

MAILING EQUIPMENT, SUPPLIES AND MAINTENANCE

Led by the **State of Arizona**

Master Agreement #: **CTR058807**
Contractor: **OPEX CORPORATION**
Participating Entity: **STATE OF IDAHO**

This Participating Addendum is entered into by Contractor and Participating Entity (collectively, the "Parties").

Scope and Participation:

1. Scope:
 - This Participating Addendum includes the entire scope of the products and services available through the Master Agreement referenced above.
2. Participation: This Participating Addendum covers participation of Participating Entity in the above-referenced Master Agreement between the State of Arizona and Contractor for Mailing Equipment, Supplies and Maintenance. This Participating Addendum may be used by all state agencies, institutions of higher education, cities, counties, districts, and other political subdivisions of the state, and nonprofit organizations within the state if authorized herein and by law. Issues of interpretation and eligibility for participation are solely within the authority of the State Chief Procurement Official.
3. Term:
 - This Participating Addendum shall become effective as of the date of the last signature below and shall terminate upon the expiration or termination of the Master Agreement, as amended, unless the Participating Addendum is terminated sooner in accordance with the terms set forth herein.
4. Primary Contacts: The following (or their named successors) are the primary contact individuals for this Participating Addendum:

CONTRACTOR: OPEX Corporation

Name:	J. Scott Ackley
Address:	305 Commerce Drive, Moorestown, New Jersey, 08057
Telephone:	1-856-727-1100 Ext. 5293
Fax:	
Email:	sackley@opex.com

PARTICIPATING ENTITY:

Name:	The State of Idaho
Address:	650 W. State St. Room 100 Boise, ID, 83720
Telephone:	208-327-7465
Fax:	
Email:	Purchasing@adm.idaho.gov

Participating Entity Modifications and Additions to the Master Agreement

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This Participating Addendum incorporates all terms and conditions of the Master Agreement as applied to the Participating Entity and Contractor, **subject to the following limitations, modifications, and additions:**

Any limitations, modifications, or additions specified herein apply only to the agreement and relationship between Participating Entity and Contractor and shall not amend or affect other participating addendums or the Master Agreement itself.

1. Amendments: Amendments to the Master Agreement, including but not limited to extensions, renewals, and modifications to the terms, conditions, and pricing, will automatically be incorporated in this PA unless the Participating Entity elects not to incorporate an amendment by providing written notification to the Contractor, which notice must be provided within ten (10) working days of the date of the amendment to the Master Agreement, in order to be effective. Failure to provide notice in accordance with this Section will result in the Master Agreement amendment automatically being incorporated in this PA.
2. Governing Law: Notwithstanding any provision to the contrary, the state of Idaho's PA and all orders issued under the PA by Ordering Entities within the state of Idaho, shall be construed in accordance with and governed by the laws of the state of Idaho. Any action to enforce the provisions of this PA shall be brought in state district court in Ada County, Boise, Idaho. In the event any term of this PA is held to be invalid or unenforceable by a court, the remaining terms of this PA will remain in full force and effect. Except to the extent the provisions of the PA are clearly inconsistent therewith, the PA shall also be governed by the applicable provisions of the Idaho Uniform Commercial Code (IUCC).
3. Certification Concerning Boycott of Israel: On April 26, 2021, Governor Little signed Senate Bill 1086. The bill creates a new section of code requiring all public entities in Idaho to insert a certification regarding boycotts of Israel in contracts and renewals of contracts that are effective on or after July 1, 2021. Contractor must agree to the following certification: failure to do so will result in the state of Idaho not being able to award this PA. Do you certify as follows?

Certification Concerning Boycott of Israel. Pursuant to Idaho Code section 67-2346, if payments under the Contract exceed one hundred thousand dollars (\$100,000) and Contractor employs ten (10) or more persons, Contractor certifies that it is not currently engaged in, and will not for the duration of the Contract engage in, a boycott of goods or services from Israel or territories under its control. The terms in this section defined in Idaho Code section 67-2346 shall have the meaning defined therein.

4. Idaho Administrative Fee and Quarterly Usage Report: A one and one-quarter percent (1.25%) Administrative Fee will apply to all purchases made under the resulting PADD by any state or public agency in Idaho, the State of Idaho understands and agrees that Contractor will raise the Master Agreement prices by this amount. On a quarterly basis, the Contractor must remit to the State of Idaho an amount equal to one and one-quarter percent (1.25%) of the Contractor's net (sales minus credits) quarterly sales made under the PADD. Administrative Fee payments and reports to the State of Idaho are due no later than thirty (30) calendar days after the end of each calendar quarter.

