brooks, City Clerk/Treasurer
Date: September 14, 2022
Re: Outsourcing the Printing and Mailing of Utility Bills - revised

As you may recall, this issue was discussed prior to July 1 and the City Council approved moving forward with Enco as the vendor. However, that decision was made based on erroneous information provided by me. Specifically, Enco was going to require us to maintain two months of postage on file with them, which was not indicated during the discussion. Once I found that out, I terminated the discussion with Enco, and we continue to process our utility billings manually using in-house labor and time. I would like to propose outsourcing this process again with the correct pricing information.

The original explanation provided plus updated cost data follows:

The preparation and mailing of utility bills in-house is a time-consuming and laborious process. The Utility Billing/Municipal Court Clerk spends at least eight hours each month printing, folding, stuffing and sorting utility bills, then carries them to the Covington post office for mailing. The monthly cost to complete this process in-house is approximately \$589 per month (\$7,063 annually) just for pre-printed invoice forms, mailing envelopes, courtesy return envelopes and postage. This does not include the opportunity cost of the clerk's time spent on the task or the toner cost to print the bills.

I have obtained proposals from two companies to provide this service. The two companies that submitted quotes are Harris Print and Mail and DataProse. Both companies provide a proof to the customer so that the bills can be verified and/or spot-checked before they are mailed. Over the first twelve-month period, the total investment for DataProse is \$8,460 vs. \$7,710 for Harris. There is not much difference between the annual supply cost to perform these tasks in-house (\$7,063) and the total cost for Harris Print and Mail to perform them (\$7,710). When opportunity cost is taken into consideration, it is cheaper to outsource this process.

Based on this analysis, I recommend that we accept the proposal from Harris Print and Mail Services for outsourcing of the printing and mailing of our utility bills beginning immediately. In addition to the actual dollar savings, outsourcing these tasks will also free up the clerks to spend more time on other tasks and/or strategic initiatives. They are excited about the opportunity to streamline processes in the office.

I have included a cost breakdown and comparison below. Proposals from both companies are attached.

I appreciate your consideration.

/mlb

In House Cost/Month		Outsourcing Cost/Month
Supplies		Harris Print and Mail \$630 /month (1,000 x \$.63) One-time setup fee of \$150 No postage deposit requirement
Printed utility bills	\$ 62.04	
Mailing envelopes	\$ 46.30	
Return envelopes	\$ 51.60	
Subtotal	\$ 159.94	
Postage		DataProse \$250 /month (1,000 x \$.25) One-time setup fee of \$600 Two months postage deposit must be maintained at all times and is billed monthly to replenish (lowest possible rate is \$0.455 per item which is about \$455 per month).
Avg. monthly July-August	\$ 408.68	
Bulk Mail permit (Covington)	\$ 20.00	
Subtotal	\$ 428.68	
Labor		
Salary - 15.76 x 8 hours	\$ 126.08	
FICA	\$ 9.65	
401a	\$ 5.04	
Insurance (estimated)	\$ 10.00	
Subtotal	\$ 150.77	
In House Cost		
Actual Cost in house	\$ 588.62	
Opportunity cost in house	\$ 150.77	
Total cost in house	\$ 739.39	

Sec. 40-575. Nonconforming use.

A nonconforming use may be continued even though such use does not conform with the use provisions of the zoning district in which the use is located, except as otherwise provided in this section.

- (1) Change of use. A nonconforming use shall not be changed to another nonconforming use. A change in tenancy or ownership shall not be considered a change to another nonconforming use, provided that the use itself remains unchanged.
- (2) Discontinuance or abandonment. A nonconforming use shall not be re-established after discontinuance or abandonment for one year. Vacancy or non-use of the building, regardless of the intent of the owner or tenant, shall constitute discontinuance or abandonment under this subsection. If a business registration is required for the nonconforming use and the business registration pertaining to the use has lapsed for more than six months, the lapse of business registration shall constitute discontinuance.
- (3) Expansion. A nonconforming use shall not be expanded, enlarged or extended, in land area or in floor space or volume of space in a building or structure, unless such use is made to substantially comply with the zoning district in which the use is located.
- (4) Major repair or reconstruction following casualty event. A nonconforming structure shall not be rebuilt, altered or repaired following a casualty event (such as fire, tornado, storm, or fallen tree) if the cost of repairing the damage to the structure exceeds fifty percent (50%) of the total replacement cost for such structure at the time of damage as such cost is determined by the Building Inspector, unless (i) the use conforms with the zoning district in which the use is located, (ii) the rebuilding and repair of the nonconforming structure is completed within one year following such casualty event, and (iii) such structure is not altered in any material manner from the condition existing prior to such casualty event.
- (5) Significant modification or improvement. A nonconforming structure shall not be modified, altered or improved if the cost of such modifications, alterations and/or improvements to such nonconforming structure made during a consecutive 12-month period exceeds fifty percent (50%) of the fair market value of such existing structure as of the beginning of such period, unless the entire structure shall be brought into conformance with all applicable ordinances, rules and requirements.

Sec. 40-712. - Referral to and action by Planning Commission.

Upon receipt of a completed application for variance or within a reasonable time thereafter, the Zoning Administrator shall refer the application to the City Planning Commission. The meeting at which the Planning Commission considers the application shall be open to the public, but the Planning Commission meeting shall not be required to be an advertised public hearing and the Planning Commission shall not be obligated to but may hold a public hearing on the application.

Major Variance:

The Planning Commission shall make a recommendation on the application for variance within 30 days of the meeting it is first scheduled to consider the application, and its recommendation shall be submitted to the City Council. The Planning Commission may submit any additional report it deems appropriate. The applicant will be notified in writing by the Zoning Administrator of the recommendation within seven working days of the decision. The recommendation and any report shall upon publication be available upon request to the public. The recommendation of the Planning Commission shall have an advisory effect only and shall not be binding on the City Council.

Minor Variance:

The Planning Commission may grant a minor variance for the development activity on a lot in individual cases where strict application of the development standards for the district in which the lot is located would result in practical difficulties to, or undue hardship upon, the property owner for reason of narrowness, shallowness, shape, topographic conditions or other conditions of the lot or the location of the existing principal building on the lot. The authority to grant minor variances shall be limited to variances from the following requirements:

1. In the case of Minimum Lot width at Building Line, the variance is limited to reducing the required width by no more than 10% of the minimum requirement for the district in which the lot is located (e.g. if the required width is 100 feet, the width requirement for the lot may not be reduced to less than 90 feet).
2. In the case of Minimum Setback from Side Lot Lines, the variance is limited to reducing the required setback by no more than 20% (e.g. if the required setback is 10 feet, the minimum setback may not be reduced to less than 8 feet).
3. In the case of Minimum Setback from Rear Lot Lines, the variance is limited to reducing the required setback by no more than 20% (e.g. if the required setback is 30 feet, the minimum setback may not be reduced to less than 24 feet).

Pursuant to Section 105 of the Oxford Building Ordinance, all applications for development permits are reviewed by the Planning Commission. In the event the Planning Commission determines that a minor variance should be granted in connection with the issuance of a development permit, the Planning Commission will grant such minor variance at the regular meeting of the Planning Commission where the application for such development permit is

reviewed. If the Planning Commission fails to grant a requested minor variance, then the Mayor and Council may take action in lieu of the Planning Commission action.

Sec. 40-841. Development permit.

- (a) *Required.* A development permit shall be required for any proposed use of lands or buildings (including, but are not limited to, clearing and grubbing, grading or land disturbance, and the construction of such improvements as streets, surface parking areas and drives, stormwater drainage facilities, sidewalks, or other structures permanently placed on or in the property), and before any improvement, grading or alteration of lands or buildings commences to indicate and ensure compliance with all provisions of this chapter and other applicable regulations in this Code, except for minor improvements described herein. For purposes hereof "minor improvements" include the following and similar routine maintenance and repair items: interior and exterior painting; replacing or installing new floor coverings; repairing or replacing existing windows with new windows; roof shingle repair or replacement; landscaping, including sprinkler system installation or the clearing of trees and brush in connection with normal yard maintenance (not for the purpose of construction or development activities); replacing or installing new cabinets or countertops; replacing or installing new appliances; existing driveway repair or resurfacing; installation or repair of backyard sheds located at least two (2) feet inside the applicable setback line; rear-yard fencing that complies with the fencing requirements of City ordinances; temporary sign installation that complies with the signage requirements of City ordinances; and the repair or replacement of existing HVAC, plumbing, gas, or electric utility systems.
- (b) *Separate requirements for phased applications.* If the tract is to be developed in phases, then a separate development permit shall be required for each phase.
- (c) *Application.* No person shall conduct any land-disturbing or development activity within the City without first applying for and obtaining a development permit from the Zoning Administrator to perform such activity.
- (d) *Application requirements.* Applications shall be made in accordance with application requirements specified by the Zoning Administrator and this section. The application shall be checked for completeness at the time of submission. Incomplete applications will not be processed and will be returned to the applicant. All applications for a development permit shall be made to the Zoning Administrator and shall be accompanied by the following:
- (1) Application on the form furnished by the Zoning Administrator.
 - (2) A fee as established by resolution of the City Council.
 - (3) A copy of the approved preliminary plat, if subdivision is required and preliminary plat approval has been obtained, or an application for preliminary plat approval if required.
 - (4) A sufficient number (as approved by the Zoning Administrator) of sets of plans drawn to scale, signed and stamped by one or more qualified professionals who have authority to produce such plans or portions thereof, with addresses and contact information.
 - (5) Plans requiring or involving stormwater management facilities shall require the submittal of plans containing information specified in the City stormwater management ordinance (article VI of chapter 36). Approval of a development permit containing information and requirements of article VI of chapter 36 shall constitute approval of the permit required by that chapter.
 - (6) Plans involving land within a floodplain or flood hazard area shall require the submittal of plans containing information specified in the city flood damage prevention ordinance (article II of chapter 14). Approval of a development permit containing information and requirements of article II of chapter 14 shall constitute approval of the permit required by that chapter.
 - (7) Plans requiring a land disturbance permit shall require the submittal of plans containing information specified in the city soil erosion, sedimentation and pollution control ordinance (article III of chapter 14) unless specifically exempted by the Zoning Administrator from the submission of plans in accordance with the article. Approval of a development permit containing information and requirements of article III of chapter 14 shall constitute approval of the permit required by that article, subject to other applicable agency approvals required by the article.

