

**JOINT POWERS AGREEMENT**  
**BETWEEN**  
**THE CITY OF SAINT PAUL**  
**AND**  
**THE SAINT PAUL BOARD OF WATER COMMISSIONERS**  
**AND**  
**SAINT PAUL PUBLIC SCHOOLS**

This Agreement is made and entered into pursuant to Minnesota Statutes § 471.59, among the City of Saint Paul (the City) located at 15 Kellogg Boulevard West, Saint Paul, MN 55102, the Board of Water Commissioners of Saint Paul (The Board) located at 1900 Rice Street, Saint Paul, MN 55113; and Saint Paul Public Schools (SPPS) 360 Colborne Street, Saint Paul, MN 55102 hereinafter referred to as “the Parties.”

WHEREAS, pursuant to the provisions of Minnesota Statutes Section 471.59, two or more governmental units, by agreement entered into through action of their governing bodies, are authorized to enter into agreements to exercise jointly or cooperatively governmental powers common to each and to permit one governmental entity to perform services or functions for another governmental unit; and

WHEREAS, the City, the Board, and SPPS are governmental units as defined under Minn. Stat. §471.59; and

WHEREAS, according to the Memorandum of Understanding dated 9/25/2003 (8-2003-J-01), incorporated herein as Exhibit E, the Board resolved on October 1, 2003 that it will use the facilities of City of Saint Paul-owned River Print, 375 Jackson St, Suite B1, Saint Paul, MN 55101 to send water bills to customers; and

WHEREAS, the Mayor of Saint Paul has determined that the City can no longer operate the print and print-related services at River Print, but has also determined that the print, print-related services, and personnel resources comprising River Print can be transferred to SPPS with minimal disruption of service; and

WHEREAS, the Mayor of Saint Paul, the Board of Water Commissioners of Saint Paul, and the Superintendent of the Saint Paul Public Schools have determined that the transfer of the print, print-related services, personnel resources, and equipment comprising River Print from the City of Saint Paul to the Saint Paul Public Schools will serve the shared interests of the City, the Board and SPPS regarding print and print-related services; and

WHEREAS, the parties to this Agreement desire to effectuate the transfer of River Print to SPPS according to the terms and conditions of this Agreement;

NOW, THEREFORE, in consideration of the mutual promises and agreements contained herein, the parties do hereby agree as follows:

Section 1: Purpose

The purpose of this agreement is to establish Saint Paul Public Schools (SPPS) as the designated provider for print and print-related services for City of Saint Paul and the Saint Paul Board of Water Commissioners.

Section 2: Definitions

<b>PCMC:</b>	Saint Paul Public Schools Print Copy and Mail Center, currently located at 1930 Como Avenue, Saint Paul, MN 55108; New print services provider and division of Saint Paul Public Schools
<b>River Print:</b>	City of Saint Paul River Print Division of HREEO
<b>The Board:</b>	The Board of Water Commissions of Saint Paul
<b>The City:</b>	The City of Saint Paul
<b>SPPS:</b>	Saint Paul Public Schools

Section 3: Term

- A. Initial Term. This agreement will become effective on January 1, 2021 and will continue in effect through January 1, 2026 ("Initial Term").
- B. City Term. After the expiration of the Initial Term, and upon the separation of all City Employees from service at the City of Saint Paul, the City and SPPS agree to renegotiate or terminate this agreement pursuant to Section 6(E).
- C. Board Term. The Board of Water Commissioners of Saint Paul may elect to withdraw from this Agreement at the conclusion of the initial term after meeting with SPPS no later than December 1, 2025 to determine whether to continue services.
- D. Renewal Terms. After the expiration of the Initial Term, this Agreement will automatically renew for additional one (1) year periods, until such time all current River Print employees separate from City service. Termination will proceed pursuant to Section 6(E).

## Section 4: Transition

### **A. General**

To ensure a smooth and orderly transition of print, and print-related services serving the City, SPPS and the Board, and to ensure there are no gaps in service to the public, the parties will develop a transition plan/activity tracker [Attached as Exhibit A] on or before December 31, 2020. The parties will establish a transition date and conduct employee training to ensure a smooth transition for the Saint Paul, Board and SPPS customers.

### **B. Equipment Transfer**

The City agrees to transfer the following equipment to SPPS pursuant to the City's Administrative Code: Rhin-o-tuff Puncher; GBC Binder; Spiral Binder; Saddle-stitch Stapler; Book-stitch Stapler; Michael Business Machines Sorting Rack; Paddy Wagon Padding Wagon; Martin Yale Quad Sorting Cart; Small Pallet of Press Supplies; Unopened cases of paper excluding Astrobrites. Equipment transfer will take place no later than December 31, 2020. SPPS is responsible for the physical removal of all transferred equipment.

## Section 5: Operations

SPPS will assume complete responsibility of all print and print-related services January 1, 2021. This section outlines the ongoing operations between the parties. Exhibit B details the required services to be provided by SPPS.

### **A. Transition and Operations Management**

SPPS will appoint an individual to manage the work and coordination contemplated in this agreement for the duration of the agreement. The SPPS designee will be the principal contact for print and print-related services, and will work with all relevant parties to resolve all customer all matters including orders, order delivery, customer service, and personnel.

The City will designate at least one employee to assist in the implementation and ongoing operations of this agreement. The City designee(s) will act as the primary contact for PCMC staff. The City designee(s) will work with PCMC to resolve customer related issues. The City designee(s) will also work closely with the Board designee(s) to provide needed assistance related to water bill processing issues.

The Board will designate at least one employee to assist in the implementation and ongoing operations of this agreement. The Board designee(s) will act as the primary contact for PCMC staff. The Board designee(s) will work with PCMC to resolve Board customer and water bill related issues. The Board designee(s) will also work closely with the City designee(s) to provide needed guidance and support related to water bill processing issues.

The parties agree to work together to resolve any operations issues. Unresolved disputes will be managed pursuant to the dispute resolution process in Section 6(F).

## **B. Personnel**

City employees working for River Print on the Effective Date of this Agreement will remain City employees after the Effective Date, but will provide services at PCMC under the following terms:

1. No current City or SPPS employees who are performing services at either the PCMC or River Print shall be discharged or laid off as a direct result of this Agreement.
2. This agreement allows for the 1-2 current City FTEs currently working at River Print to work at PCMC. The employees will remain City of Saint Paul employees until they retire, resign or are separated from employment from the City of Saint Paul.
3. Any new positions authorized for PCMC will be SPPS positions.
4. The City remains responsible for all wages and fringe benefit costs for the city employees. If a city employee separates from employment for any reason, the City will have no further financial obligation to SPPS for that employee.
5. City employees covered by this Agreement who provide services for the PCMC as City employees are subject to the provisions of the collective bargaining agreement between the City and unions representing the City employees as well as all applicable City policies. (i.e. ESST, travel policy, medical examination policy, etc.) All of the terms and conditions for employment as a City employee apply to City employees covered by this Agreement.
6. City employees covered by this Agreement are under the day to day control and supervision of SPPS employees and subject to the policies and procedures of SPPS.
7. SPPS will document and report any disciplinary concerns regarding City employees to the City. The City will be responsible for carrying out any subsequent disciplinary procedures in accordance with the employee's collective bargaining agreement. SPPS agrees to fully cooperate with any discipline and all related investigations. Costs of such disciplinary actions are to be paid by the City.
8. City employees will continue to use the TASS system (or any replacement system) to report employee work hours.
9. In the event of PCMC closure or a reduction in workforce, SPPS shall have no obligation to relocate the City employees or find a new position for them within SPPS, and SPPS assumes no responsibility regarding their continued employment.