Reporting Timeline (Fiscal Year Quarters): Fee and Report Due:

1st Quarter: July 1 – September 30

October 31st

2nd Quarter: October 1 – December 31

January 31st

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3rd Quarter: January 1 – March 31

April 30th

4th Quarter: April 1 – June 30

July 31st

Contractor must furnish detailed usage reports as designated by the State. In addition to any required detailed usage reports, Contractor must also submit a summary quarterly report of purchases made from the Contract utilizing the PADD Summary Usage Report Form available for download at <https://purchasing.idaho.gov/information-for-vendors/> . A Summary Usage Report Form must be submitted for each quarter (enter “0” if no purchases were made during a quarter) and must include a breakdown of purchases by Entity Type (i.e. State Agency, Higher Education, K-12, City, County and ‘other’), as provided on the Form.

E-mail your completed Quarterly Summary Usage Reports to: purchasing@adm.idaho.gov.

Mail your check, in the amount of the Quarterly Administrative Fee, to:

Division of Purchasing, State of Idaho

P.O. Box 83720

Boise, ID 83720-0075

5. Subcontractors: All contactors, dealers, and resellers authorized in the State of Idaho, as shown on the dedicated Contractor (cooperative contract) website, are approved to provide sales and service support to participants in the NASPO ValuePoint Master Agreement. The contractor’s dealer participation will be in accordance with the terms and conditions set forth in the Master Agreement.
6. Orders: Any order placed by Participating Entity or a Purchasing Entity for a product or service offered through this Participating Addendum shall be deemed to be a sale under, and subject to the pricing and other terms and conditions of, the Master Agreement unless the parties to the order agree in writing that another contract or agreement applies to the order.
7. Termination for Convenience: The State may terminate this PADD for its convenience, in whole or in part, with or without cause, upon ninety (90) calendar days written notice to the Contractor specifying the date of termination if the State determines it is in the State’s best interest. In the event of termination of the PADD, all underlying purchases, maintenance, and license/subscription agreements to this Addendum, including applicable terms and conditions, will remain in full force and effect throughout the duration of the purchase, maintenance, or license/subscription agreement, in accordance with the terms of the applicable agreement.
8. Termination for Default: The State may terminate the Participating Addendum (but not the underlying leases or orders issued pursuant to the Contract) when the Contractor has been provided thirty (30) days’ prior written notice of default or non-compliance and has failed to cure the default or noncompliance within such time, unless such longer period of time is mutually agreed upon in writing. If the Contract is terminated for default or noncompliance, the Contractor will be responsible for any costs resulting from the State’s award of a new contract and any damages incurred by the State. The State, upon termination for default or non-compliance, reserves the right to take any legal action it may deem necessary including, without limitation, offset of damages against payment due. A Purchasing Entity may terminate a lease or an order when the Contractor has been provided written notice of default or non-compliance and fails to cure such breach or non-compliance within thirty (30) days of receiving written notice of said breach or non-compliance.

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9. Public Records and Trade Secret: Title 74, Chapter 1, Idaho Code (the Public Records Act) provides for the examination of public records, including records related to procurements and contracts. Section 74-1 07 details an exemption to examination of records deemed “trade secrets.” Generally, this exemption describes trade secrets to “include a formula, pattern, compilation, program, computer program, device, methodic technique or process that derives economic value, actual potential from not being generally known to, and not being readily ascertainable by proper means by other persons and is subject to the efforts that are reasonable under the circumstances to maintain its secrecy.” Upon written request, the Contractor must provide an electronic copy of any documents related to this PADD, with any information it has determined to meet the Idaho Code definition of trade secret redacted within twenty (20) business days. The Contractor must redact only that information which meets the definition of “trade secret;” entire documents identified as “confidential” will not be accepted. Contractor must also provide a separate document entitled “List of Redacted Trade Secret Information” which provides a succinct list of all trade secret information noted in your Document; listed in the order it appears in your submittal documents, identified by Page #, Section #/Paragraph #, Title of Section/Paragraph, specific portions of text/illustrations; or in a manner otherwise sufficient to allow the State’s procurement personnel to determine the precise text/material subject to the notation. Additionally, this list must identify with each notation the specific basis for your position that the material be treated as exempt from disclosure and how the exempting the material complies with the Public Records Law. In the event the State receives a request pursuant to the Public Records Act, which includes information deemed “trade secret” by the Contractor, the Contractor must agree to defend and indemnify the State against any claim brought challenging the denial of the request under the trade secret exemption. Failure of the Contractor to provide an electronic copy of the redacted documents, or to defend and indemnify the State, will result in the State releasing the full (unredacted) document in response to the request.
10. Orders: Any order placed by Participating Entity or a Purchasing Entity for a product or service offered through this Participating Addendum shall be deemed to be a sale under, and subject to the pricing and other terms and conditions of, the Master Agreement unless the parties to the order agree in writing that another contract or agreement applies to the order.
11. Software Licenses: Software license terms and conditions shall be set forth under Attachment A attached hereto.
12. Compliance with Postal Regulations: [Reserved].
13. Lease Agreements: [Reserved].

