

## CITY OF PERRIS

### CONTRACT SERVICES AGREEMENT FOR

#### Professional Printing and Mailing Services

This Contract Services Agreement ("Agreement") is made and entered into this 12th day of July, 2017, by and between the City of Perris, a municipal corporation ("City"), and Pacific Graphics, Inc. ("Consultant").

NOW, THEREFORE, the parties hereto agree as follows:

#### 1.0 SERVICES OF CONSULTANT

1.1 Scope of Services. In compliance with all of the terms and conditions of this Agreement, Consultant shall perform the work or services set forth in the "Scope of Services" attached hereto as *Exhibit "A"* and incorporated herein by reference. Consultant warrants that all work or services set forth in the Scope of Services will be performed in a competent, professional and satisfactory manner. Additional terms and conditions of this Agreement, if any, which are made a part hereof are set forth in the "Special Requirements" attached hereto as *Exhibit "B"* and incorporated herein by this reference. In the event of a conflict between the provisions of *Exhibit "B"* and any other provisions of this Agreement, the provisions of *Exhibit "B"* shall govern.

1.2 Compliance With Law. All work and services rendered hereunder shall be provided in accordance with all ordinances, resolutions, statutes, rules and regulations of the City and any federal, state or local governmental agency of competent jurisdiction.

1.3 Licenses, Permits, Fees and Assessments. Consultant shall obtain, at its sole cost and expense, such licenses, permits and approvals as may be required by law for the performance of the services required by this Agreement.

#### 2.0 COMPENSATION

2.1 Contract Sum. For the services rendered pursuant to this Agreement, Consultant shall be compensated in accordance with the "Schedule of Compensation" attached hereto as *Exhibit "C"* and incorporated herein by this reference, but not exceeding the maximum contract amount of up to Forty Thousand Dollars (\$40,000.00) ("Contract Sum").

2.2 Method of Payment. Provided that Consultant is not in default under the terms of this Agreement, Consultant shall be paid in a lump sum payment at completion of each issue.

### 3.0 COORDINATION OF WORK

3.1 Representative of Consultant. Yvonne Wasson, President is hereby designated as being the representative of Consultant authorized to act on its behalf with respect to the work or services specified herein and make all decisions in connection therewith.

3.2 Contract Officer. The City's City Manager is hereby designated as being the representative the City authorized to act in its behalf with respect to the work and services specified herein and make all decisions in connection therewith ("Contract Officer"). The City may designate another Contract Officer by providing written notice to Consultant.

3.3 Prohibition Against Subcontracting or Assignment. Consultant shall not contract with any entity to perform in whole or in part the work or services required hereunder without the express written approval of the City. Neither this Agreement nor any interest herein may be assigned or transferred, voluntarily or by operation of law, without the prior written approval of City. Any such prohibited assignment or transfer shall be void.

3.4 Independent Contractor. Neither the City nor any of its employees shall have any control over the manner, mode or means by which Consultant, its agents or employees, perform the services required herein, except as otherwise set forth on *Exhibit "A"*. Consultant shall perform all services required herein as an independent contractor of City and shall remain under only such obligations as are consistent with that role. Consultant shall not at any time or in any manner represent that it or any of its agents or employees are agents or employees of City.

### 4.0 INSURANCE AND INDEMNIFICATION

4.1 Insurance. Consultant shall procure and maintain, at its sole cost and expense, in a form and content satisfactory to City, during the entire term of this Agreement including any extension thereof, the following policies of insurance:

(a) Commercial General Liability Insurance. A policy of commercial general liability insurance using Insurance Services Office "Commercial General Liability" policy form CG 00 01, with an edition date prior to 2004, or the exact equivalent. Coverage for an additional insured shall not be limited to its vicarious liability. Defense costs must be paid in addition to limits. Limits shall be no less than \$1,000,00.00 per occurrence for all covered losses and no less than \$2,000,000.00 general aggregate.

(b) Workers' Compensation Insurance. A policy of workers' compensation insurance on a state-approved policy form providing statutory benefits as required by law with employer's liability limits no less than \$1,000,000 per accident for all covered losses.

(c) Automotive Insurance. A policy of comprehensive automobile liability insurance written on a per occurrence basis in an amount not less than \$1,000,000.00 per accident, combined single limit. Said policy shall include coverage for owned, non owned, leased and hired cars.

(d) Professional Liability or Error and Omissions Insurance. A Professional Liability insurance policy not less than \$1,000,000.00 per claim with respect to loss arising from the actions of Consultant performing professional services hereunder on behalf of the City.

All of the above policies of insurance shall be primary insurance. The general liability policy shall name the City, its officers, employees and agents ("City Parties") as additional insureds and shall waive all rights of subrogation and contribution it may have against the City and the City's Parties and their respective insurers. All of said policies of insurance shall provide that said insurance may be not cancelled without providing thirty (30) days prior written notice by registered mail to the City. In the event any of said policies of insurance are cancelled or amended, Consultant shall, prior to the cancellation or amendment date, submit new evidence of insurance in conformance with this Section 4.1 to the Contract Officer. No work or services under this Agreement shall commence until Consultant has provided City with Certificates of Insurance or appropriate insurance binders evidencing the above insurance coverages and said Certificates of Insurance or binders are approved by City.

Consultant agrees that the provisions of this Section 4.1 shall not be construed as limiting in any way the extent to which Consultant may be held responsible for the payment of damages to any persons or property resulting from Consultant's activities or the activities of any person or persons for which Consultant is otherwise responsible.

The insurance required by this Agreement shall be satisfactory only if issued by companies qualified to do business in California, rated "A" or better in the most recent edition of Best Rating Guide, The Key Rating Guide or in the Federal Register, and only if they are of a financial category Class VII or better, unless such requirements are waived by the Risk Manager of the City due to unique circumstances.

In the event that the Consultant is authorized to subcontract any portion of the work or services provided pursuant to this Agreement, the contract between the Consultant and such subcontractor shall require the subcontractor to maintain the same policies of insurance that the Consultant is required to maintain pursuant to this Section 4.1.

#### 4.2 Indemnification.

(a) Indemnity for Professional Liability. When the law establishes a professional standard of care for Consultant's services, to the fullest extent permitted by law, Consultant shall indemnify, defend and hold harmless City and the City's Parties from and against any and all losses, liabilities, damages, costs and expenses, including attorneys' fees and costs to the extent same are caused in whole or in part by any negligent or wrongful act, error or omission of Consultant, its officers, agents, employees of subcontractors (or any entity or individual for which Consultant shall bear legal liability) in the performance of professional services under this Agreement.