If there is conflict or confusion regarding personnel matters, the parties agree to resolve through dispute resolution pursuant to Section 6(F).

## **C. City Duties to SPPS**

The City agrees to the following terms in transferring their print, copy and mail service needs from River Print to PCMC:

1. Submit online orders for print, copy and mail services;
2. Provide print-ready artwork or engage graphic designer for a fee to produce print-ready materials;
3. Pay for print services rendered by SPPS for the City;
4. Notify all City departments that SPPS is the designated provider for print and print-related services for City of Saint Paul.
5. Designate a contact person pursuant to Section 5A to communicate with SPPS/PCMC for print related services, issues and needs during the term of this agreement.

**D. SPPS/PCMC Duties**

SPPS agrees to the following terms in supplying the City’s print, copy and mail service needs:

1. Maintain an online platform for placing orders;
2. Respond to customer inquiries via phone, email or in-person. Phone and email response must be within 1 - 2 business days;
3. Provide quotes on project costs when requested by customer;
4. Provide job proofs when requested by customer;
5. Offer graphic design and typesetting services;
6. Mutually agree upon a timeline for completion of print, copy and mail services;
7. Execute print, bindery, and mail Services;
8. Deliver via courier service completed print jobs to various customer locations in Saint Paul and Maplewood;
9. Outsource City orders unable to be completed by PCMC;
10. Maintain contact with City regarding printing services, issues and needs during the term of this agreement.

**E. Board Duties to SPPS**

The Board agrees to the following terms in utilizing PCMC for its daily water bill and past due notice printing. The Board will:

1. Transmit billing information as specified by PCMC;
2. Develop a phase-in schedule for the types of bills to be processed by PCMC;
3. Provide a schedule of inserts;
4. Purchase postage directly from the US Postal Service;
5. Board staff shall have the sole authority to determine the type and number of non-bill items that are included in a given mailing. PCMC staff shall refer all inquiries related to inserting materials to the Board’s designee pursuant to Section 5A. The Board’s designee will be responsible for alerting the Board’s Marketing and Public Relations Manager (or other such officer as designated by the Board);
6. Assuming both parties adhere to the responsibilities defined herein, the Board agrees that it will continue to use PCMC facilities for printing and mailing of customer water bills for a minimum of five years (through January 1, 2026) in recognition of the investment in the equipment necessary to perform the functions required by the Board;
7. Board and PCMC staff shall meet quarterly during the initial one-year service period to review the services provided and identify and resolve any issues that may arise. Thereafter, the frequency of such meetings will be determined by mutual agreement of the parties;
8. Pay for print services rendered by SPPS for the Board.

**F. SPPS Duties to the Board**

SPPS agrees to the following terms in supporting the Board’s billing function. SPPS will:

1. Print customer bills;
2. Insert bills, return envelopes and additional inserts as directed;
3. Apply appropriate postage at the lowest rate available;

4. Sort completed bills and arrange for pick-up by the US Postal Service;
5. Provide daily reports on postage used and number of pieces, as currently practiced by Board staff;
6. Delete files as necessary;
7. Monitor inventory of forms and envelopes;
8. Bill for services on a monthly basis;
9. All pricing is current but may change due to market circumstances in overhead or other underestimated costs. Such circumstances or underestimated costs will be provided to all parties. Water and past due notices pricing will be done at the current River Print rate; a 6-month cost analysis will be done to see if adjustments need to be made. Rationale supporting such adjustments will be provided to all parties a minimum of 30 days prior to adjustment of any rate.
10. PCMC agrees that the bills will be mailed the next business day after the billing information is transmitted. The Manager of PCMC (or designee) agrees to notify the Board's Customer Service and Billing Supervisor (or other such officer as designated by the Board) at the earliest point possible in the event that technical or other problems are likely to prevent delivery of the above services in accordance with the agreed upon schedule and standards. In the event of such a situation, the PCMC Manager will work with the Board staff to find an alternate solution until the problem can be corrected;
11. PCMC agrees to charge the Board, and to provide a monthly bill, for the services provided in accordance with the attached rate sheet, which is attached and incorporated herein as Exhibit C, during this initial five-year period. Payments of these charges by the Board shall constitute full compensation for PCMC's services and equipment investment under this Agreement, unless otherwise agreed to in writing by the parties;
12. PCMC and Board staff shall meet quarterly during the initial one-year service period to review the services provided and identify and resolve any issues that may arise. Thereafter, the frequency of such meetings shall be determined by mutual agreement of the parties.

**G. Production Timelines**

The parties agree that jobs should be completed on a reasonable, mutually agreed upon timeline.

The following timeline estimates assume all files are designed print-ready upon receipt. Timelines are subject to change based on the complexity of the projects and availability of specialized products and services:

Files	Time Estimate
Posters, flyers, brochures, postcards (1st class mailing)	2- 5 business days
Large quantity print projects, bulk mailings, offset printing, work requiring outside vendor:	8 - 10 business days
Rush same-day/next-day jobs	Accommodated when possible; subject to rush charges

**H. Customer Service**

SPPS agrees it will maintain a commitment to customer service that emphasizes the importance of responsiveness, solution-oriented thinking and relationship building with customers.

**I. Level of Service**

The City does not guarantee a specific level of service to PCMC. Print service volume may fluctuate based on customer priorities and available financial resources. The City does not guarantee that non-City and non-Board customers will utilize PCMC services. The City agrees to continue existing policy of recommending and encouraging the use of PCMC for City print services and will use best efforts to provide right of first refusal to PCMC for print services. The Board agrees to utilize PCMC until December 31, 2025. At that time, the Board and PCMC agree to revisit the terms of service pursuant to this agreement.

**J. Courier Services**

SPPS is responsible for couriating product to the City of Saint Paul and Board of Water Commissioners customers. SPPS agrees to maintain an agreement with a select vendor to provide those services for the duration of this Agreement. Changes in courier service vendor will be communicated to the City and the Board with at least ten (10) business days' notice. Change in courier service costs may be passed to the City or the Board.