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14. Placement of Orders: All orders under this PA are to be made out to and processed by OPEX and must be accompanied by a completed Placement Order Form, attached as Attachment B. Any order placed by a Participating Entity or Purchasing Entity for a product and/or service available from this Master Agreement shall be deemed to be a sale under (and governed by the prices and other terms and conditions) of the Master Agreement unless the parties to the order agree in writing that another contract or agreement applies to such order

15. **Individual Customer:** Each State agency and political subdivision, as a Purchasing Entity, that purchases products/services under this Participating Addendum will be treated as if they were Individual Customers. Except to the extent modified by a Participating Addendum, each agency and political subdivision will be responsible to follow the terms and conditions of the Participating Addendum Master Agreement; and they will have the same rights and responsibilities for their purchases as the Participating Entity has in the Master Agreement. Each agency and political subdivision will be responsible for their own charges, fees, and liabilities. Each agency and political subdivision will have the same rights to any indemnity or to recover any costs allowed in the contract for their purchases. The Contractor will apply the charges to each Purchasing Entity individually.

16. **Acceptance:**
 - a. [Reserved].

 - b. When the Order requires installation, acceptance shall occur in accordance with the terms and conditions set forth in Attachment C.

 - c. When the Order requires the delivery of services, acceptance shall occur upon completion of the services, unless the Purchasing Entity has notified the Contractor in writing, prior to the completion of the services, that the services do not meet the State's requirements or otherwise fail to pass the Contractor's established test procedures or programs, or test procedures or programs identified in the Order.


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IN WITNESS WHEREOF, the Parties have executed this Participating Addendum.

PARTICIPATING ENTITY

CONTRACTOR

Signature: <i>Thayne Pearson</i>	Signature: 
Name: Thayne Pearson	Name: J. Scott Ackley
Title: Buyer	Title: Associate Counsel
Date: May 26, 2023	Date: March 30, 2023

[Removable Instruction: Additional signatures may be added if required by the Participating Entity.]

For questions regarding NASPO ValuePoint Participating Addendums, please contact the Cooperative Contract Coordinator team at info@naspovaluepoint.org.

Fully executed NASPO ValuePoint Participating Addendums must be submitted via email in PDF format to pa@naspovaluepoint.org.

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ATTACHMENT A

CONTRACTOR SOFTWARE LICENSE TERMS

The following are the software license terms and conditions ("License") under which Contractor agrees to grant State, Purchasing Entity, Co-Op Buyer, or Participating Entity actual use of all software programs excluding Diagnostics ("Software") installed in or operational with the Materials as identified in the applicable invoice for this Contract:

1. LICENSE

1.1 License Grant. In consideration for timely one-time perpetual payment of Contractor's Software licensing fees as identified in the applicable invoice(s), Contractor grants End-User a personal, non-transferable, fully paid and non-exclusive right to use the Software. The Software may be used only in connection with the Materials specified in the applicable invoice(s) for this Agreement.

1.2 License Term; Payment. End-User has agreed to purchase a one-time perpetual license for the Software as specific in Contractor's sales proposal in accordance with the pricing schedule set forth in the applicable Purchase Order. Terms of payment are net thirty (30) days from date the invoice is issued. Late payments shall bear interest at the lesser of (i) 2% per month or (ii) the highest permissible rate by law, payable monthly.

2. SOFTWARE OWNERSHIP

All Software is a proprietary product of Contractor and is protected by copyright laws and international treaties. Contractor retains all right, title, and interest in the Software, and all copies of the Software, regardless of the media or form on or in which the Software or other copies may exist, including copies which are made in violation of the terms of this License. Nothing contained herein shall constitute a sale by Contractor of any rights in the Software.