- (8) Plans involving land within a wetland shall require the submittal of plans containing information specified in the city wetlands protection ordinance (article IV of chapter 14).
 - (9) Plans shall demonstrate compliance as applicable with the city tree ordinance (chapter 38) as well as Tree Maintenance Guidelines and Standards as applicable.
 - (10) For subdivisions or other major developments, Development permit applications shall require the submission of plans and information specified in the city subdivision and land development ordinance (chapter 30) and shall demonstrate compliance therewith.
- (e) *Relationship to plat approval.* An application for preliminary plat approval, when required by the subdivision and land development ordinance (chapter 30), may be processed independently of, or in conjunction with, an application for issuance of a development permit. Applicants are cautioned, however, that the preliminary plat approval is discretionary with regard to compliance with the comprehensive plan and design requirements, and therefore, proceeding simultaneously with preliminary plat and development permit applications may result in the revision of engineering plans if the layout of the preliminary plat of the proposed subdivision must be modified.
- (f) *Relationship to site and design plan review.* It is anticipated and expected that applicants will proceed more or less simultaneously in pursuing site and design plan approval as required by article XI of this chapter; however, no development permit shall be approved until site and design plan review, if required, is accomplished. A development permit applicant, if not ready to submit architectural details for buildings or structures, may at his discretion divide the site and design plan review application process into a site application and building application, and seek only the site plan portion of the approval process required by article XI of this chapter, which shall be required to issue a development permit.
- (g) *Agency and zoning administrator review.* The Zoning Administrator shall forward a copy of the development permit application, including the civil plans and drawings for the project, to other city departments and government agencies or others as appropriate, for their review and comment. The applicant may be required by the Zoning Administrator to secure development approval from other agencies if they are affected by (or have jurisdiction over) the development. Development approval may be required from but is not necessarily limited to the following, as applicable: the City Engineer, the City Street or Public Works Department, the Soil and Water Conservation District with jurisdiction, the county Fire Department, the county Health Department, the county Department of Planning, Development, or Building Inspections, the State Department of Transportation, the State Department of Natural Resources, and the U.S. Army Corps of Engineers.
- (h) *Consolidation and submission of comments to applicant.* Upon receipt of comments from other city departments and external agencies as appropriate, the Zoning Administrator shall provide all comments to the applicant for resolution and as appropriate shall indicate on one or more copies of the civil drawings or in writing all comments related to compliance with applicable city regulations and agency requirements. Thereafter, the applicant shall submit revised plans to reflect all such comments.
- (i) *Issuance.* All development permits shall be issued by the Planning Commission. In no case shall any development permit be granted for the use, construction or alteration of any land or building if the land or building as proposed to be used, constructed or altered would be in violation of any of the provisions of this chapter or other applicable regulations of the City. The applicant shall be responsible for compliance with all codes, regulations, and zoning requirements and for the satisfaction of all of the comments of reviewing city departments, external agencies, and the Planning Commission. Although review may have been achieved, if another city department or external agency requires approval or a permit, the owner shall also be responsible for obtaining such approval or permit from all other agencies affected by the project prior to issuance of the development permit by the Planning Commission or Zoning Administrator.
- (j) *Denial.* If the development permit is denied, the Planning Commission shall state in writing the reason for the denial and the applicant shall be notified of the denial. A record of all development permits shall be kept on file in the office of the Zoning Administrator which shall be a public record.

(k) *Duration of validity.*

(1) A development permit shall expire two years after its issuance, subject to the following provisions:

- a. If the work described in any development permit has not been begun within one year from the date of issuance thereof, the permit shall expire; and
- b. If the work described in any development permit has not been substantially completed within two years of the date of issuance thereof, the permit shall expire.

(2) Application processes shall begin anew for any expired development permit.

(l) *Suspension or revocation.* The development permit may be suspended or revoked by the City, as to all or any portion of the land affected by the permit, upon finding that the holder or his successor in title is not in compliance with the approved development permit or is in violation of any applicable regulations in this Code.

Sec. 40-842. - Building permit.

(a) The Building Inspector is hereby authorized to issue building permits in accordance with all provisions of this chapter and relevant chapters of this Code, but only after the Planning Commission has issued a development permit, or if no development permit is required, after a review of the building permit for compliance with the provisions of this chapter and applicable regulations of the City. [NEED TO REFER TO ANY CHANGE/ALTERATION OF UTILITIES OR ELECTRIC OR PLUMBING OR HAVAC SYSTEMS REQUIRING BUILDING PERMIT]

(b) No building or other structure shall be erected, moved, extended, occupied, or enlarged, or structurally altered, nor shall a building or structure's use be changed, nor shall any excavation, grading, or filling of any lot for the construction of any building or structure be commenced until the Building Inspector has issued a building permit for such work in conformity with the provisions of this chapter and all applicable building and related codes.

(c) Approval of a building permit shall require an application to the Building Inspector as specified in the minimum standard codes. If the building permit is denied, the Building Inspector shall state in writing the reason for the denial and the applicant shall be notified of the denial. A record of all building permits shall be kept on file in the office of the Building Inspector.

(d) Any building permit issued shall become invalid unless the work authorized by it shall have been commenced within 180 days of its date of issue, or if the work authorized by it is suspended or abandoned for a period of six months.

(e) See section 6-4 for applicable provisions with regard to administration and enforcement of building permits and minimum standard codes, including reference to chapter 1 of the International Building Code, which shall govern specific procedures and submission requirements.

Sec. 40-842. - Building permit.

(a) No building or other structure shall be erected, moved, extended, occupied, or enlarged, or structurally altered, nor any installation or alteration of electrical, plumbing, water, gas, sewer or other mechanical systems be performed, nor shall a building or structure's use be changed, nor shall any excavation, grading, or filling of any lot for the construction of any building or structure be commenced until the Building Inspector has issued a building permit for such work in conformity with the provisions of this chapter and all applicable building and related codes.,,

(b) The Building Inspector is hereby authorized to issue building permits in accordance with all provisions of this chapter and relevant chapters of this Code. The Building Inspector shall not issue a building permit for any activity requiring a development permit until the Planning Commission has issued the requisite development permit. In order for a building permit to be issued the application therefor must be in compliance with the provisions of this chapter and applicable regulations of the City, including all applicable building and related codes.

(c) Approval of a building permit shall require an application to the Building Inspector as specified in the minimum standard codes. If the building permit is denied, the Building Inspector shall state in writing the reason for the denial and the applicant shall be notified of the denial. A record of all building permits shall be kept on file in the office of the Building Inspector.