**K. Business Cards**

Between December 1 – 31, 2020, City business card orders will be sent by PCMC to a city-designated typesetter to be placed in print-ready formats. The vendor will charge the city directly for the expense of typesetting and the city will cover the cost. PCMC will charge the customer the appropriate business card expense as outlined in the “Business Cards” section of Exhibit D. Beginning January 1, 2021, the city will upload print-ready business card files to the PCMC site when placing a business card order. PCMC will charge the customer the same rates outlined in Exhibit D. If the City is unable to upload print-ready business cards files starting January 1, 2021, the PCMC will outsource the job.

**L. Outsourcing**

When customers request print or binder services that cannot be fulfilled within PCMC, (i.e. perforating paper or die cutting), PCMC may outsource the service to the vendor of their choice and charge the customer a 20% increase of the vendor invoice for the facilitation of the services. Print and bindery services that can be completed at PCMC should be completed at PCMC unless it would result in a significant inability to meet customer deadlines.

**M. Data Transfer or Secure Server**

The City and the Board agree to use a Secure FTP and/or encrypted email for transferring Board files.

## Section 6: General Conditions

### **A. Insurance**

It is acknowledged that the parties rely primarily on self-insurance programs for liability coverages, including statutory workers' compensation coverage. Each party agrees to maintain its self-insurance program or to obtain insurance policies for tort, automobile, professional liability and workers' compensation coverage. Such tort, automobile or professional liability insurance policies, if any, shall have minimum limits of those liability limits established by Minnesota Statutes Chapter 466 and as amended. Workers' compensation coverage will have minimum limits as established by state statute.

### **B. Data Practices**

All parties must comply with the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13 or any other applicable state statutes, any state rules adopted to implement the MGDPA and related statutes, as well as federal statutes and regulations, as they apply to all data created, collected, received, stored, used, maintained, or disseminated under this agreement.

### **C. Liability**

Pursuant to Minn. Stat. § 471.59, Subd.1a.(a) each party will be responsible for its own acts and omissions and those of its officers, agents and employees with respect to any claims, lawsuits, or expenses for personal or property damages, losses or injuries, resulting from any activities undertaken pursuant to this Agreement. Nothing herein is intended or shall result in a waiver of the defenses or immunities, or monetary limits on damages that each is entitled to by law.

The City of Saint Paul remains liable for only those City employees transferred to PCMC for purposes of Workers Compensation. In the event of a work-related injury/illness, the City employee will report such injury/illness to their PCMC supervisor and complete all relevant paperwork. According to current City procedures, said paperwork is forwarded to the City's Risk Management Team for handling. SPPS has no responsibility to the City for payment of worker's compensation.

### **D. Amendments**

Any amendments or modifications to this Agreement must be in writing and will not be effective until properly executed by all parties to this Agreement.

### **E. Termination**

This Agreement may not be terminated during the Initial Term pursuant to Section 1. Thereafter, termination of this Agreement is pursuant to the following:

(1) The agreement between the City of Saint Paul and SPPS may terminate when both current Saint Paul River Print employees separate from the City pursuant to Section 1, upon the conclusion of the initial term, and only through the action of the governing bodies.



(a) If both current Saint Paul River Print employees separate from the City prior to the conclusion of the initial term, the parties agree that the termination of this agreement will not occur until the initial term expires and for at least six months after the employee separation to prepare for any transition or modifications to service.

(b) If either of the current Saint Paul River Print employees separate from the City after the initial term, this agreement may not terminate until separation of both current Saint Paul River Print City employees occurs.

(2) The Agreement between the Board of Water Commissioners and SPPS may terminate if the Board and SPPS decide to dissolve this Agreement pursuant to section 1 and only through the action of the governing bodies; or

(3) Termination by Mutual Agreement. Termination may occur upon the agreement of the City, the Board and SPPS after all required conditions are met, including the conclusion of the Initial Term, at the end of a calendar year by action of the governing bodies, and upon a minimum of six (6) months advance written agreement between the parties.

In the event of termination, the requesting party must provide notice of termination in writing. The parties will conclude and carry out any outstanding business including existing orders or deliveries, payment for services and/or products received, up to the receipt of the notice of termination. SPPS will deliver any work product and supporting documentation to City and/or to the Board developed up to the time of termination prior to the City and/or the Board rendering final payment for service.

SPPS may need to reduce the workforce at the PCMC and/or discontinue operation of PCMC. Should SPPS need to discontinue operation and/or reduce the workforce of the PCMC during the term of this Agreement, it will provide the City and the Board notice of the change with a minimum of six (6) months advance written notice. SPPS agrees that it is the intent of the parties to maintain this agreement for at least the Initial Term outlined in Section 3 and will make reasonable efforts to maintain PCMC and its print and print-related services for the duration of the term.

## **F. Dispute Resolution**

In the event of a dispute between the parties regarding the terms of this agreement, including any attachments or exhibits, the party with the grievance must report it to the offending party in writing within 10 business days of discovery. At the time the offending party is made aware of an issue, the parties must attempt to resolve the issue immediately. If the issue cannot be resolved within 30 business days, the issue will be elevated and reported to the leadership of the parties unable to resolve the dispute for mediation and resolution.

If the dispute is between SPPS and the City, the issue will be heard by the Director of Human Rights and Equal Economic Opportunity, and the SPPS Chief Operations Officer. If the dispute is between SPPS and the Board, the issue will be heard by the General Manager for Saint Paul Regional Water Services and the SPPS Chief Operations Officer. If the issue is between all three parties to this agreement, the issue will be heard by the above leadership representing all parties for mediation and issue resolution. In all cases, the relevant leaders will convene a meeting to hear and discuss the dispute. No later than 10 business days after the mediation, the decision makers will issue a decision on how the parties will resolve the dispute.

**G. Compliance with Applicable Law**

All parties agree to comply with all federal, state and local laws or ordinances, and all applicable rules, regulations, and standards established by any agency of such governmental units, which are hereinafter promulgated insofar as they relate to the parties' performance of the provisions of this Agreement.

**H. Books and Records**

Pursuant to Minn. Stat. § 16C.05, subdivision 5, Saint Paul Public Schools must maintain books, records, documents, and accounting procedures and practices relevant to this agreement for a minimum of six years from the end of this agreement, and make them available for examination by the City or the State Auditor as appropriate.

**I. Human Rights/Affirmative Action/Economic Opportunity**

The parties agree to comply with the City of Saint Paul's Human Rights Department's Affirmative Action Requirements in Employment pursuant to Section 183.04 of the Saint Paul Legislative Code, the Rules Governing Affirmative Requirements in Employment, and Chapter A-12 of the Saint Paul Administrative Code governing workplace conduct. The Parties agree to comply with all federal, state and local laws, resolutions, ordinances, rules, regulations and executive orders pertaining to unlawful discrimination on account of race, creed, religion, color, sex, sexual or affectional orientation, national origin, ancestry, familial status, age, disability, marital status, or status with regard to public assistance and will take affirmative steps to ensure that employees are treated during employment without regard to the same.

