



Tom Tindall
Interim Director

COUNTY OF LOS ANGELES
Internal Services Department
1100 North Eastern Avenue
Los Angeles, California 90063

To enrich lives through effective and caring service.



Telephone: (323) 267-2101
FAX: (323) 264-7135

September 16, 2008

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, CA 90012

Dear Supervisors:

**REQUEST FOR APPROVAL AND AWARD OF
MAIL PROCESSING SERVICES CONTRACT
(ALL DISTRICTS – 3 VOTES)**

SUBJECT

Approval of the recommended actions will ensure continued mail processing services support, including mail metering, barcoding, as needed staffing and mail services consulting to County departments.

IT IS RECOMMENDED THAT YOUR BOARD:

1. Find that mail processing services can be performed more economically by an independent Contractor than by County employees.
2. Approve and instruct the Chairperson to sign the attached contract with Pitney Bowes Management Services Inc., to provide mail processing services effective on October 13, 2008 after approval by your Board for a period of four (4) years, with two (2) two-year renewal options. The estimated first year cost for this contract is \$428,000.
3. Delegate authority to the Interim Director, Internal Services Department (ISD), or his designee, to approve and execute all renewal options and changes which affect the scope of work in accordance with the attached contract.
4. Delegate authority to the Interim Director of ISD, or his designee, to execute applicable contract amendments should the original contracting entity merge, be acquired or otherwise has a change of entity.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

ISD currently contracts for mail processing services to County departments, those services include mail metering, barcoding, as needed staffing and mail services

consulting. The current contract expires October 12, 2008. The recommended actions will ensure that these mail processing services continue with no lapse in service.

Implementation of Strategic Plan Goals

The recommended contract supports County Strategic Plan Goals Number 1 (Service Excellence) by providing efficient and responsive mail processing services County-wide and Number 4 (Fiscal Responsibility) as managed mail processing services will reduce postal costs to the County.

FISCAL IMPACT/FINANCING

The Contractor will be paid directly by County departments for providing mail processing services and for postal fee recovery. Departments have budgeted for the cost of these services in their FY 08-09 Budget and will continue to budget for these services in future fiscal years. Based on historical data, anticipated first year contract costs, exclusive of postal fee recovery is approximately \$428,000 County-wide.

The department conducted a cost analysis to ensure this contract is cost effective, a summary of which is attached (Attachment 1).

The contract rates are fixed for the initial four (4) year term of the contract. The contract allows for a Cost of Living Adjustment (COLA) increase during the option years, if they are exercised. The COLA language in the contracts complies with your Board's directive that COLAs for Living Wage contracts be limited to only the non-labor costs associated with the contract, unless the Contractor can demonstrate an increase in labor cost.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

The terms and conditions of the recommended contract have been approved as to form by County Counsel. The contract contains the Board's required contract provisions including those pertaining to consideration of qualified County employees targeted for layoffs as well as qualified GAIN/GROW participants for employment openings, compliance with the Jury Service Ordinance, Safely Surrendered Baby Law and the Child Support program. This contract is subject to the Living Wage Program (County Code Chapter 2.201).

CONTRACTING PROCESS

On May 8, 2008, ISD released a Request for Proposals (RFP) for Mail Services and posted the solicitation and contracting opportunity announcement on the County's "Doing Business with Us" web site (Attachment 2). Notice of the RFP was sent by

electronic mail to 120 vendors registered with the County (Attachment 3). In addition, the contracting opportunity was advertised in the following publications: Los Angeles Times, Long Beach Press Telegram, and Hoy Newspaper.

Four (4) vendors attended the Mandatory Proposer's Conference held on May 19, 2008. Two (2) proposals were received on June 12, 2008. The proposals were reviewed for compliance with the minimum requirement criteria stated in the RFP. Both proposals were determined to be in compliance with the minimum requirement criteria and therefore qualified for evaluation. A committee evaluated the proposals in accordance with the evaluation process identified in the RFP. The non-selected proposer received a debriefing on July 23, 2008. There were no protests resulting from this solicitation.

The recommended vendor received the top ranked score and proposed the lowest cost to the County. A summary of Community Business Enterprise Program information for the recommended vendor is attached (Attachment 4). On final consideration, selections were made without regard to gender, race, creed, or color or national origin.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

Approval of this contract will allow the County to continue to provide quality mail processing services for various County departments throughout the County of Los Angeles and will ensure continued cost savings for the County with no disruption in service.

CONCLUSION

Upon Board approval, the Executive Officer, Board of Supervisors, is requested to return one adopted stamped Board letter to ISD as well as two original signed contracts.

