



Purchasing Department
140 Stonewall Avenue West, Ste 204
Fayetteville, GA 30214
Phone: 770-305-5420
www.fayettecountyga.gov

February 24, 2021

Subject: Request for Quotes #1931-A: Water System #10 Regular Window Envelopes

Gentlemen/Ladies:

Fayette County, Georgia invites you to submit a quote for the above listed solicitation in accordance with the information and specifications contained herein.

Address any questions you may have about this request for quotes to Natasha Duggan via email to nduggan@fayettecountyga.gov or fax to (770) 719-5534. Questions will be accepted until 3:00 p.m., Tuesday, March 9, 2021.

Quotes will be accepted until 3:00 p.m., Tuesday, March 16, 2021. Please provide your quote and other information via email to Natasha Duggan, Contract Administrator at nduggan@fayettecountyga.gov or fax to (770) 719-5534.

Please note: As part of the county's effort to combat the coronavirus situation, we will not accept hand-delivered quotes. For quotes that you may drop off in person, there will be a large metal parcel drop box located outside the front door of the Purchasing Department, Suite 204, in the county complex at 140 Stonewall Avenue West, Fayetteville, Georgia

Purchasing Department office hours are Monday through Friday 8:00 a.m. to 5:00 p.m. The office telephone number is (770) 305-5420.

Sincerely,

Ted L. Burgess
Director of Purchasing

GENERAL TERMS AND CONDITIONS
RFQ #1931-A: Water System #10 Regular Window Envelopes

1. **Definitions:** The term “contractor” as used in these Terms and Conditions shall be used synonymously with the term “successful responder.” The term “county” shall mean Fayette County, Georgia.
2. **Quote is Offer to Contract:** Each quote constitutes an offer to become legally bound to a contract with the county, incorporating the request for quote and the responder’s quote. The binding offer includes compliance with all terms, conditions, special conditions, specifications, and requirements stated in the request for quote, except to the extent that a responder takes written exception to such provisions. All such terms, conditions, special conditions, specifications, and requirements will form the basis of the contract. The responder should take care to answer all questions and provide all requested information, and to note any exceptions in the quote submission. Failure to observe any of the instructions or conditions in this request for quote may result in rejection of the quote.
3. **Binding Offer:** Each quote shall constitute a firm offer that is binding for ninety (90) days from the received by date, unless the responder takes exception to this provision in writing.
4. **References:** Include with your quote a list of three (3) jobs that your company has done that are of the same or similar nature to the work described in this request for quote, on the form provided. Include all information as requested on the form.
5. **Preparation Costs:** The responder shall bear all costs associated with preparing the quote.
6. **More Than One Quote:** Do not submit alternate quotes or options, unless requested or authorized by the county in the request for quote. If a responder submits more than one quote without being requested or authorized to do so, the county may disqualify the quotes from that responder, at the county’s option.
7. **Defects or Irregularities:** The county reserves the right to waive any defect or irregularity in any quote received. In case of an error in extension of prices or totals in the quote, the unit prices shall govern.
8. **Prices Held Firm:** Prices quoted shall be firm for the period of the contract, unless otherwise specified in the quote. All prices for commodities, supplies, equipment, or other products shall be quoted FOB Destination, Fayette County or job site.
9. **Responder Substitutions:** Responders offering substitutions or deviations from specifications stated in the request for quote, shall list such substitutions or deviations on the “Exceptions to Specifications” sheet provided, or on a separate sheet to be submitted with the quote. The absence of such list shall indicate that the responder has taken no exception to the specifications. The evaluation of quotes and the determination as to equality and acceptability of products or services offered shall be the responsibility of the county.

10. **Non-Collusion:** By responding to this request for quote, the responder represents that the quote is not made in connection with any competing responder, supplier, or service provider submitting a separate response to this request for quote, and is in all respects fair and without collusion or fraud.
11. **Ethics – Disclosure of Relationships:** Before a proposed contract in excess of \$10,000.00 is recommended for award to the Board of Commissioners or the County Administrator, or before the County renews, extends, or otherwise modifies a contract after it has been awarded, the contractor must disclose certain relationships with any County Commissioner or County Official, or their spouse, mother, father, grandparent, brother, sister, son or daughter related by blood, adoption, or marriage (including in-laws). A relationship that must be reported exists if any of these individuals is a director, officer, partner, or employee, or has a substantial financial interest in the business, as described in Fayette County Ordinance Chapter 2, Article IV, Division 3 (Code of Ethics).

If such relationship exists between your company and any individual mentioned above, relevant information must be presented in the form of a written letter to the Director of Purchasing. You must include the letter with any bid, proposal, or price quote you submit to the Purchasing Department.

In the event that a contractor fails to comply with this requirement, the County will take action as appropriate to the situation, which may include actions up to and including rejection of the bid or offer, cancellation of the contract in question, or debarment or suspension from award of a County contract for a period of up to three years.