(b) Indemnity for Other Than Professional Liability. Other than in the performance of professional services and to the full extent permitted by law, Consultant shall indemnify, defend and hold harmless City and City's Parties from and against any liability

(including liability for claims, suits, actions, losses, expenses or costs of any kind, whether actual, alleged or threatened, including attorneys' fees and costs, court costs, defense costs and expert witness fees), where the same arise out of, are a consequence of, or are in any way attributable to, in whole or in part, the performance of this Agreement by Consultant or by any individual or entity for which Consultant is legally liable, including but not limited to officers, agents, employees or subcontractors of Consultant.

## **5.0 TERM**

5.1 Term. Unless earlier terminated in accordance with Section 5.2 below, this Agreement shall continue in full force and effect until June 30, 2017.

5.2 Termination Prior to Expiration of Term. Either party may terminate this Agreement at any time, with or without cause, upon thirty (30) days' written notice to the other party. Upon receipt of the notice of termination, the Consultant shall immediately cease all work or services hereunder except as may be specifically approved by the Contract Officer. In the event of termination by the City, Consultant shall be entitled to compensation for all services rendered prior to the effectiveness of the notice of termination and for such additional services specifically authorized by the Contract Officer and City shall be entitled to reimbursement for any compensation paid in excess of the services rendered.

## **6.0 MISCELLANEOUS**

6.1 Covenant Against Discrimination. Consultant covenants that, by and for itself, its heirs, executors, assigns and all persons claiming under or through it, that there shall be no discrimination against or segregation of, any person or group of persons on account of race, color, creed, religion, sex, marital status, national origin, or ancestry in the performance of this Agreement. Consultant shall take affirmative action to ensure that applicants are employed and that employees are treated during employment without regard to their race, color, creed, religion, sex, marital status, national origin or ancestry.

6.2 Non-liability of City Officers and Employees. No officer or employee of the City shall be personally liable to the Consultant, or any successor in interest, in the event of any default or breach by the City or for any amount which may become due to the Consultant or to its successor, or for breach of any obligation of the terms of this Agreement.

6.3 Conflict of Interest. No officer or employee of the City shall have any financial interest in this Agreement nor shall any such officer or employee participate in any decision relating to the Agreement which affects his financial interest or the financial interest of any corporation, partnership or association in which he is, directly or indirectly, interested, in violation of any state statute or regulation. The Consultant warrants that it has not paid or given and will not pay or give any third party any money or other consideration for obtaining this Agreement. When requested by the Contract Officer, prior to the City's execution of this Agreement, Consultant shall provide the City with an executed statement of economic interest.

6.4 Notice. Any notice or other communication either party desires or is required to give to the other party or any other person shall be in writing and either served personally or sent by prepaid, first class mail, in the case of the City, to the City Manager and to

the attention of the Contract Officer, City of Perris, 101 North "D" Street, Perris, CA 92570, and in the case of the Consultant, to the person at the address designated on the execution page of this Agreement.

6.5 Interpretation. The terms of this Agreement shall be construed in accordance with the meaning of the language used and shall not be construed for or against either party by reason of the authorship of this Agreement or any other rule of construction which might otherwise apply.

6.6 Integration; Amendment. It is understood that there are no oral agreements between the parties hereto affecting this Agreement and that this Agreement supersedes and cancels any and all previous negotiations, arrangements, agreements and understandings, if any, between the parties, and none shall be used to interpret this Agreement. This Agreement may be amended at any time by a writing signed by both parties.

6.7 Severability. In the event that part of this Agreement shall be declared invalid or unenforceable by a valid judgment or decree of a court of competent jurisdiction, such invalidity or unenforceability shall not affect any of the remaining portions of this Agreement which are hereby declared as severable and shall be interpreted to carry out the intent of the parties hereunder unless the invalid provision is so material that its invalidity deprives either party of the basic benefit of their bargain or renders this Agreement meaningless.

6.8 Waiver. No delay or omission in the exercise of any right or remedy by a non-defaulting party on any default shall impair such right or remedy or be construed as a waiver. A party's consent to or approval of any act by the other party requiring the party's consent or approval shall not be deemed to waive or render unnecessary the other party's consent to or approval of any subsequent act. Any waiver by either party of any default must be in writing and shall not be a waiver of any other default concerning the same or any other provision of this Agreement.

6.9 Attorneys' Fees. If either party to this Agreement is required to initiate, defend or made a party to any action or proceeding in any way connected with this Agreement, the prevailing party in such action or proceeding, in addition to any other relief which may be granted, shall be entitled to reasonable attorneys' fees, whether or not the matter proceeds to judgment.

6.10 Corporate Authority. The persons executing this Agreement on behalf of the parties hereto warrant that (i) such party is duly organized and existing, (ii) they are duly authorized to execute and deliver this Agreement on behalf of said party, (iii) by so executing this Agreement, such party is formally bound to the provisions of this Agreement, and (iv) the entering into this Agreement does not violate any provision of any other Agreement to which said party is bound.

[SIGNATURES ON NEXT PAGE]

IN WITNESS WHEREOF, the parties have executed and entered into this Agreement as of the date first written above.

ATTEST:

"CITY"  
CITY OF PERRIS

By: \_\_\_\_\_  
Nancy Salazar, City Clerk

By: \_\_\_\_\_  
Richard Belmudez, City Manager

APPROVED AS TO FORM:

ALESHIRE & WYNDER, LLP

By: \_\_\_\_\_  
Eric L. Dunn, City Attorney

"CONSULTANT"  
PGI – Pacific Graphics, Inc.  
14938 E. Nelson Avenue  
City of Industry, CA 91744

By: \_\_\_\_\_  
Signature

\_\_\_\_\_  
Yvonne Wasson, President

By: \_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name and Title

(Corporations require two signatures; *one from each* of the following: A. Chairman of Board, President, any Vice President; *AND B.* Secretary, Assistant Secretary, Treasurer, Assistant Treasurer, or Chief Financial Officer.)

[END OF SIGNATURES]

EXHIBIT "A"  
SCOPE OF SERVICES

[Attached]

**EXHIBIT "B"**

**SPECIAL REQUIREMENTS**

[Not Applicable]



EXHIBIT "C"  
SCHEDULE OF COMPENSATION

[Attached]



**PGI - PACIFIC GRAPHICS, INC.**

**PROPOSAL**

**RFP**

**PRINTING & DELIVERY SERVICES**

**“ON TRACK IN PERRIS” NEWSLETTER**

**FOR**

**CITY OF PERRIS**

**ORIGINAL**

June 14, 2017

City of Perris Community Services  
24 South D Street, Suite 102  
Perris, CA 92570  
Attn: Sabrina Chavez – Assistant Director

Ref: RFP "On Track in Perris" Newsletter Printing & Delivery Services

Dear Ms. Chavez:

We at PGI – Pacific Graphics, Inc., a State of California certified SBE vendor, respectfully submit this proposal for the referenced RFP for Printing & Delivery services with no addendums which shall remain in effect for 180 days from the above date. Upon acceptance, PGI agrees to enter into contract with the City of Perris in accordance with the General Terms and Conditions and Special Provisions of the Agreement for Professional Services and the Scope of Work outlined in this RFP to produce the City of Perris "On Track In Perris" Newsletter.