Respectfully submitted,



TOM TINDALL
Interim Director

TT:MG

Attachments (4)

c: Chief Executive Officer
County Counsel

**MAIL PROCESSING SERVICES
COST ANALYSIS**

**PROPOSITION A CONTRACTING
COMPARISON OF ESTIMATED AVOIDABLE COSTS
TO THE COST OF CONTRACTING FOR MAIL PROCESSING SERVICES**

COUNTY COSTS

Direct Costs		
• Salaries	\$	250,902
• Employee Benefits	\$	81,886
• Supplies, Equipment, Leases	\$	123,388
	TOTAL:	\$ 456,176

CONTRACT COSTS

• Pitney-Bowes	\$	428,145
ESTIMATED COUNTY COST SAVINGS:	\$	28,030

**MAIL PROCESSING SERVICES
"DOING BUSINESS WITH US" RFP NOTIFICATION**

Bid Number : 103985CKC

Bid Title : Mail Services RFP Project 103985CKC

Bid Type : Service

Department : Internal Services Department

Commodity : MAIL SERVICES, EXPRESS

Open Date : 5/8/2008

Closing Date : 6/12/2008 2:00 PM

**Notice of Intent to
Award :** [View Detail](#)

Bid Amount : \$ 0

Bid Download : [Available](#)

Bid Description : The Los Angeles County, Internal Services Department (ISD) is issuing this Request for Proposals (RFP) to solicit proposals for a Contract with an organization who can provide mail service management. The current contract expires in October, 2008.

Contractor shall provide mail processing services, consulting services, and as-needed staffing resources to process approximately five million (5,000,000) outgoing County Mailpieces through the United States Postal Service (USPS). ISD provides mail management for various User Departments throughout County.

Contact Name : Clement K. Chih, A.P.P.

Contact Phone# : (323) 267-2239

Contact Email : cchih@isd.lacounty.gov

Last Changed On : 5/8/2008 4:20:05 PM

**MAIL PROCESSING SERVICES
E-MAIL NOTIFICATION LIST – VENDORS REGISTERED WITH COUNTY**

Sub-Class #	Description		
915-59	MAIL PROCESSING SERVICES, EXPRESS		

Vendor ID	Company Name	Phone	LSBE Certified
13424201	24/7 DIRECT MAILING SERVICES 7590 VENTURA CANYON AVE, , VAN NUYS, CA, 91405	(818) 782-5340	
14291001	AB DIRECT 540 RICHARD STREET, , MIAMISBURG, OH, 45342	(937) 866-4001 Ext:108	
11331201	ADMINISTRATIVE RESOURCE OPTION 100 S. WACKER DR., 19TH FLOOR, CHICAGO, IL, 60606-4006	(714) 224-6147	
52953901	ALL DIRECT MAIL PROCESSING SERVICES, INC 15392 COBALT ST, , SYLMAR, CA, 91342-2729	(818) 833-7773 Ext:241	
12384501	AMERICAN MAIL CENTERS 1025 S. LINWOOD AVE., , SANTA ANA, CA, 92705-4323	(714) 550-4675	
14501301	AMERICAN PRINT AND MAIL 1164 N KRAEMER PLACE, , ANAHEIM, CA, 92806	(714) 630-1313 Ext:105	
10954101	CALIFORNIA COURIER SERVICE INC 6955 LA TIJERA BLVD., STE. D, , LOS ANGELES, CA, 90045-1932	(310) 481-7128 Ext:112	
11761901	CCENTRIC 360 W. LEXINGTON DR., , GLENDALE, CA, 91203-2049	(818) 679-8951	
52250501	COMMUNITY MAILERS & PRINTERS 515 S. FAIRFAX AVE., , LOS ANGELES, CA, 90036-3130	(323) 937-0500	
12563201	COMPUTER 1 PRODUCTS OF AMERICA 11135 RUSH STREET, UNIT A, SOUTH EL MONTE, CA, 91733	(626) 213-2407	
14410301	DIRECT ADVERTISING RESPONSE 901 E. CERRITOS AVE, , ANAHEIM, CA, 92805-6410	(714) 399-0214	
14334701	EXECUTIVE COMMUN SERVICES INC 5777 W CENTURY BLVD SUITE 910, , LOS ANGELES, CA, 90045	(310) 337-1472	
06317901	G.S. PROVIDERS, INC. 2355 N. CARSON ST., STE. 3960, , CARSON CITY, NV, 89706-1622	(775) 841-0678	
14234501	I.STAR SYSTEMS PVT LTD M.I.BAIG-BAIG COMPLEX-MIRZA - LANE ASHTI, TAL:- ASHTI DIST:- BEED } STATE:- MAHARASHTRA, ASHTI (INDIA), , 14127	(998) 715-7600	
11016101	INTERNATIONAL PLASTIC CARDS INC. INC., 1475 E. EL SEGUNDO BLVD., EL SEGUNDO, CA, 90245	(310) 322-4472 Ext:204	
51442001	MAIL-PAC INC 8430 TUJUNGA AVE., , SUN VALLEY, CA, 91352-3934	(818) 767-6900	
11921701	MILLENNIUM FINANCIAL CORP 471 W. LAMBERT RD., STE. 103, , BREA, CA, 92821-3921	(714) 671-2074	
05209801	MINI MAILERS, INC. 6259 BANDINI BLVD., , LOS ANGELES, CA, 90040	(323) 724-6464	
12527701	PNMIT 3108 JENNY LIND RD., , FORT SMITH, AR, 72901-6739	(530) 340-0250	
12284301	PROFESSIONAL STAFFING 950 FULTON AVE., STE. 230, , SACRAMENTO, CA, 95825-4518	(916) 482-8677	