12. **Evaluation:** Award will be made to the lowest responsive, responsible responder, taking into consideration payment terms, vendor qualifications and experience, quality, references, any exceptions listed, and/or other factors deemed relevant in making the award. The county may make such investigation as it deems necessary to determine the ability of the responder to perform, and the contractor shall furnish to the county all information and data for this purpose as the county may request. The county reserves the right to reject any item, any quote, or all quotes, and to re-solicit for pricing.
13. **Payment Terms and Discounts:** The County's standard payment terms are Net 30. Any deviation from standard payment terms must be specified in the resulting contract, and both parties must agree on such deviation. Cash discounts offered will be a consideration in awarding the quote, but only if they give the county at least 15 days from receipt of invoice to pay. For taking discounts, time will be computed from the date of invoice acceptance by the County, or the date a correct invoice is received, whichever is the later date. Payment is deemed made, for the purpose of earning the discount, on the date of the check.
14. **Trade Secrets – Confidentiality:** If any person or entity submits a bid or proposal that contains trade secrets, an affidavit shall be included with the bid or proposal. The affidavit shall declare the specific included information which constitutes trade secrets. Any trade secrets must be either (1) placed in a separate envelope, clearly identified and marked as such, or (2) at a minimum, marked in the affidavit or an attached document explaining exactly where such information is, and otherwise marked, highlighted, or made plainly visible. See O.C.G.A. § 50-18-72 (A)(34).

15. **Trade Secrets – Internal Use:** In submitting a quote, the responder agrees that the county may reveal any trade secret materials contained in the quote to all county staff and officials involved in the selection process, and to any outside consultant or other third parties who may assist in the selection process. The responder agrees to hold harmless the county and each of its officers, employees, and agents from all costs, damages, and expenses incurred in connection with refusing to disclose any material which the responder has designated as a trade secret.
16. **Contract Execution & Notice to Proceed:** After an award is made, and all required documents are received by the county, and the contract is fully executed with signature of both parties, the county will issue a written Notice to Proceed. The county shall not be liable for payment of any work done or any costs incurred by any responder prior to the county issuing the Notice to Proceed.
17. **Term of Contract:** The term of this agreement shall begin upon issuance of a Notice to Proceed, and continue through June 30, 2022. Thereafter, this agreement may be renewed by the county for two additional one-year renewal terms (each a “Renewal Term” and together with the Initial Term, the “Term”), which renewal will be by letter or other written correspondence from the county to the contractor ninety (90) days prior to expiration of the Initial Term or the then-current Renewal Term. If the county fails to provide notice of renewal, this Agreement will terminate at the end of the Initial Term or the then-current Renewal Term. This agreement is subject to the multi-year contractual provisions of O.C.G.A. 36-60-13(a).
18. **Unavailability of Funds:** This contract will terminate immediately and absolutely at such time as appropriated and otherwise unobligated funds are no longer available to satisfy the obligations of the county under the contract.
19. **Unauthorized Performance:** The County will not compensate the contractor for work performed unless the work is authorized under the contract, as initially executed or as amended.
20. **Assignment of Contract:** Assignment of any contract resulting from this request for quotes will not be authorized, except with express written authorization from the county.
21. **Indemnification:** The contractor shall indemnify and save the county and all its officers, agents and employees harmless from all suits, actions, or other claims of any character, name and description brought for or on account of any damages, losses, or expenses to the extent caused by or resulting from the negligence, recklessness, or intentionally wrongful conduct of the contractor or other persons employed or utilized by the contractor in the performance of the contract. The contractor shall pay any judgment with cost which may be obtained against the county growing out of such damages, losses, or expenses.
22. **Severability:** The invalidity of one or more of the phrases, sentences, clauses or sections contained in the contract shall not affect the validity of the remaining portion of the contract. If any provision of the contract is held to be unenforceable, then both parties shall be relieved of all obligations arising under such provision to the extent that the provision is unenforceable. In such case, the contract shall be deemed amended to the extent necessary to make it enforceable while preserving its intent.

23. **Delivery Failures:** If the contractor fails to deliver contracted goods or services within the time specified in the contract, or fails to replace rejected items in a timely manner, the county shall have authority to make open-market purchases of comparable goods or services. The county shall have the right to invoice the contractor for any excess expenses incurred, or deduct such amount from monies owed the contractor. Such purchases shall be deducted from contracted quantities.
24. **Substitution of Contracted Items:** The contractor shall be obligated to deliver products awarded in this contract in accordance with terms and conditions specified herein. If a contractor is unable to deliver the products under the contract, it shall be the contractor's responsibility to obtain prior approval of the ordering agency to deliver an acceptable substitute at the same price quoted in the contractor's original bid. In the event any contractor consistently needs to substitute or refuses to substitute products, the County reserves the right to terminate the contract or invoke the "Delivery Failures" clause stated herein.
25. **Inspection and Acceptance of Deliveries:** The county reserves the right to inspect all goods and products delivered. The county will decide whether to accept or reject items delivered. The inspection shall be conclusive except with respect to latent defects, fraud, or such gross mistakes as shall amount to fraud. Final inspection resulting in acceptance or rejection of the products will be made as soon as practicable, but failure to inspect shall not be construed as a waiver by the county to claim reimbursement or damages for such products which are later found to be in non-conformance with specifications. Should public necessity demand it, the county reserves the right to use or consume articles delivered which are substandard in quality, subject to an adjustment in price to be determined by the Purchasing Director.
26. **Termination for Cause:** The county may terminate the contract for cause by sending written notice to the contractor of the contractor's default in the performance of any term of this agreement. Termination shall be without prejudice to any of the county's rights or remedies by law.
27. **Termination for Convenience:** The county may terminate the contract for its convenience at any time with 10 days' written notice to the contractor. In the event of termination for convenience, the county will pay the contractor for services performed. The county will compensate partially completed performance based upon a signed statement of completion.
28. **Force Majeure:** Neither party shall be deemed to be in breach of the contract to the extent that performance of its obligations is delayed, restricted, or prevented by reason of any act of God, natural disaster, act of government, or any other act or condition beyond the reasonable control of the party in question.
29. **Governing Law:** This agreement shall be governed in accordance with the laws of the State of Georgia. The parties agree to submit to the jurisdiction in Georgia, and further agree that any cause of action arising under this agreement shall be required to be brought in proper venue in Fayette County, Georgia.