Furthermore, PGI agrees to the following:

This RFP shall be incorporated in its entirety as part of this proposal.

The Statement of Qualification and References are included in the following pages of this proposal.

All charges for services will be "Not to Exceed" fees per task as submitted with and made part of this proposal.

A copy of our rate schedule has been enclosed as requested, and it shall be made part of this proposal for invoicing, and for extra work incurred that is not part of this proposal.

PGI adheres to all federal, state and local laws and regulations. In case of conflict between federal, state and local laws or regulations, we adhere to the strictest.

PGI will allow all authorized federal, state, county, and City of Perris officials access to its place of work, books, documents, papers, fiscal, payroll materials, and other relevant contract records pertinent to this project. PGI agrees to retain all relevant records for a minimum period of five years.

PGI does not discriminate employment based on race, color, religion, sex, or national origin.

PGI complies with the California Labor Code, the Federal Labor Standards provisions, Federal Prevailing Wage Decision, and the State of California Prevailing Wage Rates respectively.

PGI complies with the Copeland Anti-Kickback Act and the implementation regulation issued pursuant thereto, and any amendments thereof.

PGI's safety record shows zero lost hours due to accidents or work injuries.

PGI has no record of litigations since established in 1989.

PGI agrees with and accepts all the terms of the Professional Service Agreement.

Our current capabilities allow us to produce all requested services in-house without the need for sub-contracting.

I am not aware of any conflict of interest in performing the requested services. I attest that all information submitted with this proposal is true and correct. Any communication regarding this proposal shall be forward to my attention.

On behalf of the entire PGI team, thank you for the opportunity to be of service.

Sincerely,

*Eddy O Salas*

Eddy O. Salas

PGI – Pacific Graphics, Inc.

General Manager

[eddy@pacgraphics.com](mailto:eddy@pacgraphics.com)

## **QUALIFICATIONS, EXPERIENCE AND REFERENCES**

### **(1) PGI PROFILE & BACKGROUND**

Pacific Graphics, Inc. PGI was established in 1989 with one business forms press and a collator. From early on, PGI established itself with corporate clients as a prime business forms producer by developing a reputation for providing high quality products and excellent customer service. As time changed customers' needs, PGI diversified and began to offer a more complete printing service to its customers and the industry by offering a wide range of commercial products. Today, PGI is a commercial lithographic offset, digital and wide format printing, mailing, fulfillment and distribution services company with a state of the art medium size facility.

From concept development to finished product, we, at PGI, provide you with high quality printing and mailing services to produce effective print communications tools. We have distinguished ourselves by establishing a reputation for providing a service which meets and often exceeds the most demanding customers' criteria. We always recognize the need to maintain this high level of quality service and therefore are always striving to stay at the forefront of technology. Our highly knowledgeable and proficient staff, our state of the art facility, and our long list of satisfied customers are proof that we are highly committed to the printing business. We can provide high quality printing, mailing and distribution services just in time at very competitive prices.

We have recently added to our Press department a Xerox iGen4 110 Digital Production Press with EFI/Fiery Color Controller and Free-Flow Web Service which can deliver sophisticated color images, graphics, personalized variable information, web-to-print, and print-on-demand solutions that only digital printing can offer. We added to our Bindery

department, a MBO B30S 644C folder capable of performing any type of folding configuration. And, we also added to our Mailing department a Neopost PS-1200 Intelligent High-Speed Inserter. It is our goal at PGI to become one of your preferred printing and mailing vendors.

## **(2) COMPANY CAPABILITIES AND EXPERIENCE**

PGI has been servicing its government and corporate clients for the past 27 years. By providing high quality products and services from early on, PGI has grown to its current size which allow us to service over 200 corporate and government clients on a regular basis. The company currently operates two shifts with ample capacity for growth. PGI started operations with two employees, and now employs 25 highly skilled individuals. PGI's primary industrial classifications according to the North American Industry Classification System (NAICS) are code 323110 - Commercial Lithographic Printer, 323115 Commercial Digital Printer, and 541860 Direct Mail Services. From concept development to finished product, we at PGI, specialize in commercial lithographic offset printing processes such as stochastic and conventional, wide format, and digital printing solutions such as print-on-demand, variable data, and web-to-print. Additional services include fulfillment, mailing, distribution, and warehousing.

Our long-term relationship with corporate organizations, higher education institutions and governmental agencies has given us an extensive level of experience not only with their procurement processes but with the development and production of high quality products, just in time at very competitive prices.

We currently print products for companies and institutions such as Bank of America, Univision, MGM/Mirage Group, Circus Circus, SBC, Albertsons, Choice Hotels, Marriott Hotels, Macy's, Farmers Insurance, State Farm Insurance, Toyota Motors, California State University, University of Southern California, University of California – Los Angeles, El Camino College, Los Angeles Unified School District, City of Los Angeles, Los Angeles County Metropolitan Transportation Authority, Los Angeles World Airports, City of San Marino, City of Santa Monica, City of Santa Clarita, City of Pico Rivera, City of Temple City, City of Burbank, County of Los Angeles, County of Orange, County of San Bernardino, County of Riverside, Las Vegas Police Department, U.S. Government Printing Office, and many more.

### **(3) PRODUCTS AND SERVICES DESCRIPTION**

Pacific Graphics, Inc. is a commercial lithographic offset, digital, and wide-format printing, mailing, fulfillment and distribution service organization. Our Pre-press department, equipped with the latest technology in the industry has a fully integrated digital web enabled environment; its computer to plate system provides high impact color resolution and detailed images. The Press department specializes in digital, wide-format and conventional and stochastic offset printing on a variety of substrates including paper, board and synthetics. Our Bindery department offers a variety of finishing services such as collating, cutting, die cutting, embossing, folding, gluing, laminating, mounting, padding, packaging, stitching, and shrink wrapping. We offer additional services such as Fulfillment, Mailing and Distribution. Our product line includes: Brochures, Booklets, Business Forms, Calendars, Catalogs, Direct Mail, Door Hangers, Financial Reports,

Folding Cartons, Labels, Manuals, Maps, Pamphlets, Postcards, Posters, Stationery, Table Tents, and a variety of other custom marketing products.