3. END-USER OWNERSHIP

End-User owns the media onto which the licensed Software is downloaded, but not the Software. This License is not a sale of the original Software or of any copy thereof.

4. RESTRICTIONS ON USE

End-User may not:

- (a) transfer the Software to multiple pieces of Materials or third-party machinery;
- (b) distribute copies of the Software or accompanying materials to others;
- (c) copy, modify, adapt, translate, reverse-engineer, decompile, disassemble, or create derivative software based on the Software; or
- (d) copy, modify, adapt, translate, or create derivative documentation based on the Contractor's written materials.

5. RESTRICTIONS ON ASSIGNMENT OR TRANSFER

End-User shall not assign, rent, lease, sell, sublicense, pledge, encumber or otherwise transfer the Software to another party without the prior written consent of the Contractor, which shall not be unreasonably withheld or delayed. However, End-User shall be able to transfer its right of use of the Software to an "Affiliate," defined as an entity that controls, is controlled by, or is under common control with, End-User and is subject to obtaining Contractor's prior written consent which shall not be unreasonably withheld or delayed. Furthermore, in the event Contractor consents to the transfer or assignment of the License from End-User to another party, the perpetual Software License shall automatically terminate on the effective date of transfer or assignment. Subsequently, the third party that will assume ownership of the Materials shall be required to remit annual



Software License fee(s) directly to Contractor for the Materials identified in the applicable Purchase Order, in accordance with Contractor's then current annual published rates and terms.

6. TERMINATION

This License is effective until terminated and will automatically terminate if End-User fails to comply with any terms of this License, including without limitation, continued timely payment of Contractor's annual Software licensing fees. Upon termination, End-User shall immediately return all Software, all copies End User be entitled to any refunds and/or credits following the termination of this License.

7. SOFTWARE UPDATES

The Software is subject to change without notice to End-User. "Updates" shall mean updates (excluding Upgrades as defined below) for the Software that Contractor shall provide to End-User at no additional charge when Updates are directly made available by Contractor to Contractor's other similarly situated customers at no additional charge. "Upgrades" shall mean any enhancements, new version of the Software or newer version of the Software (containing a more fully featured version of Software currently licensed to End-User) that Contractor makes generally available to End-User and other similarly situated customers at a cost. Updates of the Software may be created or issued by the Contractor from time to time. At its sole option, Contractor may make such Updates available to End-User. If Contractor makes any Upgrades of the Software commercially available to similarly situated customers, then End-User shall, at its sole discretion, purchase such Upgrade, in accordance with Contractor's then-current rates.

8. SPECIAL FUNCTION SOFTWARE

Upon request by End-User, and at Contractor's sole discretion, Contractor may provide additional software services to modify the then existing functionality or to add additional functionality not contained in the Software ("Special Function Software"). Special Function Software shall be provided at an additional cost mutually agreed upon prior to Contractor's commencement of any additional software services.

9. LIMITED WARRANTY

For a period of one (1) year following the delivery of the Materials, all Software supplied pursuant to this License shall substantially conform to Contractor's written specifications. In the event that the Software does not so conform, Contractor will provide End-User programming services as may be required to correct documented program errors to the extent that such errors are not caused by: (i) defects or problems related to End-User's use of the Software or Materials in a manner inconsistent with Contractor's written specifications or the terms of this License; or (ii) defects or problems relating to alteration of the Software or Materials by End-User.

CONTRACTOR DOES NOT WARRANT THAT THE OPERATION OF SOFTWARE SUPPLIED HEREUNDER WILL BE ERROR OR "BUG" FREE. EXCEPT AS PROVIDED HEREIN, THE SOFTWARE IS PROVIDED WITH NO OTHER WARRANTIES, EXPRESS OR IMPLIED, INCLUDING WITHOUT LIMITATION ANY WARRANTY OF MERCHANTABILITY OR FITNESS OR SUITABILITY FOR A PARTICULAR PURPOSE.

PLEASE REFER TO PARAGRAPH 7.1.3 UNDER ATTACHMENT A TITLED "SPECIAL TERMS AND CONDITIONS" OF THIS CONTRACT FOR THE WARRANTY LIMITATIONS WHICH SHALL APPLY TO THE SOFTWARE.