**J. Interpretation of Agreement, Venue.**

This Agreement shall be interpreted and construed according to the laws of the State of Minnesota. All litigation regarding this agreement shall be venued in the District Court of the County of Ramsey, Second Judicial District, State of Minnesota.

**K. Notice**

Except as otherwise stated in this Agreement, any notice or demand to be given under this Agreement shall be delivered in person or deposited in United States Certified Mail, Return Receipt Requested, and/or delivered by email. Any notices or other communications shall be addressed to the following individuals:

Name: Valerie Jensen, Director of Human Rights and Equal Economic Opportunity  
Entity: The City of Saint Paul  
Address: 15 Kellogg Blvd, STE 280, Saint Paul, MN 55102  
Phone: 651-266-8927  
Email: [Valerie.Jensen@ci.stpaul.mn.us](mailto:Valerie.Jensen@ci.stpaul.mn.us)

Name: Dolly Ludden, Business Division Manager, Saint Paul Regional Water  
Entity: The Board of Water Commissioners of Saint Paul  
Address: 1900 Rice Street, Saint Paul, MN 55113  
Phone: 651-266-6880  
Email: [Dolly.Ludden@ci.stpaul.mn.us](mailto:Dolly.Ludden@ci.stpaul.mn.us)

Name: Idrissa Davis  
Address: 1930 Como Avenue, Saint Paul, MN, 55108  
Phone: 651-603-4355  
Email: [Idrissa.Davis@spps.org](mailto:Idrissa.Davis@spps.org)

**L. Work Product Ownership**

Any designs or products developed by the City prior to this transfer of services, and used by the City, remains the property of the City after this transfer of services. After this transfer, any designs or products developed in whole or in part by SPPS in connection with the City will become exclusive the property of the City. Upon request, SPPS will execute, within a reasonable period of time, all documents necessary to confirm or perfect the exclusive ownership of the City to the work product.

**M. Severability**

The provisions of this Agreement shall be deemed severable. If any part of this Agreement is rendered void, invalid, or unenforceable, such rendering shall not affect the validity and enforceability of the remainder of this Agreement unless the part or parts which are void, invalid or otherwise unenforceable shall substantially impair the value of the entire Agreement with respect to either party.

**N. Entire Agreement**

The terms and conditions of this Agreement, referenced exhibits, and attachments shall constitute the entire Agreement between the parties and shall supersede all prior oral or written negotiations.

**O. Counterparts.**

The parties may sign this Agreement in counterparts, each of which constitutes an original, but all of which together constitute one instrument.

**P. Electronic Signatures.**

The parties agree that the electronic signature of a party to this Agreement is as valid as an original signature of such party and is effective to bind such party to this Agreement.

IN WITNESS THEREOF, the undersigned governmental units, by action of their governing bodies, have caused this Agreement to be executed in accordance with the authority of Minnesota Statutes Section 471.59.

**City of Saint Paul**

_____	_____
Mayor/Deputy Mayor of Saint Paul	Date

_____	_____
Director of Human Rights & Equal Economic Opportunity	Date

_____	_____
Director Office of Financial Services	Date

_____	_____
As to Form: Assistant City Attorney	Date

**Board of Water Commissioners of Saint Paul**

_____	_____
President Board of Water Commissioners of Saint Paul	Date

_____	_____
General Manager Saint Paul Regional Water Services	Date

_____	_____
Director Office of Financial Services	Date

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Secretary Board of Water  
Commissioners of Saint Paul

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Date

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As to Form: Assistant City Attorney

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Date

**Saint Paul Public Schools**

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Chair, Board of Education

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Date

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Clerk, Board of Education

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Date

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Superintendent

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Date

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Chief Operations Officer

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Date

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As to Form: General Counsel

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Date

## Exhibit A Transition Plan

<b>River Print - SPPS PCMC Transition Activities</b>			
<b>Timeline</b>	<b>Activity</b>	<b>Status</b>	<b>Completion Goal</b>
Weekly	RP Manager and SPPS Manager Meet	On-going	7/24/2020
Bi-weekly	ED of IT at SPPS, Director of HREEO, SPPS Manager and RP Manager Meet	On-going	7/24/2020
August	Product Pricing Plan for 2021	Completed	8/28/2020
October	Develop Invoicing Process for Customers	Completed	10/21/2020
October	Product Delivery Process and Pricing	Completed	11/24/2020
October	Create SPRWS Bill Testing Strategy and Timeline	Completed	10/22/2020
October	Explore OTC Solutions to Transfer SPRWS data to SPPS	Completed	11/20/2020
October	Create Employee Transition Plan	Completed	11/4/2020
October	Agree to Graduated Order Transfer Schedule	Completed	10/22/2020
November	SPRWS Bill Testing Execution & Live Batch Transition	Completed	11/25/2020
November	OTC Solutions Testing	Completed	11/25/2020
November	Training for Customers - How to Place an Order	Completed	11/24/2020
November	Implement Graduated Order Transfers	Completed	11/25/2020
November	Employee #1 Transition: 1 - 3 days per week at SPPS	Completed	11/25/2020
December	Transfer of equipment not eligible for resale	Planned	12/4/2020
December	Employee #2 Transition: 1 - 4 days per week at SPPS	Planned	12/17/2020

## **Exhibit B Required Services**

- Printing
  - Black and White Printing
  - Color Printing
  - Envelope Printing
  - NCR Printing
  - Printing on specialized materials and in custom sizes
- Mailing Services
  - Folding, Inserting
  - Mail Prep and Sorting
  - Affixed Postage
  - Indicia Postage
- Bindery
  - Stapling
  - Folding
  - Drilling (Hole-Punching)
  - Collating
  - Cutting
  - Tabs
  - Slip Sheets
  - Thermo-binding
  - GBC Binding
  - Spiral Binding
  - Padding
  - Perforating
  - Chipboard
  - Laminating
  - Die-cutting
- Graphic Design & Type Setting – Including print-ready set up (document configuration)
- Common projects from the city will include but are not limited to items such as:
  - Mailings
  - Flyers
  - Posters
  - Outdoor Signs
  - Booklets
  - Business Cards
  - Carbonless Forms
  - #10 Mailing envelopes
  - #9 Return Envelopes
  - Specialty Letterhead and Notecards

## Exhibit C SPRWS Pricing

### SPRWS Pricing

Item	QTY	Price	Notes
Standard Water Bill	Each	\$ 0.275	Postage Permit
Past Due Statements	Each	\$ 0.345	Current Postage Rate
Standard Water Bill Preprints	100,000	\$ 6,720.00	Price Includes Perf
Past Due Preprints	20000	\$ 860.00	Price Includes Perf