ATTACHMENT 3

**MAIL PROCESSING SERVICES
E-MAIL NOTIFICATION LIST – VENDORS REGISTERED WITH COUNTY**

13910901	QUICKMAILERS 2109 SW 13TH COURT, , DELRAY BEACH, FL, 33445-6214	(561) 860-2859	
12564301	S.SARKISSIAN CODBA THE BIG NUT'S CO 727 W. COLTER ST., APT. 102, , PHOENIX, AZ, 85013-2258	(602) 266-6836	
51499001	SOUTHERN CALIFORNIA MESSENGERS 5757 WILSHIRE BLVD., STE. 210, , LOS ANGELES, CA, 90036-3682	(323) 330-1979	
14282001	THE PAR 3 GROUP 101 ATLANTIC AVE., STE. 104, LONG BEACH, CA, 90802	(562) 537-7528	
12106201	THE PROCESSORS 2396 BATEMAN AVE., , DURATE, CA, 91010-2396	(626) 358-5600 Ext:224	
10967401	THE SCENE NEWSLETTER 5074 ITHACA AVE., # 3, , LOS ANGELES, CA, 90032-3345	(323) 221-4574	
10302301	TRANSAMERICAN MAILING &FULFILLMENT, INC. 355 STATE PL., , ESCONDIDO, CA, 92029-1359	(760) 745-5363	
52463601	VALLEY COURIERS, INC. 646 N. SAN FERNANDO RD., , LOS ANGELES, CA, 90065-1031	(323) 225-8642	
51553601	XL LOGISTICS INC 7547 TELEGRAPH RD., , MONTEBELLO, CA, 90640-6516	(562) 944-1133 Ext:117	
05243001	YOAKUM INVESTIGATIONS 350 S. FIGUEROA ST., STE. 137, , LOS ANGELES, CA, 90071-1103	(213) 485-0555	

Sub-Class #	Description
310-67	ENVELOPES, SHIPPING AND MAILING

Vendor ID	Company Name	Phone	LSBE Certified
13424201	24/7 DIRECT MAILING SERVICES 7590 VENTURA CANYON AVE, , VAN NUYS, CA, 91405	(818) 782-5340	
14085101	3 STAR PAPERS LIMITED 67 34TH STREET, 4TH FLOOR, BROOKLYN, NY, 11232-2010	(718) 499-5481 Ext:106	
52894501	A. RIFKIN CO 1400 SANS SOUCI PKWY., , HANOVER TOWNSHIP, PA, 18706-6026	(570) 825-9551 Ext:110	
11657901	ACCLAIM ID PRODUCTS 321 S. 74TH ST., , OMAHA, NE, 68114-4618	(800) 676-5501 Ext:2337	
04698801	ACCUFORMS INC PO BOX 9268, , VAN NUYS, CA, 91409-9268	(818) 787-3076	
11675001	ACTION MARKETING, INC 550 S. MELROSE ST., , PLACENTIA, CA, 92870-6327	(714) 792-2900 Ext:15	
11104601	ADCRAFT BUSINESS MAIL 2770 VAIL AVE., , LOS ANGELES, CA, 90040-2612	(323) 778-6245 Ext:32	
01090002	ADVANCE BUSINESS GRAPHICS 3810 WABASH DR., , MIRA LOMA, CA, 91752-1134	(951) 361-7235	
11080501	AMERICAN MINORITY BUSINESSFORMS	(949) 417-5151	