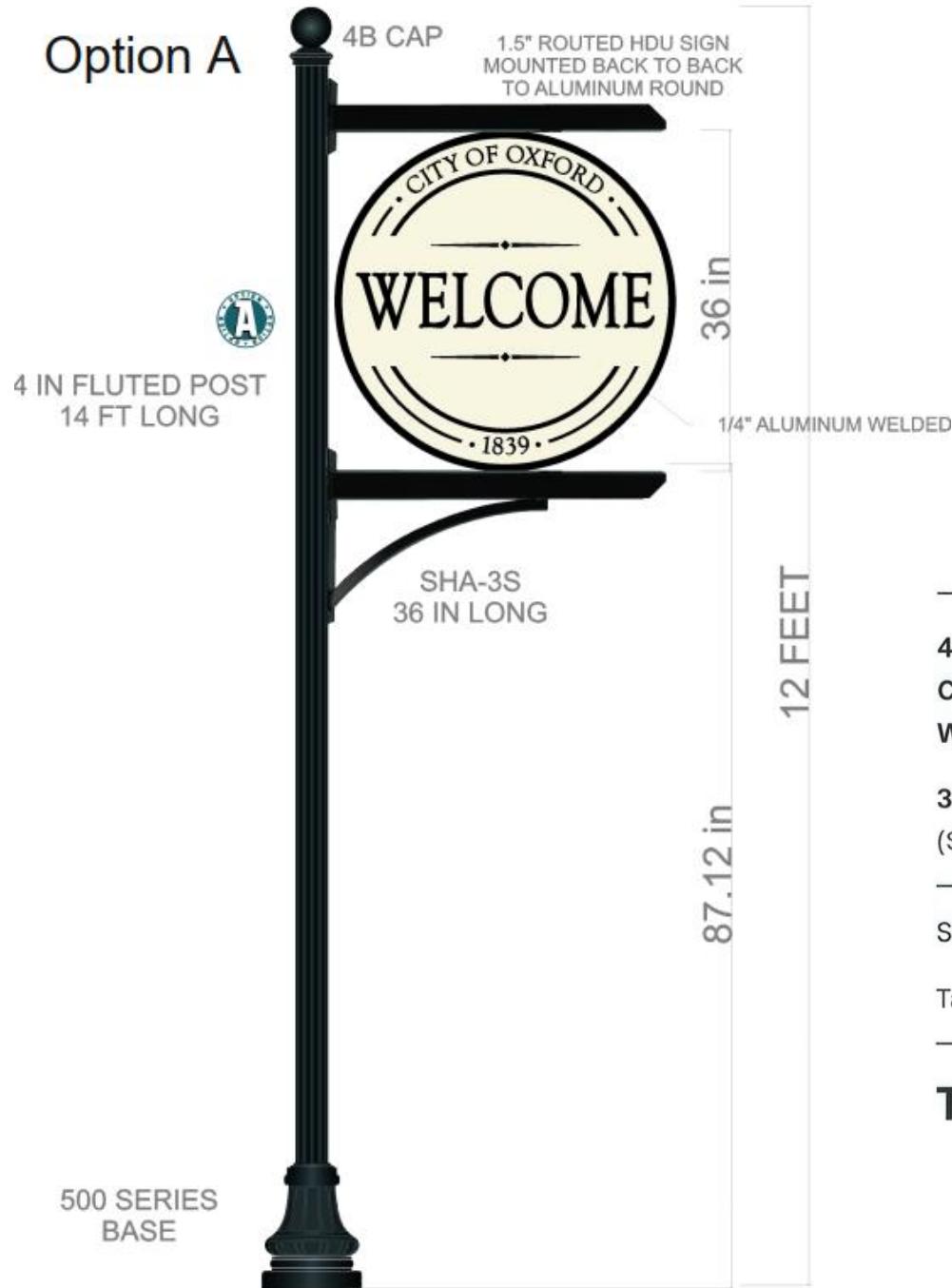
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(e) See section 6-4 for applicable provisions with regard to administration and enforcement of building permits and minimum standard codes, including reference to chapter 1 of the International Building Code, which shall govern specific procedures and submission requirements.

Progress with the City-Wide Sign Family

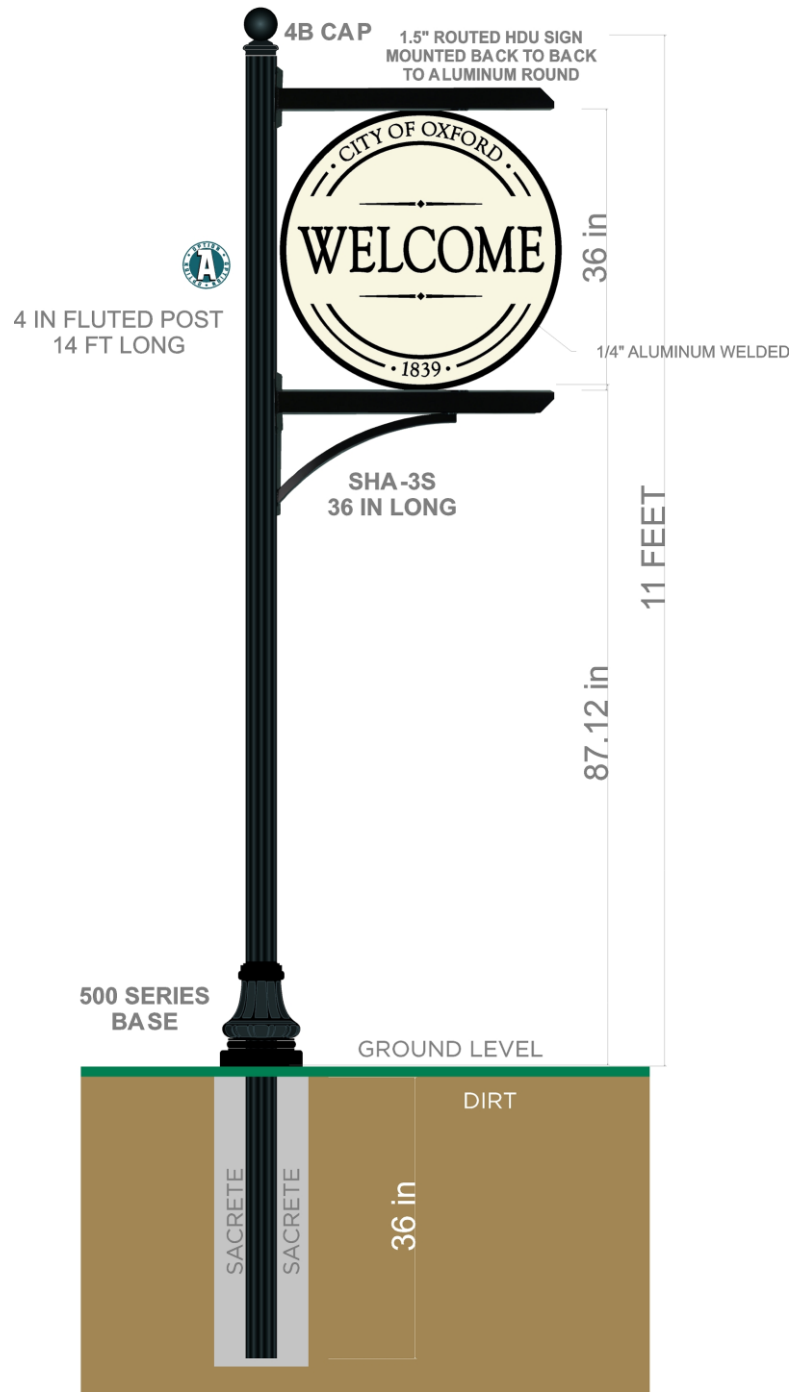
Oxford City Council Work Session September 19, 2022

Option A



PLEASE NOTE: ALL THE PRICING SHOWN IS BEING UPDATED AND WILL BE AVAILABLE SOON AFTER WE MAKE DECISIONS ON POST HEIGHT AND WHERE SINGLE OR DOUBLE-SIDED SIGNS ARE NEEDED.

4 IN X 14 FT FLUTED POST WITH 500 SERIES BASE/4B FENIAL CAP/CUSTOM BRACKET WITH 36" ROUND PLATE WELDED - MOUNT W SLIP RINGS	\$3,450.00
36" ROUND 1.5" THICK ROUTED HDU LOGO SIGN (\$575.00 ea.) × 2	\$1,150.00
Subtotal	\$4,600.00
Tax	\$0.00
Total	\$4,600.00



Bill,

I am working on redesign and re quoting for these signs, please take a look at all options and let me know if they should be single or double sided and also how many of each you may need.

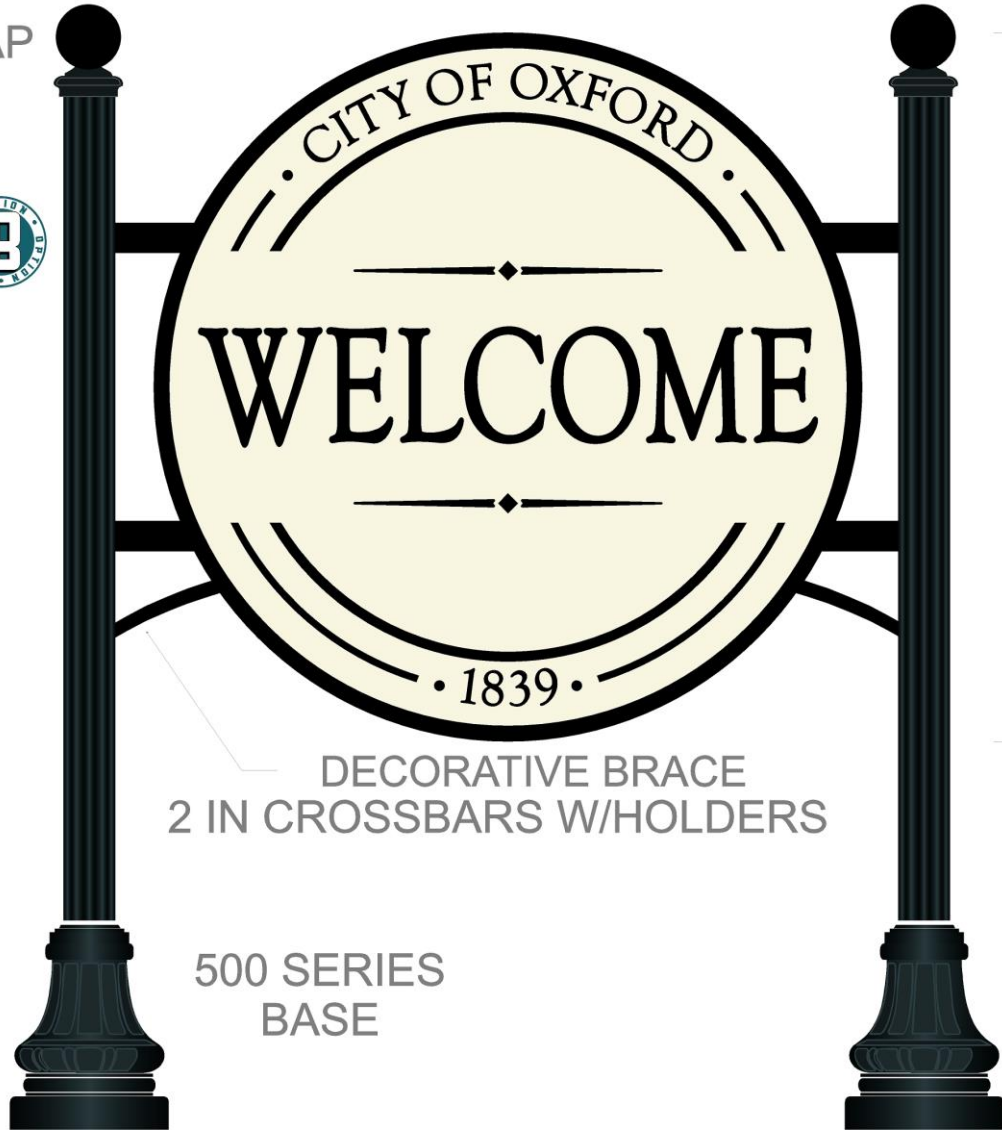
The directional signs are shorter, I think that is what you requested, to fit on a 10 ft post, please note the height of signs etc. they would be good for walking traffic but may need to be higher for car traffic?