## Exhibit D SPPS Pricing Addendum

### Black/White and Color Printing Costs

DESCRIPTION	8.5X11	8.5X14	11X17	12X18
<b>All 3-hole add .015</b>				
<b>BLACK &amp; WHITE 20#</b>	0.035	0.04	0.05	0.06
<b>BLACK &amp; WHITE 60# &amp; 70#</b>	0.06	0.07	.07 -.09	.08 -.10
<b>BLACK &amp; WHITE 80# &amp; 100#</b>	.06 - .07	0.08	.08 -.10	.09 - .12
<b>CARD STOCK 65# &amp; 80#</b>	.05 - .06	.07 - .08	0.10 - .11	.12 - .13
<b>PASTEL COLORS 20#</b>	0.04	0.05	0.06	
<b>PASTEL COLORS 65#</b>	0.05	0.07	0.09	0.12
<b>ASTROBRIGHT COLORS 60#</b>	0.05	0.06	0.07	
<b>ASTROBRIGHT COLORS 65#</b>	0.08	0.09	0.11	
<b>FULL COLOR 1-499</b>	0.25	0.27	0.29	0.31
Add .01 - .03 FOR 60/70/100# text				
Add .03 - .05 FOR 60/70/100# cover				
<b>FULL COLOR 500-999</b>	0.21	0.23	0.25	0.27
Add .01 - .03 FOR 60/70/100# text				
Add .01 - .03 FOR 60/70/100# cover				
<b>FULL COLOR 1,000+</b>	0.19	0.21	0.23	0.25
Add .01 - .03 FOR 60/70/100# text				
Add .01 - .03 FOR 60/70/100# cover				

## Press Single-Sided Printing Costs

Single sided Copies/Printing												
Paper size/color	Cost/sheet	500	1000	1500	2000	2500	3000	5000	7500	10000	15,000	20,000
8.5x11 20# white	0.0082	35.74	44.64	57.07	69.51	80.52	92.96	156.81	218.97	281.13	433.70	536.83
8.5x14 20# white	0.014	43.09	56.51	73.46	90.41	105.95	122.91	204.84	289.61	374.37	572.15	720.48
11x17 20# white	0.018	49.09	64.28	83.00	101.72	119.02	137.74	226.74	320.33	413.93	629.36	795.36
8.5x11 20# colors	0.01	37.01	47.18	60.89	74.59	86.88	100.59	169.53	238.04	306.56	436.53	587.69
8.5x14 20# colors	0.0127	42.17	54.67	70.71	86.74	101.36	117.40	195.66	275.83	356.00	544.60	683.75
11x17 20# colors	0.021	51.56	69.22	90.41	111.60	131.38	152.57	251.46	357.42	463.37	703.53	894.25
8.5x11 60/70 white	0.013	38.14	49.45	64.28	79.11	92.53	107.37	180.83	255.00	329.16	505.75	632.90
11x17 60/70 white	0.026	54.04	74.17	97.83	121.49	143.74	167.41	276.19	394.50	512.82	777.70	993.14
8.5x11 60/70 colors	0.016	39.56	52.27	68.52	84.76	99.60	115.84	194.95	276.19	357.42	548.13	689.41
11x17 60/70 colors	0.032	57.21	80.52	107.37	134.21	159.64	186.48	307.97	442.18	576.39	873.06	1,120.28
8.5x11 Astrobrites Text	0.018	41.18	55.52	73.39	91.26	107.72	125.59	211.20	300.56	389.91	596.87	754.39
8.5x11 Astrobrite Cover	0.038	55.80	81.23	110.19	139.15	166.70	195.66	325.63	461.03	615.24	933.10	1,201.51
8.5x11 110# white	0.027	48.03	69.22	93.95	118.67	141.98	166.70	279.72	403.33	526.94	802.42	1,033.40
8.5x11 110# colors	0.029	49.09	71.34	97.12	122.91	147.28	173.06	290.31	419.22	548.13	834.21	1,070.84

## Press Double-Sided Printing Costs

Two sided Copies/Printing												
Paper size/color	Cost/sheet	500	1000	1500	2000	2500	3000	5000	7500	10,000	15,000	20,000
8.5x11 20# white	0.0076	57.58	70.77	92.03	110.60	126.47	145.04	232.76	325.60	418.43	590.65	745.38
8.5x14 20# white	0.014	64.58	82.07	107.64	130.51	150.69	173.56	278.51	392.87	507.23	722.50	917.59
11x17 20# white	0.018	77.03	96.20	123.44	148.00	169.86	194.42	306.09	428.86	551.63	817.36	1,029.26
8.5x11 20# colors	0.01	58.80	73.19	95.66	115.44	132.53	152.30	244.87	343.76	442.65	626.98	824.76
8.5x14 20# colors	0.0127	69.09	85.70	110.39	132.39	151.70	173.70	275.14	385.13	500.50	707.03	927.01
11x17 20# colors	0.021	76.69	98.22	127.82	154.73	178.94	205.85	326.94	461.49	596.03	885.30	1,120.75
8.5x11 60/70 white	0.013	59.87	75.34	91.49	119.74	137.91	158.76	255.63	359.91	464.18	692.90	867.81
11x17 60/70 white	0.026	79.04	102.93	134.88	164.14	190.72	219.98	350.49	496.80	643.12	955.94	1,236.46
8.5x11 60/70# colors	0.016	61.22	78.04	102.93	125.13	144.64	166.83	269.09	380.09	491.09	733.27	890.68
11x17 60/70# colors	0.032	82.07	108.98	146.65	178.94	208.54	240.83	383.45	544.90	706.36	1,049.45	1,338.72
8.5x11 Astrobrites Text	0.018	62.76	81.13	107.57	131.32	152.37	176.12	284.56	403.30	522.03	779.68	983.52
8.5x11 Astrobrites Cover	0.038	73.33	102.25	139.25	173.56	205.18	239.49	390.18	561.72	733.27	1,062.90	1,372.35
8.5x11 110# white	0.027	69.29	94.18	127.14	157.42	185.00	215.27	349.82	501.18	652.54	975.45	1,244.54
8.5x11 110# colors	0.029	70.30	96.20	130.17	161.45	190.04	221.33	359.91	516.31	672.72	1,005.72	1,284.90

## Business Cards

<b>BUSINESS CARDS</b>			
<b>CITY OF SAINT PAUL</b>			
City Business Cards 1 Sided	250	\$	32.29
City Business Cards 1 Sided	500	\$	37.67
City Business cards 2 sided	250	\$	37.67
City Business cards 2 sided	500	\$	43.05
City Business cards 2 sided	1000	\$	71.75
City Fire Department 2 color	500	\$	43.05
City Fire Department 2 color/2 sided	500	\$	53.81
City Council 2 color / 1 side - flat pre-prints	500	\$	53.81
Libraries 1 sided	100	\$	23.68
Como Zoo business cards 2 sided	250	\$	35.36
Como Zoo business cards 2 sided	500	\$	54.74
Como Zoo business cards 2 sided	1000	\$	92.25
SPPD Black ink only 2 sided	500	\$	27.68
SPPD Black ink only 2 sided	1000	\$	38.95
<b>ELECTED OFFICIALS</b>			
City Council 2 sided Raised Seal	250	\$	86.10
City Council 2 sided Raised Seal	500	\$	139.91