ATTACHMENT 3

**MAIL PROCESSING SERVICES
E-MAIL NOTIFICATION LIST – VENDORS REGISTERED WITH COUNTY**

	17275 DAIMLER ST., , IRVINE, CA, 92614-5510	Ext:245	
14501301	AMERICAN PRINT AND MAIL 1164 N KRAEMER PLACE, , ANAHEIM, CA, 92806	(714) 630-1313 Ext:105	
03539801	APOLLO SAFETY & INDUSTRIAL 1108 W. 9TH ST., , UPLAND, CA, 91786-5703	(909) 982-4783	
10866601	ATLANTIC ENVELOPE COMPANY 3525 ARDEN RD., UNIT. 2 BLDG A, , HAYWARD, CA, 94545-3907	(510) 780-3115	
14469201	AUTOMATIC FUNDS TRANSFER SERVI(AFTS) 151 S LANDER ST., SUITE C, SEATTLE, WA, 98134	(800) 275-2033 Ext:225	
12179401	BARAN MARKETING 701 DEVONSHIRE DR., STE. B1, , CHAMPAIGN, IL, 61820-7354	(217) 398-6934	
10017901	BASS PAPER CO 5646 SCHAEFER AVE., , CHINO, CA, 91710-9023	(909) 464-2648	
14097001	BOX BROTHERS 22124 VENTURA BLVD., , WOODLAND HILLS, CA, 91364	(818) 968-6761	
10638901	CADDO SOLUTIONS 21201 VICTORY BLVD., STE. 125, , CANOGA PARK, CA, 91303-4007	(818) 884-5780 Ext:210	
10100901	CALIFORNIA PRINTERS AND OFFICESUPPLY 1555 S. BROADMOOR AVE., , WEST COVINA, CA, 91790-4709	(626) 918-2082	
11037201	CASH UNLIMITED 636 BRENT AVENUE, SECOND FLOOR, LOS ANGELES, CA, 91030	(626) 799-0874	
11761901	CCENTRIC 360 W. LEXINGTON DR., , GLENDALE, CA, 91203-2049	(818) 679-8951	
12027301	CENTRAL VALLEY BUSINESS FORMS PO BOX 3850, 7500 WEST SUNNYVIEW AVE, VISALIA, CA, 93278-3850	(559) 651-3595 Ext:17	
50881001	CENVEO INC 13341 CAMBRIDGE ST., , SANTA FE SPRINGS, CA, 90670-4950	(562) 407-2228 Ext:2228	
52250501	COMMUNITY MAILERS & PRINTERS 515 S. FAIRFAX AVE., , LOS ANGELES, CA, 90036-3130	(323) 937-0500	
52000001	COMPASS GRAPHICS INC BUSINESS PRODUCTS UNUSUAL, 915 VENICE BLVD, LOS ANGELES, CA, 90015-3229	(213) 741-1442	View
00464001	CORPORATE EXPRESS DOCUMENT 16501 TROJAN WAY., , LA MIRADA, CA, 90638-5902	(714) 868-4932	
10164501	CURTIS 1000 PO BOX 3730, , FONTANA, CA, 92334-3730	(909) 357-0661 Ext:6214	
10924901	DATA MARKETING INC. PO BOX 519, , SANTA CLARA, CA, 95052-0519	(408) 275-8300	
14370901	DUNBAR BANKPAK, INC 8525 KELSO DRIVE, SUITE L, BALTIMORE, MD, 21221	(410) 933-0800 Ext:207	
13571701	EARTH PRINT INCCR PRINT CR PRINT, 31115 VIA COLINAS #301, WESTLAKE VILLAGE, CA, 91362	(818) 879-6050 Ext:25	
05230201	EXECUTIVE ENVELOPE INC	(909) 944-6884	