SIC CODES: Standard Industrial Classification 1987

2752 Commercial Lithographic Printing	2732 Book Printing
2759 Commercial Digital Printing	2761 Manifold Business Forms
2678 Stationery	2677 Envelopes
2771 Greeting Cards	2675 Die-Cut Paper & Board
2657 Folding Paperboard Boxes	

NAICS CODES: North American Industry Classification System 2002

323110	Commercial Lithographic Printing
323115	Digital Printing
323114	Quick Printing
322233	Stationery, Tablet, and Related Products
323119	Other Commercial Printing
323117	Books Printing
323116	Manifold Business Forms Printing
322232	Envelopes Manufacturing

NIGP CODES: National Institute of Government Purchasing 17<sup>th</sup> edition

96607	Business Cards Printing
96616	Continuous Form Printing
96625	Digital Printing
96631	Envelope Printing
96636	Forms Printing – Non-Continuous
96651	Letterhead Printing
96657	Offset Printing, Small Press Work < 25,000; 4 Colors.
96658	Offset Printing, Large Press Work <100,000; 4 Colors.
96660	Offset Printing, Large Prod. Runs <100,000; 4 Colors Process/T-Reg.
96663	Offset Printing, Book/Catlg. <100,000; 4 Colors Process/T-Reg, SSB.
96668	Offset Printing, Large Press <100,000; 4 Colors Process/T-Reg, SSB
96671	Bindery: Cutting, Drilling, Folding, Punching, Trimming, Wrapping, etc.
96676	Print on Demand Printing Services
96685	Snap-out Form Printing



**(4) MEMBERSHIPS**

PGI is a member of the Printing Industry Association, GATF, Latin Business Association, U.S. Hispanic Chamber of Commerce, Southern California and Nevada Minority Business Development Councils, Los Angeles Chamber of Commerce, Women & Minority Business Enterprise.

**(5) CERTIFICATIONS**

PGI is a Woman Minority Owned Business Enterprise, and it has been certified by the following organizations:

U.S. Small Business Administration	8(a) BD & Small Disadvantaged Business
State of California	Small Business Enterprise
County of Los Angeles, CA	Small Business Enterprise
California Public Utilities Commission	Women & Minority Business Enterprise Southern California Minority
Business Development Council	Minority Owned & Managed Company
Los Angeles County MTA	Small Business Enterprise
Los Angeles County MTA	Minority/Women-Owned Business Enterprise
U.S. DOT/California Unified Certification Program (CUCP)	Disadvantaged Business Enterprise

**(6) FINANCIAL CONDITION**

See enclosed D & B Financial Report.

## **(7) FIRMS EXPERIENCE IN SIMILAR WORK**

We, at PGI, have distinguished ourselves by establishing a reputation for providing a service which meets and often exceeds the most demanding customer criteria. We always recognize the need to maintain this high level of quality and service; therefore, we are always striving to stay at the forefront with the latest technology.

Our highly knowledgeable and proficient staff, our state of the art facility, and our long list of satisfied customers are proof that we are highly committed to our business. We can provide high quality printing, graphics, mailing, fulfillment and distribution services just in time at very competitive prices.

Our Pre-press department with the latest technology in the industry operates within a fully integrated digital web enabled environment; its computer to plate system provides high impact color resolution and detailed images. Film requirements are also managed by this department.

The Press department specializes in conventional and stochastic offset printing in a variety of substrates including paper, board, and synthetics.

The Digital Printing department in addition to high quality wide-format and color printing offers services such as print-on-demand, variable data printing, and web-to-print solutions.

The Bindery and Finishing department offers services such as cutting, die cutting, folding, gluing, padding, stitching, and shrink wrapping. We offer additional services such as Fulfillment, Mailing and Distribution.

Our fully integrated management system allows us to track an order through the entire process. It automatically navigates from quotation to order entry, to pre-press, to print production scheduling, mailing, distribution, purchasing, shipping & receiving, inventory control, billing, and administrative accounting. Our company's quality procedures adhere to ISO 9001-2000 standards.

It is our goal at Pacific Graphics, Inc. to be one of your preferred printing vendors.

#### **(8) IDENTIFIED SUB-CONTRACTORS**

Based on the product specifications requested for bid in this RFP, it will not be necessary for PGI to secure any subcontractors. PGI has all necessary in-house capabilities for production of the required products.

We at PGI are in partnership with the following manufacturers and distributors of equipment and supplies: Mitsubishi USA, Xerox, Pitney-Bowes, Kodak, Xpedx, Spicer Papers, 8 Net Paper Company, Lippo Bindery, the Pitman Company, Neopost, and many others.

## **(9) REFERENCES**

### **Southern California Edison**

Paul Anderson – Graphics Production Supervisor

[paul.r.anderson@sce.com](mailto:paul.r.anderson@sce.com)

626-302-7051

GO3 Room 135

2131 Walnut Groove Ave

Rosemead, CA 91770

Five years

New five-year contract awarded in 2012

Printing, mailing, and fulfillment services

### **Farmers Insurance Group**

Elvia Martinez – Global Business Services

[elvia.martinez@farmersinsurance.com](mailto:elvia.martinez@farmersinsurance.com)

909-839-2040

13950 Ramona Ave

Chino, CA 91710

Twenty-four years

Three-year contract awarded in 2014

Printing services – collateral & marketing materials

### **Orange County Transportation Authority**

Jennifer O'Connor – OCTA Marketing Programs Administrator

[joconner@octa.net](mailto:joconner@octa.net)

714-560-5369

550 S. Main St., P.O. Box 14184

Orange, CA 92863-1584

Five years

New two-year contract extension awarded in 2014

Printing Services – collateral & marketing materials

### **Los Angeles Metropolitan Water District**

Luis A. Romero – Finance & Business Services Division

[lromero@mwdh2o.com](mailto:lromero@mwdh2o.com)

213-217-6914

700 N. Alameda St.

Los Angeles, CA 90012

Four years

New two-year contract extension awarded in 2014

Printing Services – collateral & public awareness materials

**Los Angeles Metropolitan Transportation Authority**

Robert Hartert – Print Dept. Supervisor

[hartertr@metro.net](mailto:hartertr@metro.net)

213-922-4353

One Gateway Plaza

Los Angeles, CA 90012

Ten Years

New three-year contract awarded in 2015

Printing Services – collateral & marketing materials

**County of Los Angeles**

Mary Walcott – Buyer

[mwalcott@isd.lacounty.gov](mailto:mwalcott@isd.lacounty.gov)

323-267-2208

Internal Services Department

ISD – Central Purchasing

1100 N. Eastern Ave. – Room 103

Los Angeles, CA 90063

Four years

Five-year contract issued in 2014

Countywide Printing & Mailing Services

**U.S. Government Printing Office – Vendor #040-66296**

Willie Anderson

[wanderson@gpo.gov](mailto:wanderson@gpo.gov)

206-764-3726

Seattle Regional Office

4735 E. Marginal Way South

Seattle, WA 98134-2397

Six Years

Perpetual contract based on performance compliance

Printing, Mailing & Fulfillment Services

**City of Temple City**

Brian Haworth

[bhaworth@templecity.us](mailto:bhaworth@templecity.us)

626-285-2171 x2324

9701 Las Tunas Dr.

Temple City, CA 91780

Four Years

Four-year contract awarded 2013

Printing & Mailing Services

**City of Rosemead**  
Sandy Bernica  
[sbernica@cityofrosemead.org](mailto:sbernica@cityofrosemead.org)  
626-569-2163  
8838 East Valley Blvd.  
Rosemead, CA 91770  
Two years  
Printing & Mailing Services

**City of Santa Clarita**  
Amy Sparks  
[asparks@santa-clarita.com](mailto:asparks@santa-clarita.com)  
661-286-4084  
23920 Valencia Blvd., Suite 100  
Santa Clarita, CA 91355  
Four years  
Printing Services

**County of Los Angeles**  
Department of Environmental Health  
Gayani Liyanage  
[gliyanage@ph.lacounty.gov](mailto:gliyanage@ph.lacounty.gov)  
626-430-5222  
5050 Commerce Drive, 2<sup>nd</sup> Floor  
Baldwin Park, CA 91706  
Five-year contract issued in 2014  
Health Permits: Billing & License Printing & Mailing  
Value: \$ 205,374.00/yr.

