

**MEMORANDUM  
OFFICE OF THE ASSESSOR  
COUNTY OF PLACER**

**TO:** Honorable Board of Supervisors  
**FROM:** Kristen Spears, Assessor  
**DATE:** September 9, 2014  
**SUBJECT:** Hasler - Folding, Inserting, Sealing Machine Purchase

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**ACTION REQUESTED:**

Approve the purchase of a Hasler, Model M3500 folder, inserter, sealing machine in the amount of \$9,631, funded through the Assessor's FY 2014-15 Final Budget, with no new Net County Cost. Authorize the Purchasing Manager to execute all related documents and add the equipment to the Master Fixed Asset List.

**BACKGROUND/SUMMARY:**

The Assessor's Office generates multiple mailings on a daily basis to notify property owners of changes that may affect their assessment. These time sensitive mailings include but are not limited to, Supplemental Value Notices, Roll Correction Notices, Homeowner's Exemptions and New Construction Cost Statements. Each of these mailings range from several hundred to several thousand and are run on a daily or weekly bases. Using a machine to assist with folding multiple pages, inserting them into envelopes and then sealing them for mailing to constituents is a critical tool for our staff. The current machine has exhausted its useful life and due to its unreliability, the extended warranty is used on a monthly basis. The warranty is set to expire in October 2014; as a result, it is essential to replace the existing machine.

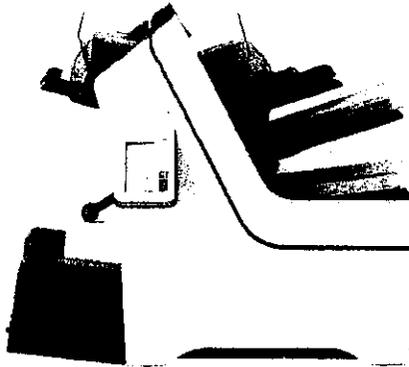
Replacement of equipment that exceeds \$5,000 must be added to the County's Master Fixed Asset List. Your Board's approval is required to authorize the addition of the Hasler, M3500 to the Master Fixed Asset List and to authorize the Purchasing Manager to execute any related purchasing documents.

**FISCAL IMPACT:**

The cost of the equipment is included in the Assessor's FY 2014-15 Final Budget.

**MASTER FIXED ASSET LIST**  
**Appropriation 10370**

<u>Description</u>	<u>Quantity</u>	<u>Amount</u>
Folding, Inserting, Sealing Machine – Hasler, M3500	1	\$ 9,631



### Placer County Assessor

#### M3500 FOLDER/INSERTER

- Color touch-screen controls with graphical user guidance and wizard-based programming
- Versatile flexFeeders can process document sizes from full sheets down to 1/3 inserts
- Fill & Start® allows M3500 to program itself based on the materials you place in the trays
- Maximum productivity from perfectly-matched capacity on each feeder & the built-in stacker
- With powerFold® M3500 can tri-fold up to 8 pages together, neatly and silently
- Ensures accurate mail piece contents with exclusive secure'n Feed® technology

#### SYSTEM CONFIGURATION

- WSCO/NASPO Contract # ADSP011-000004114-4
- (Part #) ( M35-DREDR-DOCFDR )(DESCRIPTION)(M3550 2 Document Feeders 1 BRE feeder)

#### INVESTMENT DETAILS

##### (Purchase)

##### ((OPTION 3))

SYSTEMS PURCHASE PRICE*	\$	13,998.00
WSCA DISCOUNTS AND TRADE IN	\$	<u>5,039.00</u>
TOTAL COST	\$	8,959.00

EQUIPMENT MAINTENANCE \$ 700.00 PER YEAR\*\*\*

\*Includes shipping, installation, and Operator training.

\*\*\* First year free, (years 2 through 5) \$700.00 per a year.

**Wayne Day**  
Senior Account Manager  
916-995-4044  
wday@jmpbiz.com



**Valid Until:**  
09-30-15

JMP Business Systems, INC.

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## **WSCO/NASPO Contract # ADSP011-000004114-4**

This is the price catalog is for Neopost USA Inc. (Offeror Includes both Neopost and Hasler brand products)  
Purchase Orders for equipment being PURCHASED from Neopost's so be made out to:

Neopost USA Inc.  
FEIN: 94-2388882  
478 Wheelers Farms Road  
Milford, CT 06461  
PH: 1-800-NEOPOST  
FAX: 1-203-301-2600  
URL: [www.neopostinc.com/NAGA/Government-Accounts](http://www.neopostinc.com/NAGA/Government-Accounts)

For all Entites who will be leasing off the WSCA/NASPO contract  
Purchase Orders for equipment being LEASED from Neopost should be made out to :

MailFinance Inc.  
FEIN 94-2984524  
478 Wheelers Farms Road  
Milford, CT 06461  
PH: 1-800-NEOPOST  
FAX: 1-203-301-2600  
URL: [www.neopostinc.com/NAGA/Government-Accounts](http://www.neopostinc.com/NAGA/Government-Accounts)

Included in this price catalog is a tab for all the current products offerered under the WSCA/NASPO contract  
It also includes a tab for pricing Meter Rental for all legacy equipment on longer on the contract.