ROBYN HEATON
 2951 Commerce Pl
 McDonough, GA 30253
 P 770.957.9697 • F 770.957.9614

1.5" ROUTED HDU SIGN
WITH 6MM BLACK ACM BACKER

3DB CAP



DECORATIVE BRACE
2 IN CROSSBARS W/HOLDERS

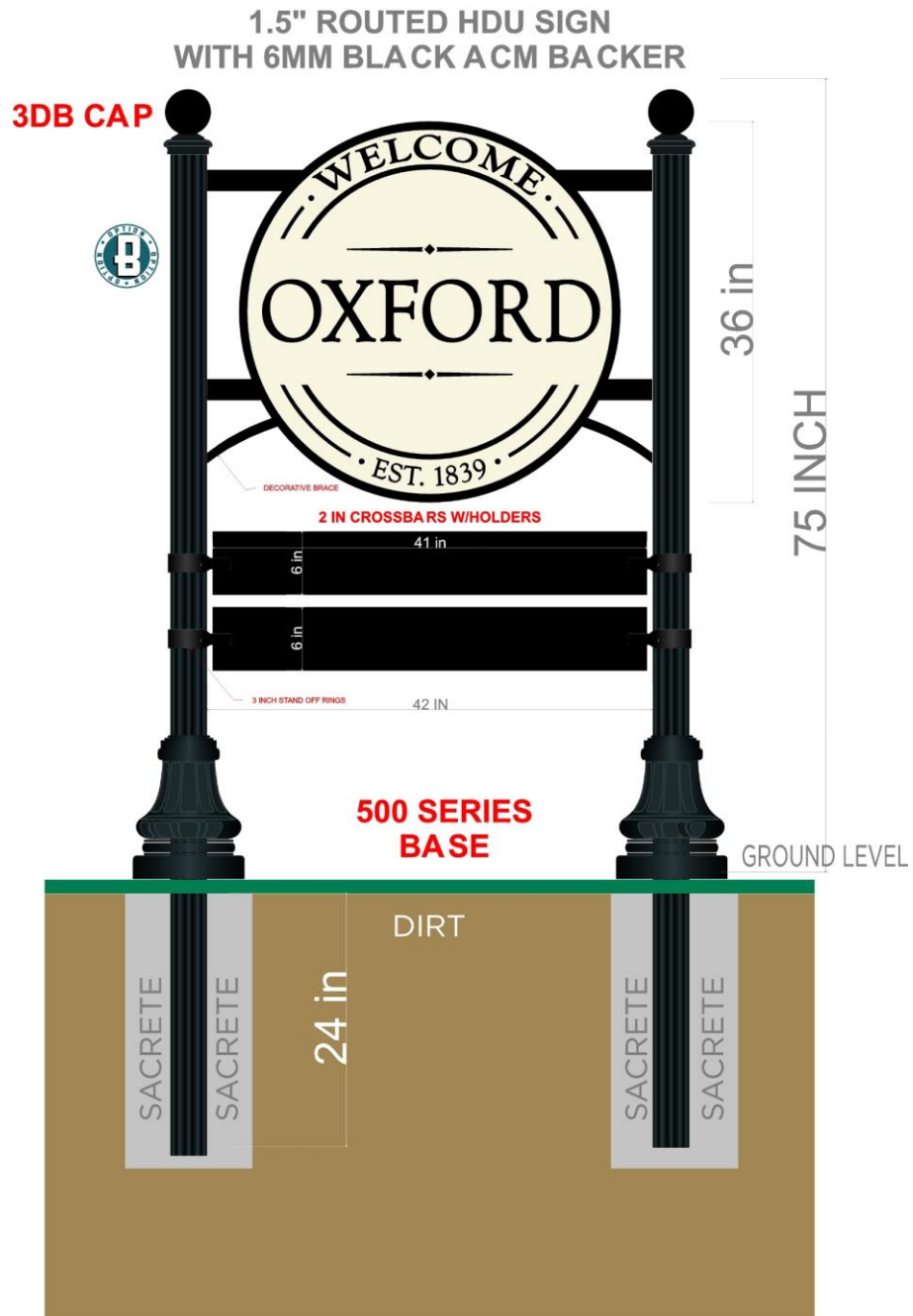
500 SERIES
BASE

47 in

75 INCH

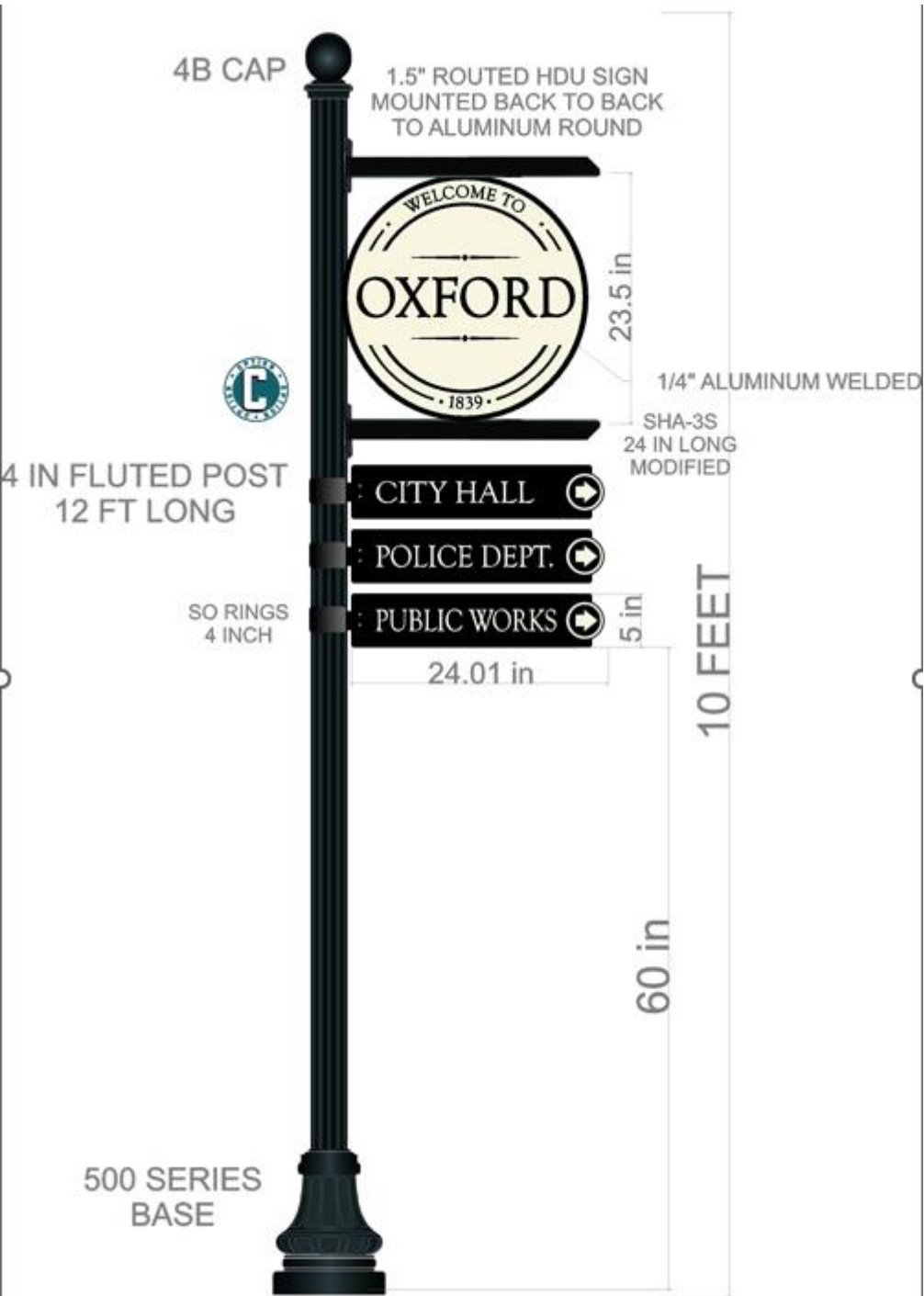
PAIR OF 3 IN FLUTED POST 93 IN LONG W/DECO BALL CAPS/500-3 MINI BASES AND CROSSARMS W/DECORATIVE SUPPORT BRACE	\$1,400.00
48 IN ROUND 1.5" ROUTED HDU SIGN W/6MM ACM BACKER	\$1,170.00
***ADD \$ 1075 FOR DOUBLE SIDED	\$0.00
Subtotal	\$2,570.00
Tax	\$0.00
Total	\$2,570.00

QTY 1 - ?? - SINGLE OR DOUBLE SIDED?