# Envelopes

ENVELOPES	SPPS	SPPS	SPPS	SPPS	SPPS	SPPS	SPPS	SPPS	SPPS	SPPS	SPPS	SPPS
	500	1000	1500	2000	2500	5000	10000	12500	15000	20000	30000	60000
#9 regular black ink	\$ 68.48	\$ 97.03	\$ 119.35	\$ 143.41	\$ 168.33	\$ 292.95	\$ 547.78	\$ 713.32	\$ 837.94	\$ 1,068.57	\$ 1,520.56	\$ 2,978.81
#9 regular color	\$ 80.00	\$ 108.58	\$ 130.90	\$ 154.96	\$ 179.88	\$ 304.50	\$ 559.33	\$ 724.87	\$ 849.49	\$ 1,080.12	\$ 1,532.11	\$ 2,990.36
#10 regular black ink	\$ 68.38	\$ 96.82	\$ 119.06	\$ 143.03	\$ 167.87	\$ 292.02	\$ 577.50	\$ 710.99	\$ 835.14	\$ 1,064.86	\$ 1,514.98	\$ 2,967.65
#10 reg two-color all others	\$ 142.86	\$ 174.16	\$ 193.53	\$ 214.64	\$ 239.49	\$ 432.45	\$ 686.35	\$ 814.22	\$ 938.38	\$ 1,168.09	\$ 1,690.76	\$ 3,152.72
#10 colors (blank - no printing)	\$ 29.02	\$ 60.27	\$ 87.05	\$ 111.61	\$ 139.50	\$ 279.00	\$ 558.01					
#10 Brown Kraft or Classic Crest	\$ 90.92	\$ 143.63	\$ 186.67	\$ 229.71	\$ 276.21	\$ 508.72	\$ 979.30	\$ 1,215.52	\$ 1,448.02			
#10 window black ink	\$ 71.58	\$ 103.46	\$ 128.63	\$ 155.31	\$ 183.22	\$ 322.71	\$ 635.25	\$ 787.71	\$ 927.21	\$ 1,187.62	\$ 1,699.13	\$ 3,335.93
#10 window two-color all others	\$ 146.08	\$ 180.80	\$ 203.12	\$ 226.92	\$ 254.83	\$ 463.14	\$ 747.73	\$ 890.95	\$ 1,030.45	\$ 1,290.85	\$ 1,874.90	\$ 3,521.00
#10 special window - RC Attny					\$ 196.35	\$ 369.60						
#10 window self-seal		\$ 77.39										
#10 security windows	\$ 81.25	\$ 123.54	\$ 157.64	\$ 192.51	\$ 229.71	\$ 417.57	\$ 832.36	\$ 1,022.08	\$ 1,208.08	\$ 1,561.48		
#10 Strathmore	\$ 146.08	\$ 251.10	\$ 383.53	\$ 422.22	\$ 515.22	\$ 980.22						
#11 regular black ink	\$ 86.09	\$ 133.58	\$ 172.16	\$ 211.11	\$ 252.97	\$ 462.21	\$ 886.29	\$ 1,136.47	\$ 1,345.72	\$ 1,745.62		
#11 regular 2 color	\$ 146.08	\$ 195.86	\$ 233.13	\$ 268.77	\$ 310.62	\$ 570.10	\$ 1,008.13	\$ 1,221.10	\$ 1,430.23	\$ 1,830.25		
#11 window black ink	\$ 90.92	\$ 143.64	\$ 186.07	\$ 229.73	\$ 276.21	\$ 508.72	\$ 979.30	\$ 1,252.71	\$ 1,485.22	\$ 1,931.62		
#11 window 2 color	\$ 150.89	\$ 205.90	\$ 246.64	\$ 287.38	\$ 333.87	\$ 616.59	\$ 1,101.12	\$ 1,333.63	\$ 1,569.85	\$ 2,016.26		
#12 black ink	\$ 95.76	\$ 153.67	\$ 201.18	\$ 235.29	\$ 299.46	\$ 555.21	\$ 1,072.30	\$ 1,370.83	\$ 1,626.58			
#14 brown kraft	\$ 167.79	\$ 273.76										
#14 black ink	\$ 98.66	\$ 159.70	\$ 209.88	\$ 261.33	\$ 315.27	\$ 584.97	\$ 1,129.95	\$ 1,403.38				

ENVELOPES CONTINUED	500	1000	1500	2000	2500	5000	10000	12500	15000	20000	30000	60000
4-5/8 x 6-3/4 Brown Kraft	\$ 106.40	\$ 175.77	\$ 233.10	\$ 288.69	\$ 350.61	\$ 657.51	\$ 1,315.96					
5 13/16 x 8 3/4 - DSI		\$ 106.84										
6-3/4 white	\$ 70.13	\$ 100.44	\$ 125.29	\$ 149.73	\$ 176.23	\$ 308.76	\$ 579.39	\$ 752.84	\$ 885.37	\$ 1,131.81	\$ 1,615.42	\$ 3,168.53
6 x 9 Brown Kraft	\$ 110.26	\$ 178.78	\$ 235.03	\$ 290.16	\$ 350.61	\$ 652.86	\$ 1,262.94					
6.5 x 9.5 Brown Kraft	\$ 105.42	\$ 168.74	\$ 220.53	\$ 271.56	\$ 327.36	\$ 606.36	\$ 1,169.95					
7.5 x 10.5 Brown Kraft	\$ 122.84	\$ 204.90	\$ 272.76	\$ 338.53	\$ 411.06	\$ 773.76	\$ 1,504.75					
9 x 12 Brown Kraft	\$ 127.77	\$ 206.91	\$ 274.69	\$ 340.38	\$ 412.92	\$ 775.62	\$ 1,506.60	\$ 1,873.04	\$ 2,235.74	\$ 2,979.74		
9 x 12 clasp Brown Kraft	\$ 146.05	\$ 251.10	\$ 338.53	\$ 422.22	\$ 515.22	\$ 980.22						
9 x 12 booklet Brown Kraft	\$ 128.63	\$ 214.94	\$ 286.30	\$ 355.27	\$ 431.52	\$ 812.82						
9 x 12 self-seal Brown Kraft	\$ 146.05	\$ 251.10	\$ 338.53	\$ 422.22	\$ 515.22	\$ 980.22						
9 x 12 White special window	\$ 202.21	\$ 363.94	\$ 510.08	\$ 630.54	\$ 775.62	\$ 1,501.03						
10 x 13 Brown Kraft Press-stik		\$ 391.25			\$ 558.25	\$ 1,073.56						
10 x 13 Brown Kraft	\$ 138.31	\$ 235.03	\$ 315.30	\$ 392.46	\$ 478.03	\$ 905.83	\$ 1,804.21		\$ 2,295.57			
10 x 15 Brown Kraft	\$ 167.33	\$ 295.30	\$ 402.36	\$ 504.06	\$ 617.53	\$ 1,184.83						
12 x 15.5 Brown Kraft	\$ 200.21	\$ 363.59	\$ 510.08	\$ 630.54	\$ 775.62	\$ 1,501.03	\$ 2,541.00					
12 x 15.5 Tyvek w/pull strip	\$ 369.60											
A-2 & A-6 Classic Crest	\$ 143.48											
A-2 White	\$ 98.65	\$ 143.63	\$ 186.67	\$ 220.53	\$ 276.22	\$ 508.72						
A-2 Linen		\$ 73.92										
A-6 Linen		\$ 84.32										
Class "C" 2 color	\$ 138.31	\$ 179.78	\$ 208.91	\$ 239.01	\$ 273.43	\$ 445.48	\$ 859.32	\$ 1,035.10	\$ 1,207.15	\$ 1,531.65	\$ 2,174.36	\$ 4,175.72
Upside-down envelopes - HR					\$ 307.52							