ATTACHMENT 3

**MAIL PROCESSING SERVICES
E-MAIL NOTIFICATION LIST – VENDORS REGISTERED WITH COUNTY**

	8560 VINEYARD AVE, SUITE 306, R. CUCAMONGA, CA, 91730-4351		
12855001	EXURBAN LLC 9901 OBOE DR., , HOUSTON, TX, 77025-4709	(713) 589-7081	
14488901	FAITH IN NUMBERS INC NAVIS PACK & SHIP NAVIS PACK & SHIP, 40222 LA QUINTA LANE UNIT 102, PALMDALE, CA, 93551	(661) 266-3600	
13163701	FORD PRINTING & MAILING 125 N VINELAND AVE., , CITY OF INDUSTRY, CA, 91746	(626) 968-3673 Ext:246	
00540501	GILMORE ENVELOPE CORP 4540 WORTH ST., , LOS ANGELES, CA, 90063-2540	(323) 307-3342 Ext:3342	
10744001	GREAT NORTH AMERICAN CO INC 2828 FOREST LN., STE. 2000, , DALLAS, TX, 75234-7517	(972) 481-6125	
11719801	HARRIS STATIONERS 1911 ARMACOST AVE., , LOS ANGELES, CA, 90025-5210	(310) 207-2333 Ext:231	
11432501	IMPRESSIVE PRINTING 1055 MELLOW LN., , SIMI VALLEY, CA, 93065-5702	(805) 522-2800	
11112701	IN PRODUCTION 270 BRISTOL ST., STE. 200, , COSTA MESA, CA, 92626-5936	(714) 546-3700	
13442601	INFINITY PRESS INFINITY & BEYOND, INC. INFINITY & BEYOND, INC., 2440 N. GLASSELL ST., SUITE N, ORANGE, CA, 92865-2753	(714) 282-8448	
06216701	INTERNATIONAL INDUSTRIAL SUPPLY COMPANY OF OHIO (IISCO) 6268 ISLAND DR. NW., , CANTON, OH, 44718-1345	(330) 305-0598	
14110701	INTERPRINT 7111 HAYVENHURST AVE, , VAN NUYS, CA, 91406	(818) 989-3600	
12345101	JCT & COMPANY, INC. 16266 SALAZAR DR., , HACIENDA HEIGHTS, CA, 91745-4861	(626) 369-0051	
11750501	JUBILEE PRESS, INC. 1700 NEWPORT CIR., STE. H, , SANTA ANA, CA, 92705-5109	(714) 435-9557	
12278401	KAYE-SMITH ENT. 7587 LAS POSITAS RD., , LIVERMORE, CA, 94551-8202	(925) 294-5300	
04112101	KELLY PAPER COMPANY 288 BREA CANYON RD., , CITY OF INDUSTRY, CA, 91789-3087	(909) 859-8200 Ext:268	
10102401	LASER PRINTERS & MAILING SERVICES, LLC 6706 NE. LOOP 410, , SAN ANTONIO, TX, 78219-1711	(210) 661-2354	
11693001	LEFAVOR ENVELOPE 7345 DOUGLAS BLVD., , GRANITE BAY, CA, 95746-6248	(916) 791-8901	
03723301	LIBERTY NATIONAL SALES CO. PO BOX 19212, , LOS ANGELES, CA, 90019-0212	(800) 287-9976 Ext:10	
52470701	LICHER DIRECT MAIL & PRINTING 980 SECO ST., , PASADENA, CA, 91103-2816	(626) 795-3333	
11528901	MEADWESTVACO CORPORATION 2828 E. 12TH ST., , LOS ANGELES, CA, 90023-3622	(214) 902-2357	
14094601	METROPOLITAN OFFICE & COMPUTERSUPPLIES, INC. SUPPLIES, INC., 345 PARK AVENUE, NEW YORK, NY, 10154-	(212) 352-8232 Ext:260	

**MAIL PROCESSING SERVICES
E-MAIL NOTIFICATION LIST – VENDORS REGISTERED WITH COUNTY**

	0004		
06172001	MILLER PRODUCTIONS INTERNATIONAL 1232 VILLAGE WAY., STE. J, , SANTA ANA, CA, 92705-4746	(714) 972-9259	
12427701	MODEM GRAPHICS, INC. 18600 E. SAN JOSE AVE, , INDUSTRY, CA, 91748	(626) 912-7088	
52405601	MOORE WALLACE 888 SOUTH FIGUEROA STREET, , LOS ANGELES, CA, 90017	(213) 630-2510	
51776001	NATIONAL ENVELOPE CORP-WEST 4450 EDISON AVE., , CHINO, CA, 91710-5413	(909) 364-1373 Ext:3137	
50274301	NEIL'S STATIONERS, INC. 8152 FIRESTONE BLVD., , DOWNEY, CA, 90241-4231	(562) 923-7701 Ext:11	
13963901	NGON HUU VU M.D, INC. 8409 WESTMINSTER BLVD, , WESTMINSTER, CA, 92683	(714) 903-8018	
13132701	NONSTOP PRINTING 6140 HOLLYWOOD BLVD, , LOS ANGELES, CA, 90028	(323) 464-1640	
02785301	OFFICE PALACE 9501 SLAUSON, , PICO RIVERA, CA, 90660	(562) 801-4800	
51718801	OFFICE SOLUTIONS 23303 LA PALMA AVE., , YORBA LINDA, CA, 92887-4773	(714) 692-7412 Ext:432	
12029101	OFFICE SUPPLY EXPRESS, INC. 28355 INDUSTRY DR., STE. 407, , VALENCIA, CA, 91355-4126	(661) 295-1941	
11933201	PAC PRO 11301 W. OLYMPIC BLVD., # 439, , LOS ANGELES, CA, 90064-1653	(310) 391-7726	
13823501	PAPER SOLUTIONS, INCPARTEK SOLUTIONS, INC PARTEK SOLUTIONS, INC, 8344 HAMDEN ROAD WEST, JACKSONVILLE, FL, 32244	(904) 779-4233	
00856901	PITNEY BOWES 801 SOUTH GRAND AVENUE, #600, , LOS ANGELES, CA, 90017-4613	(805) 501-5898 Ext:5222	
05506911	PITNEY BOWES INC.DOCUMENT SOLUTION CENTER DOCUMENT SOLUTION CENTER, 801 SOUTH GRAND AVE SUITE 600, LOS ANGELES, CA, 90017	(213) 438-4723	
06139301	PROFORMA SOLUTIONS 17011 BEACH BLVD., STE. 820, , HUNTINGTON BEACH, CA, 92647-5995	(714) 596-4600	
11344101	QUIKPAK 3532 COLEMAN COURT, , INDIANAPOLIS, IN, 47905-5685	(714) 528-4245	
11896401	RADA OFFICE PRODUCTS INC. 12015 MORA DRIVE SUITE 5, , SANTA FE SPRINGS, CA, 90670	(866) 439-7232	
12076901	REGAL GREETINGS & GIFTS CO. 8047 REDWOOD AVE., , FONTANA, CA, 92336-1639	(909) 574-3000 Ext:11	
10625601	RELIZON 2929 E. IMPERIAL HWY., STE. 250, , BREA, CA, 92821-6729	(714) 223-1040	
04387101	RESPONSE ENVELOPE 1340 S. BAKER AVE., , ONTARIO, CA, 91761-7742	(909) 923-5855 Ext:500	
12514801	SAF-T-PAK INC	(780) 486-0211	