ATTACHMENT C

NASPO VALUEPOINT ACCEPTANCE TESTING

The process for conducting the testing on one (1) unit of Falcon+ with or without one (1) Model 72 (hereinafter referred to collectively and/or individually as the "Equipment") is to determine if the Acceptance Test Criteria for the Equipment set forth herein in this Attachment C is met in accordance with the terms as stipulated below.

The Participating Entity shall have a not-to-exceed fourteen (14) calendar day period from the date Contractor completes installation of the Equipment in order for the Participating Entity to conduct testing as described below. For avoidance of doubt, installation of the Equipment shall occur immediately following delivery of the Equipment to the Participating Entity's site and shall be completed within five (5) business days. The purpose of such testing is to permit the Participating Entity to verify the installed unit of Equipment's functionality, in accordance with the Acceptance Test Criteria as provided below ("Acceptance Criteria"). During the Acceptance Period, the Participating Entity's live media will be used to do initial job set-up, make necessary adjustments, and operator training and to conduct the Acceptance Criteria. As such, the Participating Entity shall provide a sufficient amount of media in order for the Participating Entity to conduct the Acceptance Criteria. Furthermore, during the Acceptance Period, the Participating Entity shall not use the Equipment for production purposes, including but not limited to processing normal, daily mail volumes. If the Equipment has not been formally accepted by the Participating Entity at the conclusion of the Acceptance Period, but the Participating Entity nevertheless chooses to use the Equipment for productive purposes of any kind, including but not limited to extracting, scanning, and/or sorting normal, daily mail volumes, then the Equipment shall be deemed to be accepted by the Participating Entity.

During the Acceptance Period, if it is demonstrated that the Equipment successfully meets the Acceptance Criteria, then the Participating Entity shall sign a copy of the Acceptance Criteria. Additionally, the Acceptance Period will automatically end on the date the Participating Entity signs a copy of the below Acceptance Criteria.

Upon conclusion of the Acceptance Period, and in the event the Equipment fails to meet the Acceptance Criteria, then the Participating Entity shall notify Contractor of the nonconformity and shall describe in detail the reasons for the nonconformity. Contractor shall then have seven (7) calendar days, or such other longer time period as the Participating Entity may agree in writing is reasonable, to correct, repair, or modify said installed unit of Equipment to eliminate the nonconformity ("Cure Period") and conduct a second test to determine if the Equipment can then meet the Acceptance Criteria. If the Equipment successfully meets the Acceptance Criteria on a second test, then the Participating Entity shall sign the Acceptance Criteria and said Equipment will be deemed to be accepted by the Participating Entity.

Upon conclusion of the Cure Period, and in the event the Equipment fails to meet the Acceptance Criteria after two tests, then the Participating Entity shall extend the time as may be reasonably needed for Contractor to correct the failure and to continue with the Acceptance Criteria for the Equipment.

OPEX Falcon+ Acceptance Test Criteria

A. Condition and Completeness of the Machine.

General appearance must be acceptable, with no significant visible damage with hardware all in place, to include the Adjustable Height Table.

B. Live Run Test for Acceptance.

A “live run” acceptance test will be conducted by the Participating Entity using the Participating Entity’s media that has been prepared by running it through the OPEX Model 72. The Participating Entity is responsible for providing a sufficient amount of media to conduct the Acceptance Test. The live run test shall be performed by a trained Participating Entity operator.

1. *Net Effective Machine Throughput.* This Acceptance Test is highly operator dependent and must be carefully controlled to specifically measure the throughput under normal machine running conditions. No other factors are included in this Test. For this reason, the Test will run for a maximum of sixty (60) minutes, or less in the case where satisfactory performance has been demonstrated, at which time the Test will terminate.
2. *Condition of Documents for Scanning.* The documents used must be correctly oriented, reasonably smoothed flat, and positioned correctly on the conveyor tray by the operator.
 - The documents dimensions will be:
 - Width: 2.0” – 12.0”
 - Length 3.5” – 25.50”
 - Paper clips and staples will be removed by the Operator prior to placing the documents on the conveyor for scanning.
 - Major paper tears will be repaired with tape prior to scanning. Inability to handle tears in the scanning process without jams occurring will not be deemed as an equipment failure.
3. *Jam Clearance.* The Operator will follow the recommended logical sequence for clearing jams, making an effort to expedite the rate at which jams are cleared. The equipment will not be deemed to have failed this Acceptance Test criteria if the cause of such failure is attributable to Participating Entity Operator’s failure to clear machine jams in an expeditious manner.
4. *Re-Starting Machine After Track Clearance.* The Operator will expeditiously re-start the job once the track has been cleared and will not perform any additional functions during jam clearing time.