Checklist of Required Documents

*(Be Sure to Return This Checklist and
the Required Documents in the order listed below)*

RFQ #1931-A: Water System #10 Regular Window Envelopes

Company information – on the form provided _____

Contractor Affidavit under O.C.G.A. § 13-10-91(b)(1) _____

Pricing sheet _____

List of exceptions, if any – on the form provided _____

References – on form provided _____

Signed Addenda, if Any _____

COMPANY NAME: _____

COMPANY INFORMATION
RFQ #1931-A: Water System #10 Regular Window Envelopes

Company Name: _____

Physical Address: _____

Mailing Address (if different): _____

AUTHORIZED REPRESENTATIVE

Signature: _____

Printed or Typed Name: _____

Title: _____

Email Address: _____

Phone Number: _____ Fax Number: _____

PROJECT CONTACT PERSON

Name: _____

Title: _____

Office Number: _____ Cellular Number: _____

Email Address: _____

REFERENCES

RFQ #1931-A: Water System #10 Regular Window Envelopes

Please list three (3) references for current or recent customers who can verify the quality of service your company provides. Projects of similar size and scope are preferable.

1. Government/Company Name _____

City & State _____

Work or Service Provided _____

Approximate Completion Date _____

Contact Person and Title _____

Phone _____ Email _____

2. Government/Company Name _____

City & State _____

Work or Service Provided _____

Approximate Completion Date _____

Contact Person and Title _____

Phone _____ Email _____

3. Government/Company Name _____

City & State _____

Work or Service Provided _____

Approximate Completion Date _____

Contact Person and Title _____

Phone _____ Email _____

COMPANY NAME: _____

Contractor Affidavit under O.C.G.A. § 13-10-91(b)(I)

The undersigned contractor ("Contractor") executes this Affidavit to comply with O.C.G.A. § 13-10-91 related to any contract to which Contractor is a party that is subject to O.C.G.A. § 13-10-91 and hereby verifies its compliance with O.C.G.A. § 13-10-91, attesting as follows:

- a) The Contractor has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program;
- b) The Contractor will continue to use the federal work authorization program throughout the contract period, including any renewal or extension thereof;
- c) The Contractor will notify the public employer in the event the Contractor ceases to utilize the federal work authorization program during the contract period, including renewals or extensions thereof;
- d) The Contractor understands that ceasing to utilize the federal work authorization program constitutes a material breach of Contract;
- e) The Contractor will contract for the performance of services in satisfaction of such contract only with subcontractors who present an affidavit to the Contractor with the information required by O.C.G.A. § 13-10-91(a), (b), and (c);
- f) The Contractor acknowledges and agrees that this Affidavit shall be incorporated into any contract(s) subject to the provisions of O.C.G.A. § 13-10-91 for the project listed below to which Contractor is a party after the date hereof without further action or consent by Contractor; and
- g) Contractor acknowledges its responsibility to submit copies of any affidavits, drivers' licenses, and identification cards required pursuant to O.C.G.A. § 13-10-91 to the public employer within five business days of receipt.

Federal Work Authorization User Identification Number

Date of Authorization

#1931-A: Water System #10 Regular
Window Envelopes

Name of Contractor

Name of Project

Fayette County, Georgia

Name of Public Employer

I hereby declare under penalty of perjury that the foregoing is true and correct.

Executed on _____, _____, 2021 in _____ (city), _____ (state).

Signature of Authorized Officer or Agent

Printed Name and Title of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME

ON THIS THE _____ DAY OF _____, 2021.

NOTARY PUBLIC

My Commission Expires: _____

SCOPE AND SPECIFICATION
RFQ #1931-A: Water System #10 Regular Window Envelopes

The billing package will consist of 50,000 #10 regular window envelopes, set up charge for printing, and any F.O.B/ freight charge (inside delivery only). Envelopes will be delivered in three shipments (total quantity divided into 3 shipments) automatically with confirmation of delivery date.

The following are the specifications for the #10 Window Envelopes (50,000):

- Must be open side diagonal seam (OSDS)
- 24lb. White, brightness factor minimum 84, an allowable variance in window position to include + or – .0313, the window to be 1 ½" X 4 1/2" – a solid seal, full gum flap, black ink, face only.
- Envelopes must meet inserting machine specifications (see attached specifications pages 7-7 to 7-9)
- Quantities per production are 17,000, 17,000, and 16,000 (50,000 total in 3 shipments)
- Return address in top left with Water System logo (in 3 colors – black, gray and blue (Included are PMS colors; 3115 C, 421 C and bold black)
- Material must be in compliance with the full service and permit USPS mailings

Items are to be delivered by the successful bidder with the payment being made after delivery and inspection for only those acceptable items delivered at the time. Prior delivery arrangements with the Water System to be made before shipping.