**MAIL PROCESSING SERVICES
E-MAIL NOTIFICATION LIST – VENDORS REGISTERED WITH COUNTY**

	17854-106A AVE, , EDMONTON, ALBERTA, , T5S1V-3		
11016201	SEABOARD ENVELOPE CO., INC. 15601 CYPRESS AVE., , IRWINDALE, CA, 91706-2120	(626) 960-4559 Ext:31	
12187201	SECOND TO NONE INC. 120 S. RENO ST., APT. 255, , LOS ANGELES, CA, 90057-1163	(213) 700-5800	
12058301	SIERRA CREATIVE SYSTEMS, INC. 7283 BELLAIRE AVE., STE. 2, , NORTH HOLLYWOOD, CA, 91605-4249	(818) 503-0691	
10668801	SOLUTIONS & MORE 1062 E. CYPRESS ST., , COVINA, CA, 91724-2017	(626) 967-8865 Ext:102	
12535601	SOURCEONE OFFICE PRODUCTS, INC 12434 BELLFLOWER BLVD., , DOWNEY, CA, 90242-2806	(562) 630-8788 Ext:232	View
00748501	STANDARD REGISTER COMPANY 251 S. LAKE AVE; SUITE 510, , PASADENA, CA, 91101-4845	(877) 706-5435	
10839401	STUART F. COOPER 1565 E. 23RD ST., , LOS ANGELES, CA, 90011-1801	(213) 747-7141 Ext:117	
04815401	TARGET MAILING SERVICES INC 1905 S. MOUNTAIN AVE., , MONROVIA, CA, 91016-4259	(626) 303-7707	
00956101	TENSION ENVELOPE CORP PO BOX 9031, , TEMECULA, CA, 92589-9031	(909) 931-7766	
13782101	THE DATA CENTER 1827 SOUTH FREMONT DRIVE, , SALT LAKE CITY, UT, 84104	(801) 978-1030	
13350301	THE MONACO GROUP 1000 ORTEGA WAY, BUILDING C, PLACENTIA, CA, 92870-9287	(714) 630-5180 Ext:2	
12106201	THE PROCESSORS 2396 BATEMAN AVE., , DURATE, CA, 91010-2396	(626) 358-5600 Ext:224	
11568001	THE REAL EARTH, INC. 6430 SEASTAR DRIVE, , MALIBU, CA, 90265-0728	(310) 457-6331	View
12577101	THOUSAND OAKS PRTING/SPCLTSDBA: T O PRINTING 5334 STERLING CENTER DR., , WESTLAKE VILLAGE, CA, 91361-4612	(818) 706-8330	
14277301	TRADE INTERNATIONAL GROUP 1505 ELEVATION RD., , SAN DIEGO, CA, 92110	(909) 210-3167	
10302301	TRANSAMERICAN MAILING &FULFILLMENT, INC. 355 STATE PL., , ESCONDIDO, CA, 92029-1359	(760) 745-5363	
51905401	ULINE INCORPORATED 2200 S LAKESIDE DR., , WAUKEGAN, IL, 60085	(847) 473-2001 Ext:4121	
11973901	VETERANS CUSTOMIZED DEL SVS 3006 W. VERNON AVE., APT. 6, , LOS ANGELES, CA, 90008-5238	(323) 815-0013	
12275401	VIP.,INC. 3029 E. WASHINGTON ST., BLDG. K, , INDIANAPOLIS, IN, 46201-4282	(317) 262-3084	
10755301	WE GOT THE GOODS, INC PO BOX 1358, , MOUNT AIRY, NC, 27030-1358	(336) 719-0214	
10022501	WEBTREND 1311 SPECIALTY DR., , VISTA, CA, 92081-8521	(714) 995-3393	
00366301	WESTVACO-ENVELOPE DIV	(323) 729-6529	