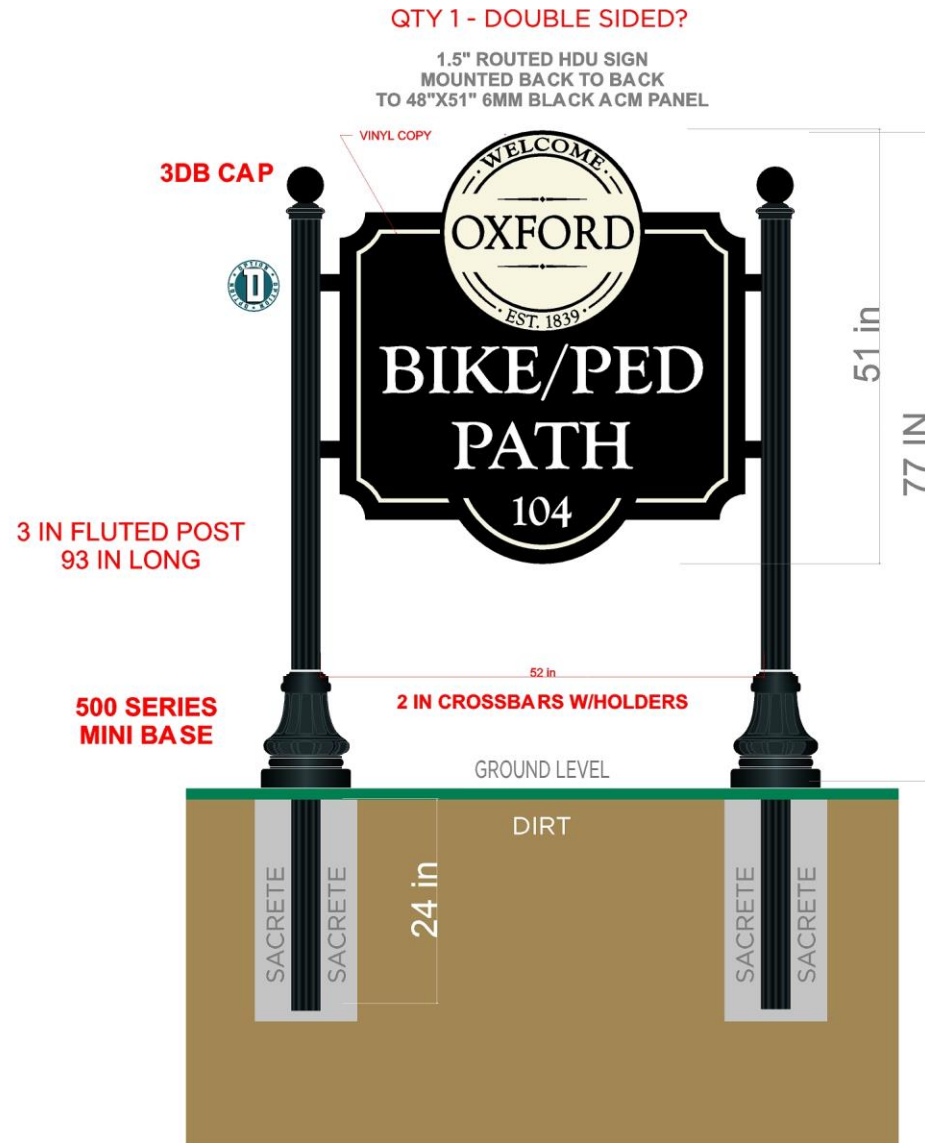
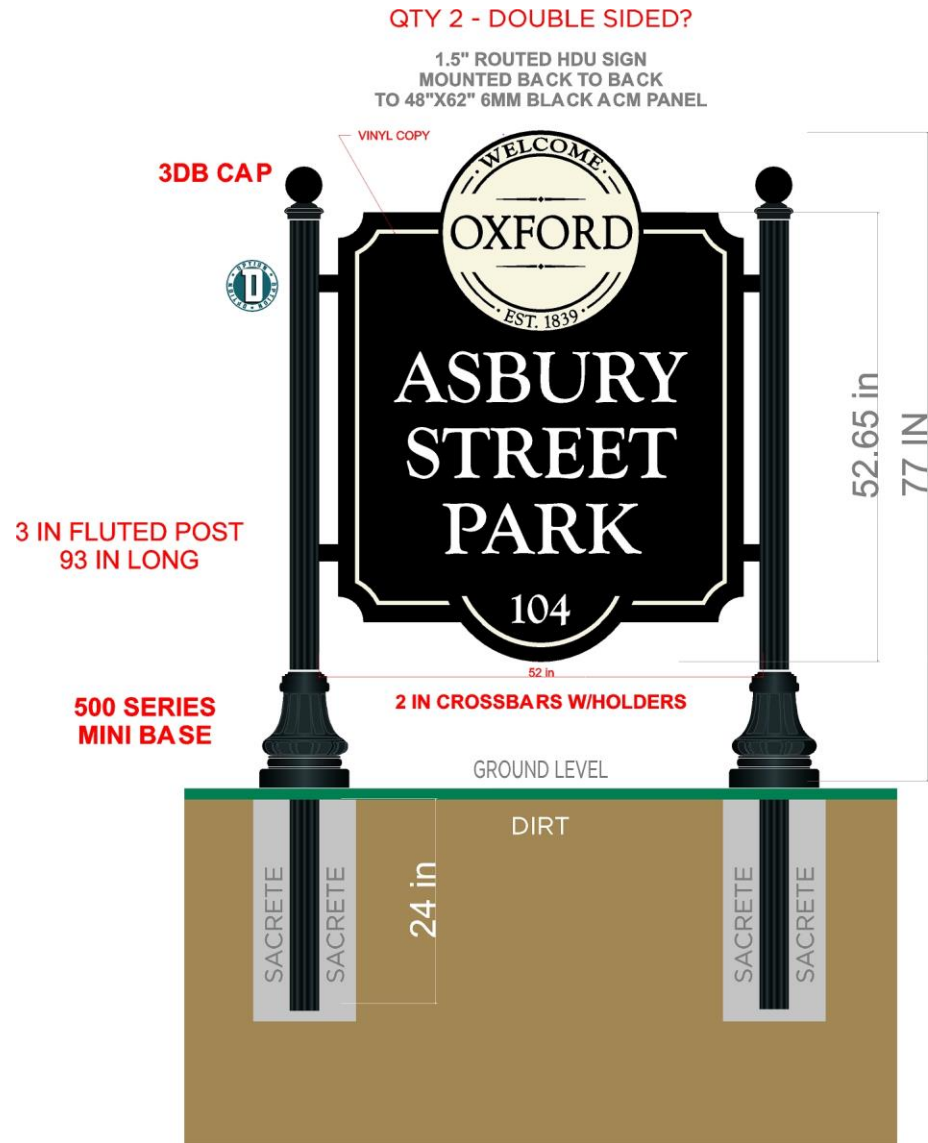


Each of these signs could accommodate up to two 6-inch crossbar signs as shown here.

Based on their location, some of the signs may need to be single or double-sided.



4 IN X 12 FT FLUTED POST WITH 500 SERIES BASE/4B FENIAL CAP/CUSTOM BRACKET WITH 24" ROUND PLATE WELDED - MOUNT W SLIP RINGS	\$3,285.00
24" ROUND 1.5" THICK ROUTED HDU LOGO SIGN (\$250.00 ea.) × 2	\$500.00
4" STANDOFF RING W/ 5"X24" DOUBLE SIDED 6MM ALUMINUM COMPOSITE DIRECTIONAL SIGN W/ VINYL COPY (\$165.00 ea.) × 3	\$495.00
Subtotal	\$4,280.00
Tax	\$0.00
Total	\$4,280.00



These site-specific signs could be at our parks, cemetery, public works department, city hall, etc..

1.5" ROUTED HDU SIGN
MOUNTED BACK TO BACK
TO 6MM BLACK ACM

3DB CAP



ASBURY ST. PARK →

POLICE DEPT. →

PUBLIC WORKS →

1839

2 IN CROSSBARS W/HOLDERS

500 SERIES
MINI BASE

3 IN FLUTED POST
93 IN LONG



PAIR OF 3 IN FLUTED POST 93 IN LONG W/ DECO BALL CAP/500-3
MINI BASES/CROSSARMS

\$1,275.00

48X62 - 6MM ALUMINUM COMPOSITE SIGN PANEL WITH VINYL

\$425.00

24 IN ROUND 1.5" THICK ROUTED HDU LOGO SIGN

\$250.00

8X40X1 IN THICK ROUTED HDU DIRECTIONAL PANELS ATTACHED
(\$125.00 ea.) × 3

\$375.00

***ADD \$ 975 FOR DOUBLE SIDED

\$0.00

Subtotal

\$2,325.00

Tax

\$0.00

Total

\$2,325.00

Depending on location,
these lower signs, might be
an alternative to the taller
pole signs.