- All deliveries are to be inside deliveries only, no loading dock available. All shipments shall be unloaded and placed in the Water System mailroom facility by the individual delivering product. Delivery company must furnish their own pallet jack. The mailroom is on the main floor, and the entrance is a regular doorway.
- There may be changes that need to be made to the envelopes during the year, therefore preprinting of the envelopes is not acceptable.
- There shall be a guarantee of run ability of product.
- Bid is for printing of products as listed only and does not include any services, such as inserting bills into envelopes.
- No overruns from previous orders will be accepted. Overruns will not be accepted, only the amount requested.
- A PDF is not acceptable for proof approval. An actual proof size of the product is required for approval on all shipments.
- Envelopes shall be packed 500 per box, 2500 per carton.
- *NOTE:* Sample image of envelope is attached.

PRICING SHEET

RFQ #1931-A: Water System #10 Regular Window Envelopes

Responder agrees to perform all the work described in the Contract documents for the following prices:

Quantity	Desc.ription	Price
50,000	#10 Window Envelopes	\$ _____

NOTES:

1. All applicable charges shall be included in your total quoted amount, including but not limited to materials, inside delivery, set-up charges, and any other amounts. No additional charges will be allowed after the quote received by date.
2. The work performed under this contract will be paid after delivery. The prices shall be full compensation for all materials, labor, equipment, delivery and any other expenses incurred in performing the work. No additional compensation will be made.

COMPANY'S NAME: _____

EXCEPTIONS TO SPECIFICATIONS

RFQ #1931-A: Water System #10 Regular Window Envelopes

Please list below any exceptions or clarifications to the specifications of this bid. Explain any exceptions in full.

[illegible]

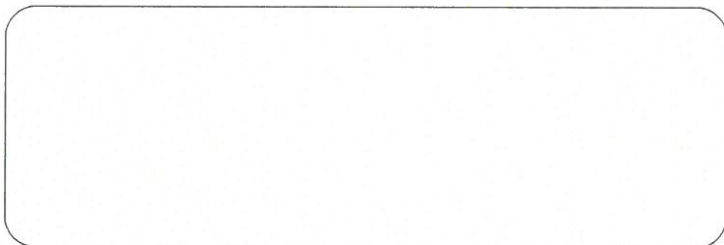
COMPANY NAME: _____



P.O. Box 190
Fayetteville, GA 30214-0190

RETURN SERVICE REQUESTED

#10





Shipping & Mailing
Inserter

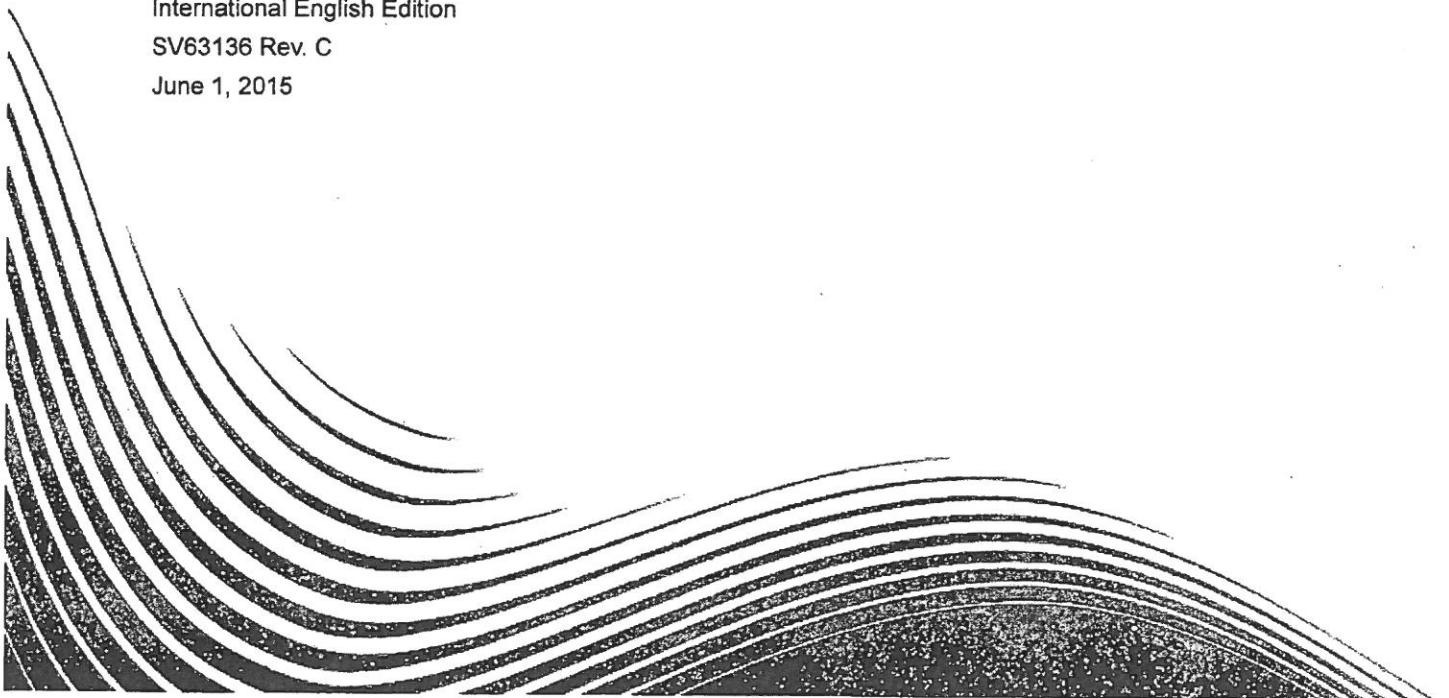
Relay™ 5000/6000/ 7000/8000 Document Inserting System