**MAIL PROCESSING SERVICES
E-MAIL NOTIFICATION LIST – VENDORS REGISTERED WITH COUNTY**

	2828 E. 12TH ST., , LOS ANGELES, CA, 90023-3622	Ext:0000	
11257701	WHITTIER ENGRAVING CO., INC.DBA - COLORPLUS GRAPHICS 16724 MARQUARDT AVE., , CERRITOS, CA, 90703-1044	(562) 404-7174 Ext:124	
52955901	ZMH INCORPORATED 5630 BORWICK AVE, , SOUTH GATE, CA, 90280	(323) 773-5391	

Sub-Class #	Description
600-71	MAILING, PACKAGING, AND SHIPPING MACHINES (INCLUDING PACKAGING MATERIAL DISPENSING MACHINES)

Vendor ID	Company Name	Phone	LSBE Certified
13424201	24/7 DIRECT MAILING SERVICES 7590 VENTURA CANYON AVE, , VAN NUYS, CA, 91405	(818) 782-5340	
11606701	A.B. DATA LTD. 4057 N. WILSON DR., , MILWAUKEE, WI, 53211-1848	(414) 963-7823	
14291001	AB DIRECT 540 RICHARD STREET, , MIAMISBURG, OH, 45342	(937) 866-4001 Ext:108	
13256101	ACE BUSINESS MACHINES, INC. 1545 N. VERDUGO RD. SUITE #16, , GLENDALE, CA, 91208	(818) 548-7870	
10759501	AIM MAIL CENTER # 44 25602 ALICIA PKWY., , LAGUNA HILLS, CA, 92653-5309	(949) 580-0228	
03578601	ALDELANO PACKAGING CORP 2010 SOUTH LYNX AVENUE, , ONTARIO, CA, 91761-2120	(909) 861-3970	
06232401	ALPHA PRINTING & GRAPHICS, INC 15763 ORNELAS STREET, , IRWINDALE, CA, 91706	(626) 851-9800 Ext:102	
02689601	AMCOR SUNCLIPSE NORTH AMERICABUSINESS SERVICE CENTER KENT H LANDSBERG COMPNAY, 1640 S GREENWOOD AVE, MONTEBELLO, CA, 90640	(323) 726-7776	
10130202	ANDWIN SCIENTIFICANDERSON BREMER PAPER CO ANDERSON BREMER PAPER CO, 6636 VARIEL AVENUE, CANOGA PARK, CA, 91303	(818) 999-1888 Ext:250	
10375601	ARTCITY INCORPORATED 1017 W. 190TH ST., , GARDENA, CA, 90248-4302	(310) 630-0071	
14209301	BETTER PACKAGING, LLCWWW.BETTERPACKAGINGLLC.COM WWW.BETTERPACKAGINGLLC.COM, 2819 SOUTH FAIRVIEW STREET, APT. # B, SANTA ANA, CA, 92704-5941	(714) 595-6875	
50168301	BOWE BELL & HOWELL 5353 WEST 8TH STREET, , LOS ANGELES, CA, 90036	(323) 549-9611	
10857201	BRON TAPES, INC.- SAN DIEGO 7343 CARROLL ROAD, SUITE B, , SAN DIEGO, CA, 92121	(858) 530-0391	
03742701	C & H DISTRIBUTORS, LLC. 770 S. 70TH ST., , MILWAUKEE, WI, 53214-3109	(414) 443-1700 Ext:559	
10638901	CADDO SOLUTIONS 21201 VICTORY BLVD., STE. 125, , CANOGA PARK, CA, 91303-	(818) 884-5780 Ext:210	