**City of Pico Rivera**  
Gabriel Castorena  
[gcastorena@pico-rivera.org](mailto:gcastorena@pico-rivera.org)  
562-801-4217  
6615 Passons Blvd.  
Pico Rivera, CA 90660-1016  
Three years  
Printing & Mailing Services

**(10) PRINTING, MAILING & FILM PRODUCING CAPABILITIES**

PGI has in-house all the capabilities necessary to produce digital printing for short runs, and large offset presses for medium to large jobs such as the annual reports, brochures, and door hangers. Our mailing department is equipped to handle all mailing requirements by the City. The shipping requirements will be handled by our shipping and delivery department.

**(11) EDUCATION, EXPERIENCE & PROFESSIONAL CREDENTIALS OF PROJECT STAFF**

**ORGANIZATION**

Our staff at PGI consists of highly dedicated individuals in each of our departments.

POSITION/DEPT.	NAME	EXPERIENCE
President	Yvonne Wasson	40 yrs.
Accounting/Administration	Veronica Ramirez	5 yrs.
Customer Service	Manuel Maldonado	5 yrs.
Sales Manager	Rick Wasson	16 yrs.
General Manager	Eddy O. Salas	25 yrs.
Pre-press Manager	Lilly Feng	13 yrs.
Press Production Manager	Bill Wasson	15 yrs.
Press Operator	Cirilo Gomez	30 yrs.
Press Operator	Jorge Monterrozo	25 yrs.
Bindery/Warehouse Manager	Pablo Corral	26 yrs.

The balance of our team is also a group of highly dedicated and experience individuals that are constantly training in the latest developments of our trade.

**(12) KEY PERSONNEL PROPOSED TO DO WORK & SUB-CONTRACT WORK**

<b>POSITION/DEPT.</b>	<b>NAME</b>	<b>EXPERIENCE</b>
President	Yvonne Wasson	40 yrs.
Accounting/Administration	Veronica Ramirez	5 yrs.
Customer Service	Manuel Maldonado	5 yrs.
Sales Manager	Rick Wasson	16 yrs.
General Manager	Eddy O. Salas	25 yrs.
Pre-press Manager	Lily Feng	13 yrs.
Press Production Manager	Bill Wasson	15 yrs.
Press Operator	Cirilo Gomez	30 yrs.
Press Operator	Jorge Monterrozo	25 yrs.
Bindery/Warehouse Manager	Pablo Corral	26 yrs.

Sub-contractors will not be used for the proposed work under this RFP.

**(13) AVAILABILITY OF KEY PERSONNEL**

The above-mentioned personnel will be available to the extent possible for the duration of the project. Any change proposed change will be communicated to the City for approval.



## **SCOPE OF SERVICES**

### **(1) PROPOSED WORK FOR PRINT PRODUCTION & MAILING SERVICES**

PGI will provide the following:

- Standard complete turnaround on print jobs shall be 5 work days, maximum turnaround on any one project would be no more than 7 business days from receipt of digital mechanical to delivery.
- Ability to turn rush jobs in 72 hours or less when needed.
- Ability to manage multiple print projects at the same time (could be between 3-7 unique print jobs) in the maximum turnaround time of 10 business days.
- Ability to produce, deliver or accept files from the following software: – Adobe Creative Suite 5 (including Photoshop, Illustrator, InDesign) – High resolution PDF
- Ability to provide 1- to 6-color lithographic printing and bindery services.
- Ability to provide mailing services such as mail preparation, processing, and delivery to USPS of printed magazines within require time frame.
- Ability to communicate with the City's graphics team during the entire production and delivery of the magazine.
- PGI will require art files, proof revisions and/or approvals, mail carrier routes, and postage permit to complete this project.
- PGI is adequately staffed in the administration and production departments to produce these orders without any issues.
- PGI works primarily under long term contracts with corporate and government entities at the city, county, state and federal levels. The list of current jobs is highly dynamic in nature to list, please feel free to contact any of the references listed above for compliance performance reports.

### **(2) SEQUENTIAL ACTIVITIES**

PGI requires notification in advance of an upcoming job for an estimate to be produced by the estimating department, and to be transmitted to the City via our customer service representative for verification and approval. Once the job is approved, our CSR will enter the job into production, and proofs are sent to the City for final approval. Upon proof approval, the job is entered production in accordance with the City's specifications and requested delivery date. Any communication regarding production shall be related to PGI through the assigned CSR. If issues arise that cannot be resolved by the CSR, please contact the General Manager direct.

### **(3) QUALITY CONTROL**

PGI adheres to ISO 9001:2000 Quality Control Requirements for all items produced in its facility. Budgets and production schedules are managed and closely monitored by our staff by means of our EFI/PSI workflow system. Any deviations from standards are immediately reported to the City.

### **(4) ISSUES AND PROBLEMS**

PGI hardly encounters any issues. At any time, if anything out of the ordinary arises, PGI will promptly communicate the issue to the City for satisfactory resolution. It is expected that if the City encounters any issues, the City representative would contact the assigned PGI's CSR for resolution.

### **(5) ENHANCEMENTS & PROCEDURAL & TECHNICAL INNOVATIONS**

PGI is always at the forefront of print technology. PGI will share any new developments with the City.

### **(6) SAMPLES**

Enclosed

### **ACCEPTANCE OF CONDITIONS**

PGI accepts all conditions listed in this RFP.