Operator Guide

International English Edition

SV63136 Rev. C

June 1, 2015



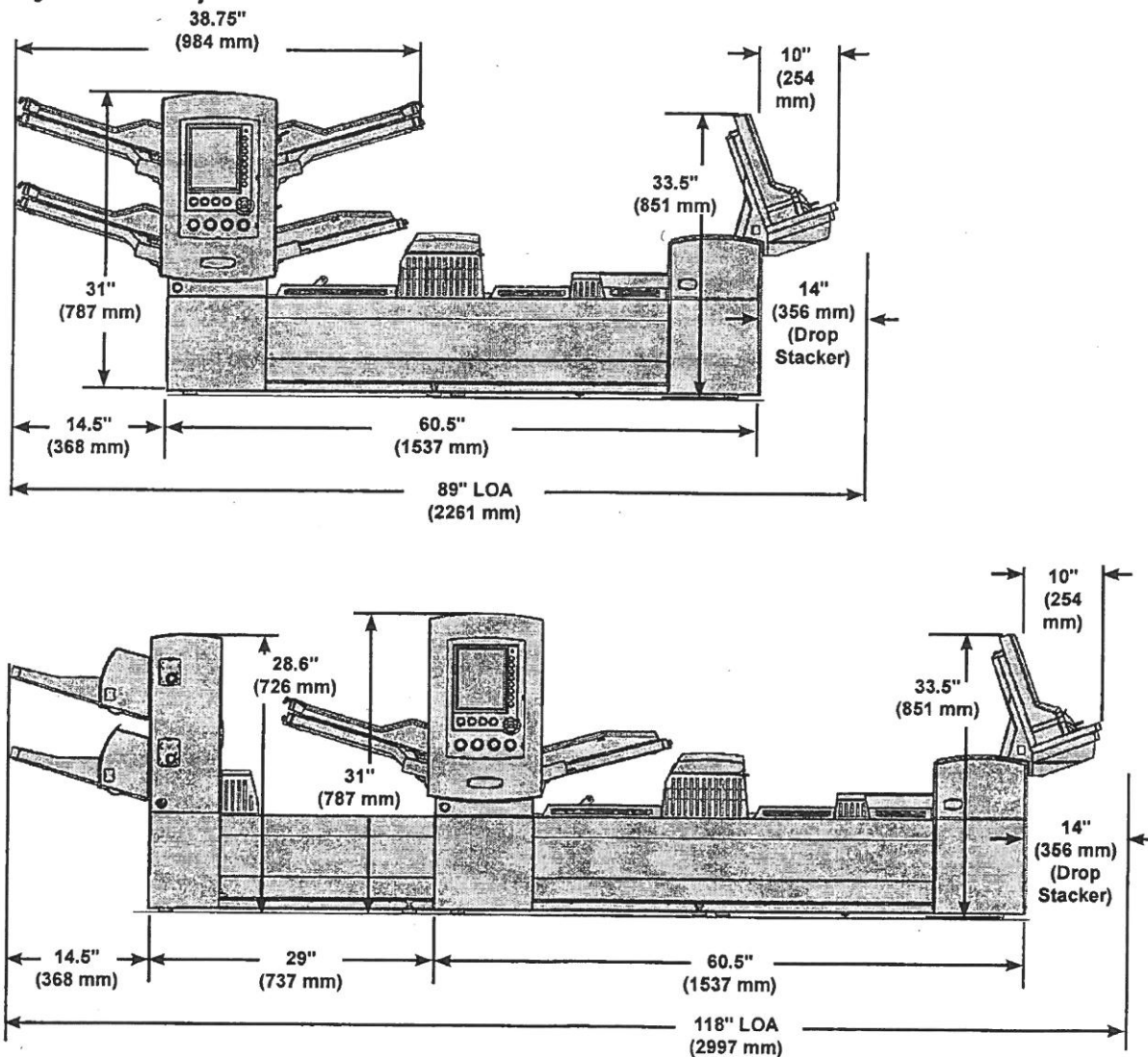
7• Specifications

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System Specifications

System Footprint - Dimensions



NOTES:

- System depth is 22.8" (579 mm)
- Drawings are not to scale
- All dimensions approximate
- The Relay 5000/6000 does not include the High Capacity Envelope Feeder