1. LICENSE

Licensee acknowledges that it shall be deemed a licensee of Courtware Solutions, Inc. and that it obtains hereby only a non-exclusive license to use the Programs. Title and all ownership and intellectual property rights in the Programs licensed under this license Agreement remains with JSO and do not pass to licensee. The Programs are agreed to be valuable proprietary information and to contain trade secrets, which JSO is authorized to license. Licensee is licensed to use the Program solely for the internal purposes of its own business. Licensee agrees that Licensee will not permit the Program to be used either directly or indirectly by licensee's customers or any other person or entity through a timesharing service, service bureau arrangement or otherwise. Licensee may not grant sublicense or other rights in the software to others, nor assign or transfer this license to any third party. JSO shall have the right to terminate this license if licensee violates any of its provisions. Licensee recognizes and agrees that the Program and all portions, reproductions, modifications and improvements thereof provided to licensee hereunder are (i) considered by JSO to be trade secrets; (ii) provided to licensee in confidence; and (iii) the exclusive and proprietary information of JSO. Title and full ownership rights in the Product and modifications and improvements provided by JSO shall not vest in licensee. Licensee agrees not to remove or destroy any Proprietary or confidential legends or makings placed upon or contained within the Program and related materials.

2. TERMS

This license shall be in effect from the date of execution of this Agreement and shall remain in effect during the term of this agreement. Upon termination or expiration of this license, all rights and obligations shall cease, except the licensee's obligation to maintain the confidentiality of JSO's proprietary information.

3. SECURITY

Licensee shall take all reasonable steps necessary to ensure that the Programs, or any portion thereof, on magnetic tape, disk or memory or in any other form are not made available by the licensee or by any of its employees to any organizations, or individuals not licensed by this license Agreement to make use thereof, in particular licensee recognizes the proprietary nature of the Programs and agrees as follows:

- a. To make no copies or duplicate the Programs or any component thereof by any means for any purpose whatsoever except as is required for archival or security storage purposes, without prior written consent of JSO.
- b. To reproduce JSO's copyright notice on all materials related to or part of the Programs on which JSO displays such copyright notice, including any copies made pursuant to this license Agreement.
- c. Licensee shall not copy, reproduce, reverse assemble, reverse compile, compare, modify, merge, transfer or distribute the Program or allow any other person to do so in any way or manner without the prior written authorization of JSO.
- d. Any modifications or enhancements to the Program, or any other Program related material provided by JSO to the Licensee shall be subject to all conditions and restrictions contained in this Agreement.

4. LIMITATION OF LIABILITY

JSO's liability for damages to licensee for any cause whatsoever related to this license, and regardless of the form of action, whether in contract or in tort including negligence, shall be limited. This limitation of liability will not apply to claims for patent and copyright infringement. Notwithstanding anything herein to the contrary in no event shall JSO be liable for any lost profits, lost savings, or other special, incidental or consequential damages, or for punitive or exemplary damages, even if JSO has been made aware of the possibility of such damages, or for any claim against any other party, in connection with the delivery, installation, training, testing, use, performance or nonperformance of the Programs, or the act or failure to act of JSO, or arising out of, related to or in connection with this Agreement.

5. TERMINATION

Upon termination of the license herein granted arising from termination of this license for any reason, licensee shall deliver to JSO all magnetic or otherwise materials, together with all portions, reproductions, and modifications thereof, furnished by JSO and pertaining to the Programs and shall also warrant that all copies thereof have been destroyed or returned to JSO. Within ten (10) days of request by JSO, licensee shall certify in writing to JSO that to the best of licensee's knowledge, the original and all copies, in whole or part, or the Programs have been destroyed or returned to JSO. In addition, all documentation, listings, notes or other written material pertaining to the Program shall be returned to JSO or destroyed. The right of termination under this Section shall be in addition to any other right or remedy either party may have at law or in equity. JSO shall have the right to terminate this Agreement, by giving written notice of such termination to licensee, in the event that the licensee (i) fails to pay JSO any sums due and payable hereunder within ten (10) days after their due date, (ii) fails to observe any of the licensee's obligations hereunder with respect to proprietary information or confidentiality, or (iii) fails to perform or observe any other material term or obligation set forth in this Agreement.

6. NO WARRANTY

JSO PROVIDES THE PROGRAM "AS IS". JSO MAKES NO WARRANTIES EITHER EXPRESS OR IMPLIED, AS TO ANY MATTER WHATSOEVER, INCLUDING, AND WITHOUT LIMITATION, THE CONDITION OF THE PROGRAMS, ITS MERCHANTABILITY, OR ITS FITNESS FOR ANY PARTICULAR PURPOSE. JSO does not warrant that the function contained in the Program will meet the licensee's requirements or that the operation of the Program will be uninterrupted or error free.

7. SPECIAL SERVICES *

JSO will provide the Client with Such Special services or supplies reasonably requested or approved by the Client including, but not limited to, special data entry services, such as conversion, program and test data keypunching, data entry, computer runs, or industrial or systems engineering services provided that the Client and JSO agree upon the fee therefore, and that the Client approves, in writing, payment for such services as special.

8. EMPLOYMENT

The Client agrees to retain and employ JSO as an independent Contractor, and JSO agrees to Serve the Client upon the terms and conditions hereinafter stated.

9. SERVICE PERIOD

This agreement shall commence October 1, 2022 and shall continue to and including September 30, 2023. Client shall have the right and option to continue to receive the services of JSO as provided Hereunder for additional periods. In the event that the Client elects to continue to receive services from JSO, this Agreement shall automatically renew for an equal term, unless the Client informs JSO in writing ninety (90) days prior to the Agreement Expiration Date. This Agreement applicable thereto shall continue in full force and effect for any additional period licensee determines.

10. AGREEMENT TERMINATION OR EXPIRATION

Not less than three (3) months prior to the Expiration Date, the Client shall notify JSO whether or not it desires after the Expiration Date to use the JSO Programs. Upon termination of this Agreement in part or in full by action of the terms herein or upon action of the parties, JSO will assist in the transferring of the Client's data files retained by JSO pursuant to this Agreement, to another data format that the Client desires and communicates provided however, that such formats do not violate the proprietary rights of JSO. Further, costs involved with any such transfer of data shall be borne by the Client.

11. AUTHORIZATION

The chief executive officer ("Executive") of the Client certifies that all appropriate steps to legally enter into this agreement have been taken on behalf of the client, that the matter has been approved by the appropriate legislative body and that the terms of this agreement are understood. Moreover, the executive certifies that all laws, rules and regulations as well as any local government rules were followed with regard to acceptance of this contract and that this agreement meets all standards for governmental contracts.

12. DUTIES

During the period or periods Of JSO's retainer hereunder, JSO shall provide data processing services to the Client and its various departments. JSO agrees to provide any necessary training to the Client's personnel to the extent that the personnel are proficient utilizing the JSO software. The Client will retain the right to request additional training throughout the life of the contract at times agreeable by both parties. The Client acknowledges that during the term of this Agreement certain computer programs will be utilized or otherwise made available and that these programs and their use by the Client shall be governed this Agreement.

13. DATA FILES

The Client's data files and the data contained therein shall be and remain the Clients property and all the existing data and data files shall be returned to it by JSO at the Expiration Date or upon earlier termination of this Agreement, The Client's data shall not be utilized by JSO for any purpose other than that of rendering services to the Client under this Agreement, nor shall the Client's data or any part thereof be disclosed, sold, assigned, leased, or otherwise disposed of to third parties by JSO or commercially exploited by or on behalf of JSO, its employees or agents.

14. COMPENSATION AND TERMINATION *

Commencing 1 October 2022 the Client shall pay to JSO monthly at its office in Cobb County, Georgia, as fees for its services, upgrades, and software support \$1200.00 monthly fee (each month). The payment rate is subject to change, upon notification. The Client will be responsible for generating an invoice report from the Court Management System each month to be included in with the payment sent to JSO office in Cobb County, Georgia. If the Client shall default in the payments of JSO provided for herein above or shall fail to perform any other material obligation agreed to be performed by client hereunder JSO shall notify the Client in writing of the facts constituting default. If the Client shall not cause such default to be remedied within ten (10) days after receipt of such written notice, JSO shall have the right with no further written notice to terminate aforementioned support.

15. Data Sharing

If used the Client consents and agrees to Courtware's collection and use of all law enforcement and court data provided by Client to Courtware, including but not limited to the Shared Data. Although the Client acknowledges and agrees that Courtware collects data as a part of its ordinary business activity and Courtware may use, distribute, sell and reproduce such data at its sole and absolute discretion, Client also specifically consents and agrees to Courtware's providing the Shared Data to any and all of those persons and entities participating in Courtware's Data Sharing network.

Client acknowledges and agrees that Courtware is not responsible for and does not make any warranties with respect to the accuracy of any Shared Data. Client agrees to provide accurate Shared Data to Courtware, and Client acknowledges that other persons and entities may have access to, use, distribute and reproduce any or all of the data collected by Courtware, including but not limited to the Shared Data.