**PGI - PACIFIC GRAPHICS INC**

**CITY OF PERRIS - COMMUNITY SERVICES DEPARTMENT**

**"ON TRACK IN PERRIS" NEWSLETTER**

**PRINTING & MAILING SERVICES - ITEMIZED BUDGET**

**FALL 2017 (Sep - Dec 2017)**

Printing Services (13,662)	\$ 9,349.98
Tax 7.75% (2,000 delivered to City)	\$ 106.08
Mail Preparation - EDDM Service	\$ 519.86
Estimated EDDM Postage	\$ 3,021.62
<b>TOTAL</b>	<b>\$ 12,997.54</b>

**WINTER/SPRING 2018 (Jan - Apr 2018)**

Printing Services (13,662)	\$ 9,349.98
Tax 7.75% (2,000 delivered to City)	\$ 106.08
Mail Preparation - EDDM Service	\$ 519.86
Estimated EDDM Postage	\$ 3,021.62
<b>TOTAL</b>	<b>\$ 12,997.54</b>

**SUMMER 2018 (May - Aug 2018)**

Printing Services (13,662)	\$ 9,349.98
Tax 7.75% (2,000 delivered to City)	\$ 106.08
Mail Preparation - EDDM Service	\$ 519.86
Estimated EDDM Postage	\$ 3,021.62
<b>TOTAL</b>	<b>\$ 12,997.54</b>

<b>Grand Total</b>	<b>\$ 38,992.62</b>
--------------------	---------------------

**PGI - PACIFIC GRAPHICS INC**

**CITY OF PERRIS - COMMUNITY SERVICES DEPARTMENT  
"ON TRACK IN PERRIS" NEWSLETTER**

**PRINTING & MAILING SERVICES - PRODUCTION TARGET TIMELINE**

**FALL 2017 (Sep - Dec 2017)**

Delivery to Residents	8/10/2017
Delivery to Perris USPS	8/7/2017
Proof Approval by City	7/28/2017
Delivery of Proofs to City	7/27/2017
Delivery of Artwork by City	7/26/2017

**WINTER/SPRING 2018 (Jan - Apr 2018)**

Delivery to Residents	12/11/2017
Delivery to Perris USPS	12/8/2017
Proof Approval by City	11/29/2017
Delivery of Proofs to City	11/28/2017
Delivery of Artwork by City	11/27/2017

**SUMMER 2018 (May - Aug 2018)**

Delivery to Residents	4/10/2018
Delivery to Perris USPS	4/6/2018
Proof Approval by City	3/28/2018
Delivery of Proofs to City	3/27/2018
Delivery of Artwork by City	3/26/2018



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
3/30/2016

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Kinter-Buchanan Insurance Agency License Number: 0E40872 111 Pier Ave., Suite 100 Hermosa Beach CA 90254	<b>CONTACT NAME:</b> Mike Igloi <b>PHONE (A/C No. Ext.):</b> (310) 798-6100 <b>E-MAIL ADDRESS:</b> Mike@KBInsurance.com	<b>FAX (A/C No.):</b> (310) 798-6151
	<b>INSURER(S) AFFORDING COVERAGE</b>	
<b>INSURED</b> Pacific Graphics, Inc., DBA: PGI 14938 Nelson Avenue  City of Industry CA 91744	<b>INSURER A:</b> Republic Indemnity	
	<b>INSURER B:</b> Travelers Insurance Company	
	<b>INSURER C:</b>	
	<b>INSURER D:</b>	
	<b>INSURER E:</b>	
	<b>INSURER F:</b>	


**COVERAGES**                      **CERTIFICATE NUMBER:** CL1532009540                      **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
B	<b>GENERAL LIABILITY</b> <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC			680-006F999203	04/01/2017	04/01/2018	EACH OCCURRENCE \$ 2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 2,000,000 GENERAL AGGREGATE \$ 4,000,000 PRODUCTS - COMP/OP AGG \$ 4,000,000
B	<b>AUTOMOBILE LIABILITY</b> <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS  <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS			BA-7F013051	04/01/2017	04/01/2018	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ UMBRELLA LIAB OCCUR \$ EXCESS LIAB CLAIMS-MADE \$ DED RETENTION \$
A	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		N/A	250623-01	4/1/2017	4/1/2018	<input checked="" type="checkbox"/> WC STATU-TORY LIMITS <input type="checkbox"/> OTH-FR E L EACH ACCIDENT \$ 1,000,000 E L DISEASE - EA EMPLOYEE \$ 1,000,000 E L DISEASE - POLICY LIMIT \$ 1,000,000
B	<b>PRINTERS ERRORS AND OMISSIONS</b>			680-006F999203	04/01/2017	04/01/2018	EACH OCCURRENCE \$1,000,000 AGGREGATE \$2,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

**CERTIFICATE HOLDER**                      **CANCELLATION**

<b>PGI - Pacific Graphics Inc.</b> 14938 East Nelson Avenue City of Industry, CA 91744	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	<b>AUTHORIZED REPRESENTATIVE</b>  Michael Igloi/KBI 

At-A-Glance Summary

[Instruction Guide](#) ?

**Creditworthiness** ?

Likelihood this company will experience financial distress in the next 12 months

LOW

Likelihood this company will not pay on time over the next 12 months

MODERATE

Financial Stress Class: 1



[Get details](#)

Credit Score Class: 3



[Get details](#)

D&B offers guidance on credit limits for this company based on its profile as well as profiles of other companies similar in size, industry, and credit usage

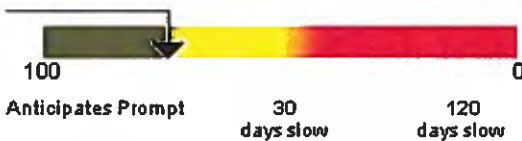
[Get details](#)

**Payment History & Trends** ?

Timeliness of historical payments for this company\*\*

SLOW

D&B PAYDEX® : 79



Industry benchmark: Prompt

\*\*Based on 14 trade experiences on file with D&B

[Get details](#)

Payment performance trend over the past 90 days

UNCHANGED

[Get details](#)

**Public Filings** ?

Evidence of bankruptcy, fraud, or criminal proceedings in the history of this business or its management

NO

Noteworthy special events in this company's file

NO

Total number of suits, liens and judgments in this company's file

0  [Get details](#)

Value of open suits, liens and judgments for this company

\$0  [Get details](#)

Value of open records refers only to 10 most recent filings for each record type. There may be additional suits, liens, judgments, or UCC filings in D&B's file on this company available by contacting 1-866-472-7362.

**Fast Facts**

**Profile**

PGI, INC  
14938 E Nelson Ave  
City Of Industry, CA 91744  
Tel: 626 336-7707  
Fax: 626 336-6627  
[www.pacgraphics.com](http://www.pacgraphics.com)  
D-U-N-S #: 61-764-2806  
D&B Rating: 1R2

**Company Stats**

Year incorporated 1989  
Year started 1989  
Employees 25  
Financing SECURED  
Chief Executive Yvonne Castillo Wasson, Pres  
S.I.C. 2752  
2759  
8742  
7331

**Industry**

Lithographic coml print, commercial printing, mgmt consulting svcs, direct mail ad svcs  
This is a single location.