7 • Specifications

Component Specifications

Component Dimensions

	Length overall, height	Weight, unboxed
Relay 5000 Inserter	89" (2261 mm), 31" (787 mm)	327 lbs. (148 kg)
Relay 8000 Inserter	89" (2261 mm), 33.5" (851 mm)	350 lbs. (158 kg)
High Capacity Sheet Feeder (HCSF)	43.5" (1105 mm), 28.6" (726 mm)	150 lbs. (68 kg)
Vertical Power Stacker	17" (432 mm), 24" (610 mm)	21 lbs. (18.6 kg)
Exit Transport	20" (508 mm), 16" (406 mm)	52 lbs. (24 kg)
Flats Sealer	12.5" (317mm), 16" (406 mm)	82 lbs. (180.4 kg)

*All dimensions are approximate

Component Capacities

Tower Sheet/Insert/ Envelope Feeders	<ul style="list-style-type: none">• 350 20 lb. (80 gsm) sheets; 350 insert cards; 250 envelopes• Feeders are multi-purpose: they can handle sheets, cards, slips and envelopes• Feeders, including envelope feeders, can be linked to increase running time• Feeders are available in pairs of two (maximum four feeders)
Folder	Up to 8 sheets of 20 lb. (80 gsm) material
Accumulator	Maximum collation thickness is 1/4" (6 mm)
High Capacity Sheet Feeder (HCSF)	Available in pairs. Capacity is 2,000 sheets per pair.
Drop Stacker	130 pieces, letter mail; 25 pieces, flat mail
Vertical Power Stacker	250 pieces, letter mail (assumes single sheet insert)
Production Power Stacker	At least one USPS mail tray (two feet of finished mail)
Moistener/Closer/ Sealer	8,000 letters before refilling

Folder

Fold Types	Top address documents	C fold, Z fold, single and double fold	Maximum number of sheets per collation: 8 (20 lb. [80 gsm])
	Bottom address documents (see Notes below)	C fold, Z fold and single fold	
	Middle address documents (see Notes below)	C fold	
Machine Adjustments	None		
No-Fold (Bypass)	Yes		
Notes	<ul style="list-style-type: none">Documents with addresses on the bottom <i>may</i> require the Inverter kit.Documents with an address present on the middle of the sheet <i>always</i> require the Inverter kit.Refer to the <i>Available Fold Type/Address Location/Envelope Type Combinations</i> table for more information.		

Available Fold Type/Address Location/Envelope Type Combinations

Fold Type	Address Location	Envelope Type
C Fold	Top	Standard Flap
	Middle	Forward Flap
	Bottom	Bottom Flap
	Middle*	Standard Flap*
Z Fold	Top	Standard Flap
	Bottom	Bottom Flap
	Bottom*	Standard Flap*
Single Fold	Top	Standard Flap
	Top	Bottom Flap
	Bottom	Bottom Flap
	Bottom	Standard Flap
Double Fold	Top	Standard Flap
	Third Panel*	Standard Flap*

*Requires an inverter

7 • Specifications

High Capacity Envelope Feeder (HCEF)

The HCEF is standard on the Relay 7000/8000 professional series; it is not available for the Relay 5000/6000 series.

Material	Letter-size envelopes
Material Dimensions	Depth: 3.5" (89 mm) to 6.5" (165 mm) Width: 8.5" (216 mm) to 10.5" (266 mm)
Capacity	500 letter-sized pieces, 24 lb. (90 gsm) weight.

Scanning Capability (optional)

The system base module and the HCSF have an optional scanning capability for reading ladder format OMR and barcode marks. The HCSF has an optional scanning capability for reading picket format barcodes or 2D barcodes. The scanner kits are installed in the field.

OMR Codes Supported	5-Series, 3-Series, SECAP™ 2600, Pitney Bowes® Console.
OMR Functions Supported	Variable page documents; selective feeding; feeder-to-feeder matching; force divert; mark for special handling.
Barcode Formats Supported	Code 39™ (3 of 9); Interleaved 2 of 5, 2D Datamatrix barcode.
Notes:	<ul style="list-style-type: none">• The horizontal position of the scanner is operator adjustable.• Documents from any feeder can be scanned.• Documents should be printed on a laser printer for scanning.• Photo copied documents and documents printed on an ink jet printers may need the barcode to be increased in size to allow proper scanning of the barcode.• All 2D barcodes need to be a grade A barcode.

Environmental Limits

	Temperature F (C)		Humidity %		Wet Bulb Temp. F (C)
	Minimum	Maximum	Minimum	Maximum	Maximum
Normal Operating Conditions	60 (16)	75 (24)	30	60	N/A
Extended Operating Conditions	50 (10)	95 (35)	08	85	85 (29)
Storage Conditions	15 (-09)	120 (49)	05	95	85 (29)
Shipping Conditions	-40 (-40)	140 (60)	05	100	85 (29)

Feeder Tower and Base Material Specifications

For reliable operation, all materials must conform to published specifications. Feed problems and high stall rates are often due to use of substandard materials.

General Information

- Material fed for letter-size mail pieces must be capable of being transported through a 1.5 inch (38 mm) radius, 1/4 turn without permanent deformation, breaking of perforations, or any other damage to the mail piece.
- Color Restriction: none for pre-printed material.
- Minimum Paper Opacity: 5% less than 16 lb bond (60 gsm) copy paper
- Maximum Paper Opacity (when double detection is required): 5% greater than 24 lb. bond (90 gsm) copy paper with normal 10 point printing throughout the page.