**MAIL PROCESSING SERVICES
E-MAIL NOTIFICATION LIST – VENDORS REGISTERED WITH COUNTY**

	4007		
11761901	CCENTRIC 360 W. LEXINGTON DR., , GLENDALE, CA, 91203-2049	(818) 679-8951	
52250501	COMMUNITY MAILERS & PRINTERS 515 S. FAIRFAX AVE., , LOS ANGELES, CA, 90036-3130	(323) 937-0500	
52000001	COMPASS GRAPHICS INC BUSINESS PRODUCTS UNUSUAL, 915 VENICE BLVD, LOS ANGELES, CA, 90015-3229	(213) 741-1442	View
14488901	FAITH IN NUMBERS INCNAVIS PACK & SHIP NAVIS PACK & SHIP, 40222 LA QUINTA LANE UNIT 102, PALMDALE, CA, 93551	(661) 266-3600	
50587301	FRANCOTYP-POSTALIA, INC. 140 N. MITCHELL COURT, SUITE 200, ADDISON, IL, 60101	(949) 861-0179	
14223901	FULLERTON BOX INC. 607 E. COMMONWEALTH AVE., , FULLERTON, CA, 92831	(714) 879-8133	
51274501	HI-TOWERS OFFICE SUPPLY 3569 LEXINGTON AVE., , EL MONTE, CA, 91731-2682	(626) 443-1375	
13442601	INFINITY PRESSINFINITY & BEYOND, INC. INFINITY & BEYOND, INC., 2440 N. GLASSELL ST., SUITE N, ORANGE, CA, 92865-2753	(714) 282-8448	
12345101	JCT & COMPANY, INC. 16266 SALAZAR DR., , HACIENDA HEIGHTS, CA, 91745-4861	(626) 369-0051	
13522401	JDW PROMOTIONS INC 303 CROSSWAYS PARK DRIVE, , WOODBURY, NY, 11797	(516) 496-4863	
51219901	MCGUIRE DISTRIBUTORS, INC. DWC MAILING SYSTEMS, 1201 S. BOYLE AVE., LOS ANGELES, CA, 90023-2601	(323) 266-6167 Ext:220	
51219902	MCGUIRE DISTRIBUTORS, INC.HASLER INC. DWC MAILING SYSEMS, 1201 S. BOYLE AVE., LOS ANGELES, CA, 90023-2601	(323) 266-6167	
51219904	MCGUIRE DISTRIBUTORS, INC. DWC MAILING SYSTEMS, 1201 S. BOYLE AVE., LOS ANGELES, CA, 90023-2601	(323) 266-6167 Ext:220	
14094601	METROPOLITAN OFFICE & COMPUTERSUPPLIES, INC. SUPPLIES, INC., 345 PARK AVENUE, NEW YORK, NY, 10154-0004	(212) 352-8232 Ext:260	
11264301	NATIONAL PAPERS 7870 DEERING AVE., , CANOGA PARK, CA, 91304-5005	(818) 346-6979	
04296801	NEWAY PACKAGING CORPORATION 1973 E. VIA ARADO, , RANCHO DOMINGUEZ, CA, 90220-6102	(310) 898-3400	
05125801	OFFICE DEPOT 2200 OLD GERMANTOWN ROAD, , DELRAY BEACH, FL, 33445-8223	(818) 557-1721	
00856901	PITNEY BOWES 801 SOUTH GRAND AVENUE, #600, , LOS ANGELES, CA, 90017-4613	(805) 501-5898 Ext:5222	
11285301	PITNEY BOWES DOCSENSE 2200 WESTERN CT., STE. 100, , LISLE, IL, 60532-1840	(310) 316-5100	

ATTACHMENT 3

**MAIL PROCESSING SERVICES
E-MAIL NOTIFICATION LIST – VENDORS REGISTERED WITH COUNTY**

52155701	PREFERRED PACKAGING INC. 11649 PENDLETON ST., , SUN VALLEY, CA, 91352-2502	(818) 768-5665 Ext:222	
12680101	RARE GROUP ENTERPRISES, INCRGI 1505 S. DUPONT AVE., STE. E, , ONTARIO, CA, 91761-1401	(909) 390-2828 Ext:118	
12058301	SIERRA CREATIVE SYSTEMS, INC. 7283 BELLAIRE AVE., STE. 2, , NORTH HOLLYWOOD, CA, 91605-4249	(818) 503-0691	
14169301	SOUTHWEST CONNECTION, INC. 12616 YUKON AVE., , HAWTHORNE, CA, 90250	(310) 355-1060	
11671601	SPG 2 MILL ST., , CORNWALL, NY, 12518-1266	(845) 534-1015 Ext:17	
14120701	UNITED TECHNOLOGY WAREHOUSEINC 3229 FERN AVE., , PALMDALE, CA, 93550	(661) 274-1095	
11089001	WHITAKER BROTHERS BUSINESSMACHINES, INC. 9265 DOWDY DR., STE. 108, , SAN DIEGO, CA, 92126-6372	(858) 689-9600	

MAIL SERVICES
FIRM/ORGANIZATION INFORMATION AS PROVIDED BY CONTRACTOR

FIRM INFORMATION		Pitney Bowes Management Services, Inc.
Cultural/Ethnic Composition		Publicly Traded Company
OWNERS/PARTNERS	Black/African American	
	Hispanic/Latin American	
	Asian American	
	American Indian/Alaskan	
	All others	
	Women (included above)	
		Number
MANAGER	Black/African American	8
	Hispanic/Latin American	5
	Asian American	2
	American Indian/Alaskan	0
	All others	14
	Women (included above)	13
STAFF	Black/African American	58
	Hispanic/Latin American	108
	Asian American	38
	American Indian/Alaskan	1
	All others	124
	Women (included above)	134
TOTAL # OF EMPLOYEES		358
BUSINESS STRUCTURE		Corporation
COUNTY CERTIFICATION		
CBE		NO
LSBE		NO
CERTIFYING AGENCY		N/A