Included with this Comprehensive Insight Plus Report are continuous tracking of key business changes and free Alert messages in the View My Reports/Alerts page. You can also choose to receive e-mail notifications of the important changes.  
**IMPORTANT NOTE:** You will not receive e-mail alerts if you have opted out of receiving communications from D&B

The Net worth amount in this section may have been adjusted by D&B to reflect typical deductions, such as certain intangible assets

### Customer Service

- ▶ Email us with your questions at [sbsSupport@dnb.com](mailto:sbsSupport@dnb.com)
- ▶ If you'd like to speak to one of our member support technicians directly, call toll-free 1-800-333-0505, Monday through Friday, 7:00AM to 7:00 PM CST
- ▶ If this is a report on your own company use [eUpdate](#), our easy online tool, to inform D&B of any changes to your business information.

[Company Snapshot](#) | [Creditworthiness](#) | [Payment History & Trends](#) | [Public Filings](#) | [History & Operations](#) | [Banking & Finance](#)

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**PGI INC. - #9449**

SUPPLIER PROFILE			
Legal Business Name	PGI PACIFIC GRAPHICS, INC.		
Doing Business As	PGI INC.		
Address	14938 NELSON AVE CITY OF INDUSTRY, CA 91744-4330	Phone	(626) 336-7707
		FAX	(626) 336-6627
Email	<a href="mailto:eddy@pacographics.com">eddy@pacographics.com</a>		
Web Page	<a href="http://www.pacographics.com">http://www.pacographics.com</a>		
Business Types	Service Manufacturer		
Service Areas	Alameda, Alpine, Amador, Butte, Calaveras, Colusa, Contra Costa, Del Norte, El Dorado, Fresno, Glenn, Humboldt, Imperial, Inyo, Kern, Kings, Lake, Lassen, Los Angeles, Madera, Marin, Mariposa, Mendocino, Merced, Modoc, Mono, Monterey, Napa, Nevada, Orange, Placer, Plumas, Riverside, Sacramento, San Benito, San Bernardino, San Diego, San Joaquin, San Luis Obispo, San Mateo, Santa Barbara, Santa Clara, Santa Cruz, Shasta, Sierra, Siskiyou, Solano, Sonoma, Stanislaus, Sutter, Tehama, Trinity, Tulare, Tuolumne, Ventura, Yolo, Yuba,		
Keywords	PAPER DISTRIBUTOR, COMMERCIAL PRINTING, DIGITAL PRINTING, VARIABLE DATA, MAILING, DISTRIBUTION, QUICK PRINTING, BROCHURES, MANUALS, PRESENTATION FOLDERS, BUSINESS CARDS, STATATIONERY, ENVELOPES, PACKAGING, MAPS PRINTING, BOOK PRINTING.		
Classifications	323110 - Commercial Lithographic Printing 323115 - Digital Printing 323117 - Books Printing 731519 - Industrial printing services 801416 - Sales and business promotion activities 801417 - Distribution 801418 - Mailing services 821019 - Media placement and fulfillment 821215 - Printing		

**Active Certifications**

TYPE	STATUS	FROM	TO
SB (Micro)	Approved	Oct 17, 2013	Oct 31, 2017

**Certification History**

TYPE	STATUS	FROM	TO
SB (Micro)	Expired	Nov 28, 2011	Nov 30, 2013
SB (Micro)	Expired	Oct 8, 2009	Oct 31, 2011
SB (Micro)	Expired	Aug 6, 2008	Aug 31, 2009
SB	Expired	Oct 5, 2005	Sep 30, 2008
SB	Expired	Nov 12, 2002	Oct 31, 2005
SB	Expired	Oct 21, 1997	May 31, 2000



# SUPPLIER CLEARINGHOUSE CERTIFICATE OF ELIGIBILITY

CERTIFICATION EXPIRATION DATE: July 1, 2018

The Supplier Clearinghouse for the Utility Supplier Diversity Program of the California Public Utilities Commission hereby certifies that it has audited and verified the eligibility of

*PGI - Pacific Graphics International, Inc*  
*Women/Minority Business Enterprise (WMBE)*

pursuant to Commission General Order 156, and the terms and conditions stipulated in the Verification Application Package. This Certificate shall be valid only with the Clearinghouse seal affixed hereto.

Eligibility must be maintained at all times, and renewed within 30 days of any changes in ownership or control. Failure to comply may result in a denial of eligibility. The Clearinghouse may reconsider certification if it is determined that such status was obtained by false, misleading or incorrect information. Decertification may occur if any verification criterion under which eligibility was awarded later becomes invalid due to Commission ruling. The Clearinghouse may request additional information or conduct on-site visits during the term of verification to verify eligibility.

This certification is valid only for the period that the above firm remains eligible as determined by the Clearinghouse. Utility companies may direct inquiries concerning this Certificate to the Clearinghouse at (800) 359-7998 in Los Angeles.

CON-94HS/1146

DEFERRED EXPIRATION DATE: July 1, 2018



Los Angeles County  
Metropolitan Transportation Authority

One Gateway Plaza  
Los Angeles, CA 90012-2952

213.922.2000 Tel  
metro.net

# Metro CALIFORNIA UNIFIED CERTIFICATION PROGRAM



April 6, 2015

**CUCP #35036**  
**Metro File # 4498**

Yvonne Wasson  
PGI PACIFIC GRAPHICS, INC.  
14938 E. Nelson Avenue  
City of Industry, California 91744

**RE: Disadvantaged Business Enterprise Certification**

Dear Yvonne Wasson:

We are pleased to advise you that after careful review of your application and supporting documentation, the Los Angeles County Metropolitan Transportation Authority (Metro) has determined that your firm meets the eligibility standards to be certified as a Disadvantaged Business Enterprise (DBE) as required under the U.S. Department of Transportation (U.S. DOT) Regulation 49 CFR Part 26, as amended. This certification will be recognized by all of the U.S. DOT recipients in California. Your firm will be listed in the California Unified Certification Program (CUCP) database of certified DBEs under the following specific areas of expertise that you have identified on the NAICS codes form of the application package:

NAICS (2007)	Description
323110	Commercial Lithographic Printing
323115	Digital Printing
322121	Paper [except newsprint] Mills
541860	Direct Mail Advertising

Your DBE certification applies only for the above codes. You may review your firm's information in the CUCP DBE database which can be accessed at the CUCP's website at [www.californiaucp.org](http://www.californiaucp.org). Any additions and revisions must be submitted to Metro for review and approval.

In order to ensure your continued DBE status, you are required to submit an annual No Change Declaration Form (which will be sent to you) along with supporting documentation. If no changes are noted, then your DBE status remains current. If there are changes, Metro will review to determine continued DBE eligibility. Please note, your DBE status remains in effect unless Metro notifies you otherwise.

Should any changes occur that could affect your certification status prior to receipt of the No Change Declaration Form, such as changes in your firm's name, business/ mailing address, ownership, management or control, or failure to meet the applicable business size standards or personal net worth standard, please notify Metro immediately. Failure to submit forms and/or change of information will be deemed a failure to cooperate under Section 26.109 of the Regulations.