NOTE: Any substance added to improve material handling (such as powder) shall not fall off in visible quantities when the sheet is tapped on the edge of a hard surface.

Outer Envelopes

Envelope Construction and Material

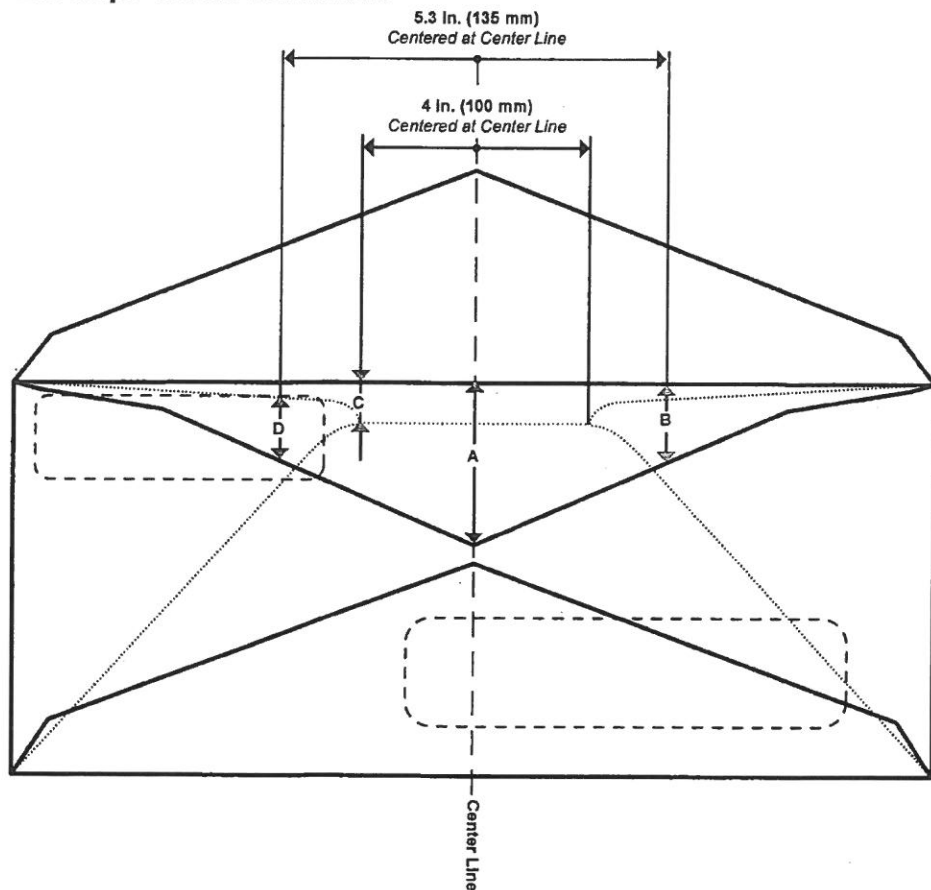
- Envelopes shall be standard side seam, diagonal side seam, center seam, or executive. They can be die or web cut, with or without patched windows.

NOTE: Unpatched (open) window outer envelopes are not permitted.

- Window patches shall be flat, ripple free and made of glassine or polystyrene material. Patches shall be glued within 0.06 inch (1.6 mm) from the top edge of the patch material to the window cutout.
- Envelope materials shall include new or recycled white wove, manila, and lithographic material. Non-woven or synthetic envelopes (e.g., Tyvek®) or envelopes with external fasteners are not permitted.
- Envelopes with re-moistenable flap adhesives made of starch (dextrin), resin (tropical formulation) or combination of the two may be used.
- Outer envelope using self-seal, peel and stick, or pressure seal flaps are not permitted.
- The distance between the glue line and the bottom flap edge of the envelope shall not exceed 0.08 inch (2 mm).

7 • Specifications

Envelope Throat Definitions



**Diagram is not to scale*

Dimension	Value	Description
A	1.6 inch (41 mm)	Maximum throat depth measured at the center line of executive style envelopes.
B	1.4 inch (38 mm)	Maximum throat depth measured at a distance of 5.3 inches (135 mm) centered at the center line.
C	.25 inch (6 mm)	Minimum throat depth within a 4 inch (100 mm) area centered at the center line.
D	.08 inch (2 mm)	Minimum distance from top of window to the envelope throat measured at a distance of 5.3 inches (135 mm) centered at the center line.

Envelope Size for Insertion

- Envelopes shall be at least 0.5 inch (13 mm) wider than the sum of the maximum width of the insert pack plus the thickness of the pack.
- Envelopes shall be at least 1/4 inch (6 mm) deeper than material to be inserted.
- No more than three letter-sized sheets can be inserted into a #9 (C5) envelope when the aligner is in use.

Envelope Curl/Warp

- An envelope placed flap up on a flat surface under its own weight shall have no corner raised more than 0.5 inch (13 mm) from the surface.
- Curl/Warp of the envelope flap shall not exceed 1/8 inch (3 mm) measured while holding flap on flat surface at the crease line.