## NCR – Carbonless Forms

NCR-CARBONLESS								
	SPPS	SPPS	SPPS	SPPS	SPPS	SPPS	SPPS	SPPS
<b>SETS</b>	<b>500</b>	<b>1000</b>	<b>1500</b>	<b>2000</b>	<b>2500</b>	<b>3000</b>	<b>5000</b>	<b>10,000</b>
2 part reverse	\$ 88.69	\$ 136.17	\$ 200.04	\$ 246.36	\$ 294.64	\$ 345.88	\$ 566.94	\$ 1,201.20
3 part reverse	\$ 117.36	\$ 189.36	\$ 284.80	\$ 364.61	\$ 442.46	\$ 536.08	\$ 863.70	\$ 1,560.96
3 part straight	\$ 182.76	\$ 283.09	\$ 415.86	\$ 528.20	\$ 638.57	\$ 764.70	\$ 1,215.75	\$ 2,175.88
4 part reverse	\$ 145.13	\$ 241.88	\$ 376.44	\$ 482.87	\$ 595.21	\$ 727.26	\$ 1,150.25	\$ 1,945.28
4 part straight	\$ 222.18	\$ 358.35	\$ 550.85	\$ 695.72	\$ 845.52	\$ 1,044.58	\$ 1,635.32	\$ 2,934.69
2 part 2-sided	\$ 138.86	\$ 206.05	\$ 296.62	\$ 358.71	\$ 426.70	\$ 498.64	\$ 785.93	\$ 1,397.37
2-part special	\$ 120.05	\$ 188.13	\$ 273.95	\$ 338.99	\$ 407.97	\$ 471.05	\$ 771.60	\$ 1,344.15
3-part special	\$ 149.61	\$ 243.68	\$ 361.65	\$ 461.19	\$ 560.72	\$ 666.17	\$ 1,078.61	\$ 1,935.43
4-part special	\$ 177.38	\$ 295.64	\$ 453.31	\$ 579.44	\$ 713.47	\$ 857.35	\$ 1,365.15	\$ 2,467.57
5-part reverse	\$ 176.49	\$ 299.22	\$ 472.03	\$ 614.92	\$ 747.95	\$ 890.85	\$ 1,457.25	\$ 2,733.65
3-part special 2 plates	\$ 180.07	\$ 274.14	\$ 395.16	\$ 494.70	\$ 594.23	\$ 699.67	\$ 1,113.40	\$ 1,968.94
3-part special 3 plates	\$ 210.53	\$ 304.60	\$ 428.67	\$ 528.20	\$ 627.73	\$ 733.18	\$ 1,148.20	\$ 2,002.44
4-part special 2 plates	\$ 207.84	\$ 326.10	\$ 486.81	\$ 612.95	\$ 746.97	\$ 890.85	\$ 1,389.71	\$ 2,501.08
4-part special 4 plates	\$ 268.76	\$ 387.02	\$ 553.82	\$ 679.96	\$ 813.98	\$ 957.85	\$ 1,469.54	\$ 2,568.09

## Bindery

<b>BINDERY</b>		
	<b>MINIMUM</b>	
COLLATE	\$5.00	0.015
3-HOLE	\$5.00	0.015
FOLD	\$5.00	0.025
FOLD RIGHT ANGLE	\$5.00	0.04
STAPLE (CORNER)	\$5.00	0.015
STAPLE (2 ON SIDE)	\$5.00	0.025
SADDLE STITCH/FOLD	\$5.00	0.06
PERFORATE/SCORE	\$10.00	0.05
PADDING	\$5.00	0.65
PERFECT BINDING	\$10.00	\$1.00
SPIRAL-GBC		\$1.00
COIL BINDING		\$1.00

## Miscellaneous Charges

MISCELLANEOUS CHARGES									
	PAPER	HEAVY PAPER	VINYL	CANVAS	LAMINATING	FOAMCORE	GROMMETS		
<b>BANNERS/POSTER</b>	\$4.00 sq.ft	\$5.00 sq.ft.	\$6.25 sq.ft.	\$7.00 sq.ft.	\$1.25 sq.ft	\$1.50 sq.ft	\$1.00 each		
	500	1000	1500	2000	2500	3000	5000	7500	10000
<b>LETTERHEADS</b>									
Black & White	45.76	61.01	85.97	105.38	126.18	145.59	238.49	335.55	432.6
1-color	80.42	95.67	120.63	140.04	181.64	201.05	293.95	391.01	488.07
<b>LABELS</b>	<b>WHITE</b>	<b>WHITE</b>	<b>FLORESENT</b>	<b>FLORESENT</b>	<b>THERMAL</b>				
	0.32 B&W	.49 COLOR	.42 B&W	.58 COLOR	.10 B&W				
<b>LABOR</b>	<b>HANDWORK</b>	<b>GRAPHIC DESIGN</b>	<b>SET-UP</b>						
	\$60.00 hr.	\$80.00 hr.	\$60.00 hr.						
<b>RUSH UP-CHARGE</b>	<b>MINIMUM</b>	<b>OTHER</b>							
	\$20.00	PER=TIME/AMOUNT							
<b>MAILING</b>	<b>MINIMUM</b>	<b>ADDRESSING</b>	<b>INSERTING</b>	<b>TABBING-1</b>	<b>TABBING-2</b>				
	\$5.00	0.04	0.03	0.03	0.05				
<b>SHIPPING/DELIVERY</b>	<b>INTEROFFICE MAIL</b>	<b>STANDARD/RUSH MINIMUM</b>							
	\$6.00	\$22.00							

# Exhibit E

## Memorandum of Understanding

8-2003-J

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MEMORANDUM OF UNDERSTANDING

SEPTEMBER 25, 2003

FINANCE #02-

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BOARD OF WATER COMMISSIONERS

AND

CITY OF SAINT PAUL – CONTRACT & ANALYSIS SERVICES (RIVERPRINT)

---

Using the resources and facilities of RiverPrint to send water bills to customers

---

SECTION  
COUNTY OF

T.