Metro reserves the right to withdraw this certification if at any time it is determined that it was knowingly obtained by false, misleading, or incorrect information. Your DBE certification is subject to review at any time. The firm thereby consents to the examination of its books, records and documents by Metro.

*Small Business Certification Unit*  
One Gateway Plaza, Mail Stop 99-8-4, Los Angeles, CA 90072-2952  
Ph: 213-922-2600 Fax: 213-922-7660

Congratulations, and thank you for your interest in the DBE program. Should you have any questions, please contact us at 213-922-2600. For information on Metro contracting opportunities, please visit our website at www.metro.net.

Sincerely,

A handwritten signature in black ink, appearing to read "Gail Charles". The signature is fluid and cursive, with a long horizontal stroke at the end.

Gail Charles, Certification Consultant  
GAIL CHARLES CONSULTING SERVICES  
DIVERSITY & ECONOMIC OPPORTUNITY DEPARTMENT



**Metro**

Los Angeles County  
Metropolitan Transportation Authority

One Gateway Plaza  
Los Angeles, CA 90012-2952

213.922.2000 Tel  
metro.net

April 6, 2015

**Metro File # 4498**

Yvonne Wasson  
PGI PACIFIC GRAPHICS, INC.  
14938 E. Nelson Avenue  
City of Industry, California 91744

**Re: Small Business Enterprise Certification**

Dear Yvonne Wasson:

We are pleased to advise you that after careful review of your application and supporting documentation, the Los Angeles County Metropolitan Transportation Authority (Metro) has determined that your firm meets the eligibility standards to be certified as a Small Business Enterprise (SBE) as required under Metro's SBE Program. Your firm will be listed in Metro's SBE database of certified SBEs under the following specific areas of expertise:

NAICS (2007)	Description
323110	Commercial Lithographic Printing
323115	Digital Printing
322121	Paper [except newsprint] Mills
541860	Direct Mail Advertising

Your SBE certification is good for five years from the date of this letter and applies only for the above NAICS 2007 codes. Any additions and revisions must be submitted to Metro for review and approval

After the five-year certification period, your entire file will be reviewed in order to ascertain continued SBE certification status. You will be notified of the pending SBE status review and any documentation updates necessary prior to the expiration date.

Also, should any changes occur that could affect your certification status prior to receipt of the renewal application, such as changes in your firm's name, business/mailing address, ownership, management or control, or failure to meet the applicable business size standards or personal net worth standard, please notify Metro immediately.

Metro reserves the right to withdraw this certification if at any time it is determined that it was knowingly obtained by false, misleading, or incorrect information. Your SBE certification is subject to review at any time. The firm thereby consents to the examination of its books, records, and documents by Metro.

Congratulations, and thank you for your interest in Metro's SBE Program. Should you have any questions, please contact us at 213-922-2600. For information on Metro contracting opportunities, please visit our website at www.metro.net.

Sincerely,

Gail Charles  
GAIL CHARLES CONSULTING SERVICES, Certification Consultant  
Diversity & Economic Opportunity Department



**LOS ANGELES COUNTY**  
**CONSUMER &  
BUSINESS AFFAIRS**

Los Angeles County  
Board of Supervisors  
Hilda L. Solis  
Mark Ridley-Thomas  
Sheila Kuehl  
Don Knabe  
Michael D. Antonovich

Brian J. Stiger  
Director

September 30, 2015

Eddy O Salas  
PGI, INC.  
14938 Nelson Ave.  
City of Industry, CA 91744-4330

Vendor #: 12132901

Dear Eddy O Salas:

Congratulations! Your business is now certified as a Local Small Business Enterprise (Local SBE) with the County of Los Angeles effective as of the date of this letter. Your Local SBE certification expiration date is based on your State of California Small Business certification, which expires on October 31, 2017 .

Your business is eligible for the Local SBE Preference Program consideration in those County of Los Angeles solicitations which include the "Request for Local SBE Preference Program Consideration" form. You must complete the form and provide your Vendor Number in your bid/proposal for each response to receive the preference.

Additionally, the Board of Supervisors established a "Countywide Small Business Payment Liaison and Prompt Pay Program". As a certified Local SBE, your company is now eligible for a 15-day prompt payment. Please call the Small Business Services office at (323) 881-5175 or send an email to [cbesbe@dca.lacounty.gov](mailto:cbesbe@dca.lacounty.gov) to make an appointment to receive your free Prompt Payment Stamp and instructions.

The County of Los Angeles Department of Consumer and Business Affairs reserves the right to request additional information and/or conduct an on-site visit to verify your company's eligibility for the program. If there are any changes in the State of California Office of Small Business and DVBE Certification (OSDC) SB status, ownership, control of the firm or principal place of business during the certification period, you are required to notify the Small Business Services office and the OSDC immediately.

Again, congratulations on your certification. If you have any questions about the Local SBE Program, please visit our website at <http://osb.lacounty.gov>.

Sincerely,

BRIAN J. STIGER  
DIRECTOR

DEBBIE CABREIRA-JOHNSON  
Chief, Small Business Services  
BJS:DCJ



# Rainforest Alliance

## REGIONAL AFFILIATE CERTIFICATE GROUP INC.

5 CRYSTAL POND ROAD  
SOUTHBORO, MASSACHUSETTS 01772  
UNITED STATES

### IS CERTIFIED FOR FOREST STEWARDSHIP COUNCIL™ CHAIN OF CUSTODY

#### Certificate Scope

**Certificate Type:** Group Chain of Custody

**Standard(s):** FSC-POL-40-002 (2004); FSC-STD-40-004 V2-1

**Product group(s):** Printed Materials

**Valid from** 31 October 2012 to 30 October 2017

**Certificate Registration Code:** RA-COC-005576

**FSC License Code:** FSC-C103525

**Certificate Issue Number:** IN-2014-1

As a group certificate, the activities and products included in the scope of this certificate are performed by a network of participating group members. Additional details regarding the scope, including a full list of products, species, and participating group members, are available at [info.fsc.org](http://info.fsc.org).



Jon Jickling, Director, Certification  
Rainforest Alliance  
233 Broadway, 28th Floor New York, NY 10279 USA

#### RAINFOREST ALLIANCE IS AN FSC® ACCREDITED CERTIFIER

The validity of this certificate shall be verified on [info.fsc.org](http://info.fsc.org). This certificate does not constitute evidence that a particular product supplied by the certificate holder is FSC certified and/or FSC Controlled Wood. Products offered, shipped or sold by the certificate holder can only be considered covered by the scope of this certificate when the required FSC claim is clearly stated on invoices and shipping documents.

*This certificate is the property of Rainforest Alliance. This certificate and all copies or reproductions of this certificate shall be returned or destroyed if requested by Rainforest Alliance.*

Version July 2013