C. Verification of Machine Performance.

1. The machine will successfully transmit MICR data from checks. Within published specifications, it will also perform in-line recognition of up to three barcodes per page of the types purchased with the system, optical mark sense recognition (OMR), up to ten per page, and up to five fields per page of optical character recognition (OCR) data from documents, together with batch number, sequence number, audit trail text where applicable, and compressed images of the checks and documents from the Falcon+ to the processors’ file server.
2. The capability to deliver Grayscale, Multi-color, and/or Black & White, Simplex and/or Duplex images will be verified as required by the Participating Entity
3. The legibility, accuracy, and adjustability of the audit trail printer will be verified. Please note that Contractor’s ability to test these functions is contingent upon prior, mutual agreement between Contractor and the Participating Entity concerning location of print area.
4. The mechanical singulation of checks and documents will be verified.
5. The ability to program bin assignments will be verified.

PARTICIPATING ADDENDUM



- 6. The Host computer will be monitored to verify proper functionality and that the monitors display correct and appropriate information:

Test Results: Pass _____ Fail _____

If Fail, Reason(s): _____

Upon passing the test, the Participating Entity will sign as provided below.

Participating Entity's Signature	
Printed Name and Title	
Witnessed by (signed)	
Date	

Model 72 Acceptance Test Criteria

I. Condition and Completeness of the Machine.

General appearance must be acceptable, with no significant visible damage, and all hardware in place.

II. Model 72 Specifications

- | | | |
|-----|---------------------|--------------|
| 1.) | Envelope Height: | 3.5" – 6.38" |
| 2.) | Envelope Length: | 5" – 11.5" |
| 3.) | Envelope Thickness: | Up to 0.375" |

III. One (1) Hour Live Run Test for Acceptance.

1.) Description of Test:

The Acceptance Test will run exactly one (1) hour and will be conducted using the Participating Entity's own mail and shall be performed by a trained Participating Entity Operator. This test is highly operator-dependent; therefore, the Model 72 must be operated in accordance to Contractor's supplied Model 72 Operator's Manual. During the Acceptance Test, the following functions can be observed and/or performed on the Model 72:

2.) Mail can be loaded onto the Feeder Section:

- a. The Model 72 feeder allows for various size and thickness of envelopes (as specified in Section II) - it will be necessary for the operator to load the Conveyer with up to 22" of mail.
- b. Prior to start of Acceptance Test – the Top Cutter and Side Cutter will be set to accommodate the type of mail used for test.

3.) The Model 72 can be powered up when the "Start" key is pressed:

- a. The Performance Control Center displays copyright and performance information;
- b. The "Operator Main Menu" screen appears on the Performance Control Center; and
- c. The machine display allows for the selection of various operators, jobs, and processing settings.

4.) The Model 72 can be operated in the Content Activation Mode, Differential Mode, or Content Removal Activation Mode.

5.) When operated in the Content Activation Mode (the usual mode of operation), the machine should perform the following functions:

- a. Pressing the "Push to Cycle" button will advance the envelope.
- b. The envelope will be auto-jogged to shift contents away from the cut edges.
- c. The envelope will be opened on the top (and the side, if the "side-cut" option is chosen)
- d. Envelope sides will be held open by suction cups; and
- e. The machine will cycle envelopes automatically, assuming all contents are removed.

6.) The Verifier will determine if contents have been left in the envelope:

- a. If contents remain in envelope, the Model 72 will immediately stop running and notify the operator; and
- b. Machine cycling can be re-started by pressing the "Push to Cycle" button



7.) Empty envelopes will automatically be discarded into the trash bin.

8.) The Performance Control Center will display processing statistics, including Count (number of envelopes processed), Job Run Time (number of hours and minutes a job has been active), and Rate (number of pieces processed divided by the job run time).

9.) Printer Test (If Applicable):

a. In the Supervisor mode, the printer will automatically print performance statistics if the "Print Data" option is selected.

Test Results: Pass _____ Fail _____

If Fail, Reason(s): _____

Upon passing the test, the Participating Entity will sign as provided below.

Participating Entity's Signature	
Printed Name and Title	
Witnessed by (signed)	
Date	