R.

---

The following documents or copies thereof are filed herein:

8-2003-J-01    25 Sept 2003    Memorandum of Understanding

**CITY OF SAINT PAUL  
COUNTY OF RAMSEY**  
Randy C. Kelly, Mayor

Room 280 City Hall/Court House  
15 West Kellogg Boulevard  
Saint Paul, Minnesota 55102-1674

Telephone 651-266-8900  
Fax 651-266-8919

September 25, 2003

**Memorandum of Understanding Between the Board of Water Commissioners  
and the Division of Contract and Analysis Services - RiverPrint**

Whereas, the Board of Water Commissioners (the Board) has a need to send bills to its residential and commercial customers for services provided, but no longer wishes to perform the printing and mailing portion of this function with its own resources; and

Whereas, the RiverPrint facility within the Division of Contract and Analysis Services is willing to perform mail preparation and handling services for its customers in addition to its printing services; now therefore be it

Resolved that the Board will use the resources and facilities of RiverPrint to send water bills to customers, commencing on or about October 1, 2003. The two parties have further agreed as follows:

1. RiverPrint shall provide the following services to support the Board's billing function:
  - printing of customer bills
  - inserting bills, return envelopes and additional inserts as directed
  - applying appropriate postage at the lowest rate available
  - sorting completed bills and arranging for pick up by the US Postal service
  - providing daily reports on postage used and number of pieces, as currently practiced by Board staff
  - deleting files, as necessary
  - monitoring inventory of forms and envelopes
  
2. Board staff will be responsible for the following:
  - transmitting billing information into the server and directory structure specified by RiverPrint
  - developing a phase-in schedule for the types of bills to be processed by RiverPrint
  - providing initial training for RiverPrint staff in the printing, sorting, and mailing procedures for the Board's water billing process for as long as both parties deem



Purchasing for:  
City of Saint Paul, Saint Paul Regional Water Services, Port Authority, County of Ramsey

Visit our Web Site at: <http://sprcontracts.ci.stpaul.mn.us>

AA-ADA-EEO Employer

8-2003-J-01



necessary  
providing a schedule of inserts  
purchasing postage directly from the United States Post Service

3. RiverPrint agrees that bills will be mailed the next business day after the billing information is transmitted. The Manager of RiverPrint (or designee) agrees to notify the Board's Revenue Management Supervisor (or designee) at the earliest point possible in the event that technical or other problems are likely to prevent delivery of the above services in accordance with the agreed upon schedule and standards. In the event of such a situation, the RiverPrint Manager will work with Board staff to find an alternate solution until the problem can be corrected.

4. Board staff shall have the sole authority to determine the type and number of non-bill items that are included in a given mailing. RiverPrint staff shall refer all inquiries related to inserting materials to Helga Kessler, Public Service Manager, for a decision.

5. Assuming both parties adhere to the responsibilities defined herein, the Board agrees that it will continue to use the RiverPrint facilities for printing and mailing of customer water bills for a minimum of two years (through September, 2005) in recognition of the investment in the equipment necessary to perform the functions required by the Board.

6. RiverPrint agrees to charge the Board, and to provide a monthly bill, for the services provided in accordance with the attached rate sheet, which is attached and incorporated herein as Exhibit A, during this initial two-year period. Payment of these charges by the Board shall constitute full compensation for RiverPrint's services and equipment investment under this Agreement, unless otherwise agreed to in writing by the parties.

7. RiverPrint and Board staff shall meet quarterly during the initial one-year service period to review the services provided, and identify and resolve any issues that may arise. Thereafter, the frequency of such meetings shall be determined by mutual agreement of the parties.

8. The project managers and contact persons for the administration of this Memorandum of Understanding shall be:

For Division of Contract and Analysis  
Services – RiverPrint:  
Don Brau, Manager, RiverPrint  
160 RCGC-West  
Saint Paul MN 55102  
651-266-2876

For Board of Water Commissioners:  
Helga Kessler, Public Service Manager  
8 4<sup>th</sup> St E Suite 200  
Saint Paul MN 55101  
651-266-6309



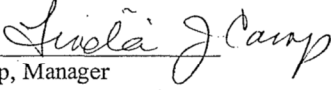
*Purchasing for:*  
City of Saint Paul, Saint Paul Regional Water Services, Port Authority, County of Ramsey

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AA-ADA-EEO Employer

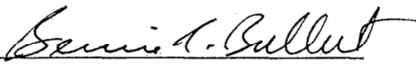
Agreed to by the parties,

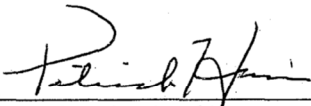
**CONTRACT AND ANALYSIS SERVICES:**

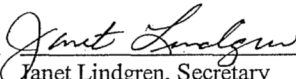
  
Linda Camp, Manager  
Contract and Analysis Services



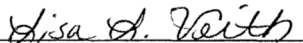
**BOARD OF WATER COMMISSIONERS  
OF THE CITY OF SAINT PAUL**


  
Bernie R. Bullert, General Manager  
Saint Paul Regional Water Services

  
~~James C. Reiter, President~~  
Patrick Harris, President

  
Janet Lindgren, Secretary

Approved as to form:

  
Assistant City Attorney

  
Matthew G. Smith, Director  
Office of Financial Services *LED*

850-28141-0242-00133 WA 60133C

**Exhibit A**  
**Mailing Services Rate Sheet**  
**For**  
**Memorandum of Understanding**

between CAS/RiverPrint and the Board of Water Commissioners  
Dated September 25, 2003

<u>Description</u>	<u>Rate</u>
A) Printing 2 sided water bill	
· load and administer file	\$13.50 (.5 hour)
· charge per copy	\$.044 (1000 pieces)
	\$.036 (1,500 pieces)
	\$.035 (2000 pieces)
	\$.33 (2,500 pieces)
· folding	\$13.50 per half hour
	\$27.00 per hour
B) Bill insertion	
· 0 to 1,000 items	\$45.00
· 1,000 to 1,500 items	\$55.00
· 1,500 to 2,000 items	\$65.00
· 2,000 to 2,500 items	\$75.00

Prices include water bill, return envelope and up to 2 inserts.

- C) Other
- Additional inserts approved by the Board, and not to exceed lowest postal rate.
  - RiverPrint may bill customer \$.01 to \$.02 per insert