Letter-Sized Envelope Specifications

Parameter	Minimum Value	Maximum Value
Width	Feeder Tower: 6.37" (162 mm) HCEF: 8.9" (225 mm)	Feeder Tower: 10.5" (266 mm) HCEF: 10.4" (264 mm)
Depth	Feeder Tower: 3.5" (89 mm) HCEF: 3.9" (98 mm)	6.5" (165 mm)
Throat Depth*	0.25" (6.35 mm)	1.49" (38 mm), executive 1.61" (41 mm)
Paper Weight	18 lb. (70 gsm)	24 lb. (90 gsm)
Flap Depth	1.2" (30 mm)	2.5" (63 mm) within +/- 1/4" (35 mm) of Center 1.85" (47 mm) outside +/- 1.4" (35 mm) off center

*See Envelope Throat Definitions in this chapter for more information.

Feeder Tower - Flat-Sized Envelope Specifications

Parameter	Minimum Value	Maximum Value
Width	6.37" (162 mm)	10.5" (266 mm)
Depth	6.5" (165 mm)	13" (330 mm)
Throat Depth	0.25" (6.35 mm)	1.49" (38 mm)
Paper Weight	20 lb. (80 gsm)	24 lb. (90 gsm)
Flap Depth	1.2" (30 mm)	2.5" (63 mm)

7 • Specifications

Inserts

Inserts are defined as material that does not require folding (may be pre-folded) before insertion into letter-sized envelopes. This definition includes individual sheets, collations of unfastened sheets, C folded or single folded inserts or pre-made, bound booklets (no fastener exposed that might damage rollers).

Additionally, "insert" also refers to a single reply envelope (BRE) when inserted into a flat-sized envelope.

Material Substrates

- Acceptable paper types include - new or recycled bond, text, laser and offset. Offset coatings include matte, dull or gloss.
- Grain - material may be short or long grain.
- Printing - printing may be simplex (one side) or duplex (both sides) with no restriction on color.
- Coating - varnish applied to sheets to modify finish is allowed.

NOTE: Use of glossy material may degrade system performance.

Feeder Tower Inserts

Parameter	Minimum Value	Maximum Value
Width	5 inches (127 mm)	9.84 inches (250 mm)
Length	2.83 inches (72 mm)	6 inches (153 mm)
Thickness	0.003 inches (.076 mm)	0.1 inches (2.54 mm)
Paper Weight	16 lb. (60 gsm)	44 lb. (175 gsm)

Sheets

Sheets refer to material that must be folded before being inserted into standard letter envelopes. In the special case of flats, sheets are not folded. A group of sheets is referred to as a collation.

Material Substrates

Acceptable paper types include new or recycled bond, text, laser and offset. Offset coatings including matte, dull or gloss.

- Acceptable paper types include - new or recycled bond, text, laser and offset. Offset coatings include matte, dull or gloss.
- Grain - material may be short or long grain.
- Printing - printing may be simplex (one side) or duplex (both sides) with no restriction on color.
- Coating - varnish applied to sheets to modify finish is allowed.
- Laser printed material - freshly laser printed material that meets curl requirements is acceptable

NOTE: Use of glossy material may degrade system performance.

Feeder Tower Sheets

Parameter	Minimum Value	Maximum Value
Width	5 inches (127 mm)	9.84 inches (250 mm)
Length	5.31 inches (135 mm)	14 inches (356 mm)
Thickness	0.003 inches (0.076 mm)	0.012 inches (0.305 mm)
Paper Weight	16 lb. (60 gsm)	44 lb. (175 gsm)

7 • Specifications

High Capacity Sheet Feeder (HCSF) Material Specifications

For reliable operation, all materials must conform to published specifications. Feed problems and high stall rates are often due to use of substandard materials.

General Information

- Material fed for letter-size mail pieces must be capable of being transported through a 1.5 inch (38 mm) radius, 1/4 turn without permanent deformation, breaking of perforations, or any other damage to the mail piece.
- Color Restriction: none for pre-printed material.

Sheets

Sheets refer to material that must be folded before being inserted into standard letter envelopes. In the special case of flats, sheets may not be folded. A group of sheets is referred to as a collation.

Material Substrates

- Acceptable paper types include - new or recycled bond, text, laser and offset. Offset coatings include matte, dull or gloss.
- Grain - material may be short or long grain.
- Printing - printing may be simplex (one side) or duplex (both sides) with no restriction on color.
- Coating - varnish applied to sheets to modify finish is allowed.
- Laser printed material - freshly laser printed material that meets curl requirements is acceptable

NOTE: Use of glossy material may degrade system performance.

HCSF Sheets

Parameter	Minimum Value	Maximum Value
Width	7.99 inches (203 mm)	8.5 inches (216 mm)
Length	9.15 inches (232mm)	11.69 inches (297 mm)
Basic Weight	20 lb. (80 gsm)	24 lb. (90 gsm)

Notes:

- All sheets within a collation shall be within 0.37" (10 mm) of each other in length
- Maximum material thickness for feeders: 0.007" (0.18 mm) when scanning, otherwise 0.25 mm (0.009")

Materials Not Certified for Use

Contaminants

Materials with visible material loss (loose powder, ink, surface glaze, etc.) when hung free over a clean surface and struck sharply with a standard wood ruler should not be used.

Special Materials

- *Do not* use materials that are sensitive to heat (such as thermal papers)
- *Do not* use materials that are sensitive to minor magnetic fields
- *Do not* use pressure-sensitive materials