Client agrees that it will not provide Courtware with any data that cannot be lawfully disclosed to other persons or entities by Courtware. Client further warrants that all Shared Data provided by Client to Courtware is publicly available and is not subject to any intellectual property claims or other claims of any other person or entity.

Client agrees to comply with all state, federal, and local privacy, security and otherwise applicable laws, rules and regulations in any way related to the use, transfer or disclosure of any data provided by Client to Courtware, including but not limited to the Shared Data.

Client agrees that Client will only use the Shared Data in a manner consistent with all applicable laws, rules and regulations.

Client agrees not to sell, provide access to or redistribute in any manner to any person or entity who is not at that time employed by Client, whether electronically, in paper format, or otherwise, any of the Shared Data that Client receives from Courtware, unless prior written consent is given by Courtware. Client agrees to require all employees and any other person or entity that may have access to any Shared Data to return all copies, whether electronic, paper or otherwise, of the Shared Data back to Client immediately upon ceasing to be an employee of or under contract with Client.

16. MISCELLANEOUS

This Agreement shall be binding upon the successors and assigns of each party. Other than JSO's granting a Uniform Commercial Code security interest to a third-party lender in the accounts receivable/contract rights to receive money under this Agreement and many equipment furnished by JSO to Client, neither party shall assign its rights or obligations hereunder without the express written consent of the non-assigning party. The Agreement shall embody the entire agreement between the parties but may be amended from time to time by the written consent of both parties. This agreement shall be construed under the laws of the State of Georgia, and the invalidity of any portion shall not invalidate the remainder of the agreement, but such remainder shall be given full force and effect if practicable.

* Definition of a "Paid" Violation; Any violation in which a payment has been received.

* Definition of "Special Services"; Services and or enhancements that are unique to Client, and cannot be used by JSO's existing customer base.



CJA/G-NCJA and Vendor CJIS Network & Data Agreement

This document constitutes an agreement between the

(CJA or G-NCJA)

(ORI)

and

JusticeONE® / Courtware Solutions, Inc.

(Vendor)

hereinafter referred to as the vendor.

The criminal justice agency (CJA) or governmental non-criminal justice agency (G-NCJA) **that is involved in the administration of criminal justice** and the vendor have a written agreement in which the vendor will provide services specific to the administration of criminal justice that involves either direct or indirect access to data through the Georgia Criminal Justice Information System (CJIS) network.

The vendor shall comply with the Federal Bureau of Investigation (FBI) CJIS Security Policy and the Rules of the Georgia Crime Information Center, O.C.G.A § 35-3-30 et. seq. This agreement incorporates the CJIS Security Policy and the Security Addendum.

If the vendor is performing work on behalf of the CJA or G-NCJA, then a brief statement should be included in the area below identifying the agency's purpose and scope of providing services for the administration of criminal justice (see FBI CSP 5.1.1.5)

The vendor shall maintain a list of personnel with access to criminal justice information (CJI) and provide a copy to the CJA or G-NCJA upon request. Vendors whose services enable access to the CJIS network shall maintain a current network topology diagram that meets the FBI CJIS Security Policy requirements and provide a copy of the diagram to the CJA or G-NCJA upon request.

The CJA or G-NCJA reserves the right to terminate this agreement, with or without notice, upon determining the vendor has violated any applicable law, rule or regulation or has violated the terms of this agreement.

IN WITNESS WHEREOF, the parties have executed this agreement as of the date set forth.

CJA or G-NCJA Signature

Vendor Signature

David Hamil

David Hamil

Print Name

Print Name

Date

Date

Vendor Address:

September 7, 2022

Mayor and Council Members
City of Oxford
110 West Clark Street
Oxford, Georgia 30054

Re: SR 81/Emory Street Sidewalks
Our Reference No. 210143

Dear Mayor and Council Members:

We have reviewed the bids received at Oxford City Hall, at 2:00 p.m., local time on August 26, 2022 for construction of the referenced project. Three (3) bids were received. The following is a summary of the three (3) low bids.

	<u>Bidder</u>	<u>Bid Amount</u>
1.	Peach State Construction Company, LLC 7260 Williams Brothers Drive Covington, GA 30014	\$ 1,456,875.30
2.	Sol Construction, LLC 4120 Presidential Parkway, Suite 115 Atlanta, GA 30340	\$ 1,870,725.00
3.	Ohmshiv Construction, LLC 805 Progress Court, Suite A Lawrenceville, GA 30043	\$ 2,254,268.25

A certified tabulation of all bids received is attached. A copy of the tabulation has been mailed to each bidder for their information.

Each bidder submitted a 5% bid bond from a surety company listed on U. S. Treasury Circular 570 (07/01/22).

The low bidder, Peach State Construction Company, LLC is recognized as a pre-qualified contractor with the Georgia Department of Transportation. Peach State Construction Company, LLC appears to be capable of performing the duties necessary to complete this project. As a result, Keck & Wood, Inc. therefore recommends contract award to Peach State Construction Company, LLC for construction of the SR 81/Emory Street Sidewalks project.

Hartford Accident and Indemnity Company is the surety company for Peach State Construction Company, LLC. This is the surety company for the recommended bidder's bid bond and will likely be the surety companies used for the payment and performance bonds on the project. In addition to being listed on the U.S. Treasury Department Circular 570, the sureties are shown as being licensed in Georgia, having an Active/Compliance status, and with an underwriting limitation that is greater than the bond amount. Please note that in accordance with Georgia Law (OCGA 36-91-40 (a)(2)), the City must have an "officer of the government entity" to "approve as to form and as to the solvency of the surety" for the proposed surety company named above. We recommend that your legal counsel be contacted to handle or suggest the procedures necessary to comply with this Georgia law. We can provide additional information on this issue if needed.

If there are any questions, please contact our office.

Sincerely,

KECK & WOOD, INC.

Robert Renwick, P.E.

Enclosure

BID TABULATION
SR 81/EMORY STREET SIDEWALKS
CITY OF OXFORD, GEORGIA

RECEIVED BY: CITY OF OXFORD, GEORGIA
 AT CITY HALL COMMUNITY ROOM
 2:00 P.M., LOCAL TIME, AUGUST 26, 2022

ITEM NO.	ITEM DESCRIPTION	QUANTITY	UNIT	BIDDER NO. 1 Peach State Construction Company, LLC 7260 Williams Brothers Drive Covington, GA 30014		BIDDER NO. 2 Sol Construction, LLC 4120 Presidential Parkway Suite 115 Atlanta, GA 30340		BIDDER NO. 3 Ohmshiv Construction, LLC 805 Progress Court Suite A Lawrenceville, GA 30043	
				UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT
1	TRAFFIC CONTROL -	1	LS	\$94,800.00	\$94,800.00	\$97,000.00	\$97,000.00	\$125,000.00	\$125,000.00
2	GRADING COMPLETE -	1	LS	\$371,500.00	\$371,500.00	\$400,000.00	\$400,000.00	\$769,049.00	\$769,049.00
3	TEMPORARY GRASSING	1	LS	\$1,500.00	\$1,500.00	\$5,000.00	\$5,000.00	\$2,500.00	\$2,500.00
4	MULCH	28	TN	\$325.00	\$9,100.00	\$350.00	\$9,800.00	\$300.00	\$8,400.00
5	CONSTRUCT AND REMOVE SILT CONTROL GATE, TP 3	18	EA	\$300.00	\$5,400.00	\$400.00	\$7,200.00	\$300.00	\$5,400.00
6	CONSTRUCT AND REMOVE TEMPORARY SEDIMENT BARRIE	240	LF	\$6.75	\$1,620.00	\$7.00	\$1,680.00	\$500.00	\$120,000.00
7	CONSTRUCT AND REMOVE INLET SEDIMENT TRAP	11	EA	\$200.00	\$2,200.00	\$200.00	\$2,200.00	\$215.00	\$2,365.00
8	MAINTENANCE OF TEMPORARY SILT FENCE, TP A	610	LF	\$0.00	\$0.00	\$0.50	\$305.00	\$1.00	\$610.00
9	MAINTENANCE OF CHECK DAMS - ALL TYPES	240	LF	\$0.00	\$0.00	\$3.50	\$840.00	\$3.00	\$720.00
10	MAINTENANCE OF SILT CONTROL GATE, TP 3	18	EA	\$0.00	\$0.00	\$70.00	\$1,260.00	\$125.00	\$2,250.00
11	MAINTENANCE OF INLET SEDIMENT TRAP	11	EA	\$0.00	\$0.00	\$70.00	\$770.00	\$100.00	\$1,100.00
12	TEMPORARY SILT FENCE, TYPE A	1,220	LF	\$3.00	\$3,660.00	\$3.00	\$3,660.00	\$1.00	\$1,220.00
13	GR AGGR BASE CRS, INCL MATL	780	TN	\$30.00	\$23,400.00	\$38.50	\$30,030.00	\$33.00	\$25,740.00
14	RECYCLED ASPH CONC 12.5 MM SUPERPAVE, GP 2 ONLY,	15	TN	\$450.00	\$6,750.00	\$455.00	\$6,825.00	\$250.00	\$3,750.00
15	RECYCLED ASPH CONC 19 MM SUPERPAVE, GP 1 OR	5	TN	\$450.00	\$2,250.00	\$455.00	\$2,275.00	\$250.00	\$1,250.00
16	TACK COAT	2	GL	\$100.00	\$200.00	\$50.00	\$100.00	\$25.00	\$50.00
17	DRIVEWAY CONCRETE, 6 IN TK	550	SY	\$43.00	\$23,650.00	\$56.00	\$30,800.00	\$54.00	\$29,700.00
18	CONC SIDEWALK, 4 IN	1,900	SY	\$34.50	\$65,550.00	\$43.00	\$81,700.00	\$44.00	\$83,600.00
19	CONC SIDEWALK, 8 IN	100	SY	\$55.00	\$5,500.00	\$112.00	\$11,200.00	\$65.00	\$6,500.00
20	CONC VALLEY GUTTER, 6 IN	570	SY	\$43.00	\$24,510.00	\$56.00	\$31,920.00	\$54.00	\$30,780.00
21	CONC VALLEY GUTTER, 8 IN	35	SY	\$55.00	\$1,925.00	\$71.00	\$2,485.00	\$65.00	\$2,275.00
22	CONC CURB & GUTTER, 8 IN X 30 IN, TP 2	3,900	LF	\$20.25	\$78,975.00	\$24.50	\$95,550.00	\$25.00	\$97,500.00
23	CLASS B CONC, BASE OR PVMT WIDENING	5	CY	\$275.00	\$1,375.00	\$571.00	\$2,855.00	\$250.00	\$1,250.00
24	STORM DRAIN PIPE, 18 IN, H 1-10	35	LF	\$66.50	\$2,327.50	\$79.00	\$2,765.00	\$80.00	\$2,800.00
25	STORM DRAIN PIPE, 24 IN, H 1-10	706	LF	\$71.30	\$50,337.80	\$94.00	\$66,364.00	\$110.00	\$77,660.00
26	STORM DRAIN PIPE, 30 IN, H 1-10	86	LF	\$150.00	\$12,900.00	\$152.00	\$13,072.00	\$150.00	\$12,900.00
27	STORM DRAIN PIPE, 36 IN, H 1-10	69	LF	\$200.00	\$13,800.00	\$205.00	\$14,145.00	\$200.00	\$13,800.00
28	SIDE DRAIN PIPE, 18 IN, H 1-10	422	LF	\$52.50	\$22,155.00	\$61.00	\$25,742.00	\$75.00	\$31,650.00
29	SAFETY END SECTION 18 IN, STORM DRAIN, 4:1 SLOPE	28	EA	\$650.00	\$18,200.00	\$3,000.00	\$84,000.00	\$2,000.00	\$56,000.00
30	FLARED END SECTION 18 IN, STORM DRAIN	2	EA	\$1,475.00	\$2,950.00	\$1,980.00	\$3,960.00	\$1,500.00	\$3,000.00
31	FLARED END SECTION 24 IN, STORM DRAIN	1	EA	\$1,625.00	\$1,625.00	\$2,133.00	\$2,133.00	\$1,850.00	\$1,850.00
32	FLARED END SECTION 30 IN, STORM DRAIN	2	EA	\$1,820.00	\$3,640.00	\$2,442.00	\$4,884.00	\$2,150.00	\$4,300.00
33	FLARED END SECTION 36 IN, STORM DRAIN	2	EA	\$2,480.00	\$4,960.00	\$3,107.00	\$6,214.00	\$3,250.00	\$6,500.00
34	STN DUMPED RIP RAP, TP 3, 18 IN	50	SY	\$65.00	\$3,250.00	\$72.00	\$3,600.00	\$65.00	\$3,250.00
35	PLASTIC FILTER FABRIC	50	SY	\$4.00	\$200.00	\$11.00	\$550.00	\$4.00	\$200.00
36	THERMOPLASTIC SOLID TRAF STRIPE, 24 IN, WHITE	80	LF	\$8.00	\$640.00	\$19.50	\$1,560.00	\$8.00	\$640.00
37	THERMOPLASTIC SOLID TRAF STRIPE, 8 IN, WHITE	1,670	LF	\$3.50	\$5,845.00	\$3.00	\$5,010.00	\$3.00	\$5,010.00
38	CATCH BASIN, GP 1	7	EA	\$2,250.00	\$15,750.00	\$5,733.00	\$40,131.00	\$4,500.00	\$31,500.00
39	CATCH BASIN, GP 1, SPECIAL DESIGN	4	EA	\$1,600.00	\$6,400.00	\$6,533.00	\$26,132.00	\$3,000.00	\$12,000.00
40	CATCH BASIN, GP 1, ADDL DEPTH	6	LF	\$400.00	\$2,400.00	\$450.00	\$2,700.00	\$950.00	\$5,700.00

BID TABULATION
SR 81/EMORY STREET SIDEWALKS
CITY OF OXFORD, GEORGIA

RECEIVED BY: CITY OF OXFORD, GEORGIA
 AT CITY HALL COMMUNITY ROOM
 2:00 P.M., LOCAL TIME, AUGUST 26, 2022

ITEM NO.	ITEM DESCRIPTION	QUANTITY	UNIT	BIDDER NO. 1 Peach State Construction Company, LLC 7260 Williams Brothers Drive Covington, GA 30014		BIDDER NO. 2 Sol Construction, LLC 4120 Presidential Parkway Suite 115 Atlanta, GA 30340		BIDDER NO. 3 Ohmshiv Construction, LLC 805 Progress Court Suite A Lawrenceville, GA 30043	
				UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT
41	PERMANENT GRASSING	1	LS	\$2,400.00	\$2,400.00	\$2,850.00	\$2,850.00	\$2,000.00	\$2,000.00
42	TIMBER BOARDWALK	70	LF	\$500.00	\$35,000.00	\$810.00	\$56,700.00	\$750.00	\$52,500.00
43	RECTANGULAR RAPID BEACON ASSEMBLY	2	EA	\$11,000.00	\$22,000.00	\$11,235.00	\$22,470.00	\$10,000.00	\$20,000.00
44	LIGHTING STD, 0-10 FT MH, POST TOP	63	EA	\$7,050.00	\$444,150.00	\$8,778.00	\$553,014.00	\$7,850.00	\$494,550.00
45	ELECTRICAL SERVICE POINT	1	EA	\$9,140.00	\$9,140.00	\$16,365.00	\$16,365.00	\$16,500.00	\$16,500.00
46	CABLE, TP XHHW, AWG NO 10	135	LF	\$1.00	\$135.00	\$2.00	\$270.00	\$1.50	\$202.50
47	CABLE, TP XHHW, AWG NO 8	7,415	LF	\$1.25	\$9,268.75	\$2.10	\$15,571.50	\$1.90	\$14,088.50
48	CABLE, TP XHHW, AWG NO 6	5,475	LF	\$1.75	\$9,581.25	\$2.50	\$13,687.50	\$2.15	\$11,771.25
49	CONDUIT, RIGID, 3 IN	30	LF	\$43.00	\$1,290.00	\$47.00	\$1,410.00	\$41.50	\$1,245.00
50	CONDUIT, NONMETL, TP 2, 3/4 IN	3,020	LF	\$6.75	\$20,385.00	\$10.00	\$30,200.00	\$8.60	\$25,972.00
51	CONDUIT, NONMETL, TP 2, 3 IN	20	LF	\$12.00	\$240.00	\$21.00	\$420.00	\$18.50	\$370.00
52	CONDUIT, NONMETL, TP 3, 1 IN	140	LF	\$5.50	\$770.00	\$12.00	\$1,680.00	\$11.00	\$1,540.00
53	ELECTRICAL JUNCTION BOX	6	EA	\$555.00	\$3,330.00	\$1,900.00	\$11,400.00	\$1,850.00	\$11,100.00
54	DIRECTIONAL BORE - 2 IN	140	LF	\$18.50	\$2,590.00	\$47.00	\$6,580.00	\$41.50	\$5,810.00
55	WATER QUALITY INSPECTIONS	7	MO	\$550.00	\$3,850.00	\$570.00	\$3,990.00	\$550.00	\$3,850.00
56	WATER QUALITY MONITORING AND SAMPLING	10	EA	\$150.00	\$1,500.00	\$570.00	\$5,700.00	\$300.00	\$3,000.00
TOTAL BID AMOUNT				\$1,456,875.30		\$1,870,725.00		\$2,254,268.25 *	
BID BOND				5%		5%		5%	
NOTE REFERENCE				(1) (2)		(1) (2)		(1) (2)	
LICENSE NUMBER				UC302331		UC301642		20H750	

NOTES:

* DENOTES CORRECTED VALUE

- (1) SURETY COMPANY LISTED ON U. S. TREASURY CIRCULAR 570 (7/1/22).
- (2) BIDDER ACKNOWLEDGED RECEIPT OF ADDENDUM NO. 1 AND NO. 2.
- (3) BIDDER DID NOT USE REVISED BID FORM ISSUED PER ADDENDUM NO. 1.

THIS IS TO CERTIFY THAT THIS IS A TRUE AND CORRECT TABULATION OF BIDS RECEIVED AT THE TIME AND PLACE STATED ABOVE. BIDS WERE SEALED WHEN RECEIVED AND OPENED AND READ ALOUD IN THE PRESENCE OF THE OWNER'S REPRESENTATIVE.

9/1/2022

 KECK & WOOD, INC. DATE