

Staff Report

TO: Board of Directors

FROM: Sandra Dunlap, Director of Finance
Aurora Penaluna, Customer Service Administrator

DATE: January 28, 2025

SUBJECT: Bulk Mailing 2026 Purchase Order (Consent)

FINANCE

RECOMMENDATION:

Approve a purchase order to Matrix Imaging (formerly known as DataProse) for 2026 bulk mailing services in the amount of \$245,000 and authorize the General Manager to execute the appropriate documents.

BACKGROUND:

Until 2014 bulk mailing, then estimated at over 135,000 pieces of mail annually, was handled in house. In 2014 District staff explored the option of outsourcing bulk mail. Staff analyzed the internal costs and compared to quotes received from four vendors that specialize in this service. It was determined that internal costs far exceeded outsourcing and of the four vendors, Matrix Imaging was the lowest cost option. Additionally, Matrix Imaging was selected based on their familiarity with the District's Utility Billing software and endorsements from neighboring water agencies. The Board approved the contract with Matrix Imaging in March 2014.

Since 2014 the District has switched from bimonthly to monthly treated water billing, increasing the District's volume of bulk mailing. Matrix Imaging has continued to be the District's bulk mailing service provider. They have proven to be reliable, timely, and responsive. Furthermore, Matrix Imaging fees have increased only once since the original contract was signed in 2014.

In 2026 the District anticipates mailing Proposition 218 notices, therefore the purchase order to Matrix Imaging has increased to include the estimated cost of this special mailer.

BUDGETARY IMPACT:

The current annual cost of bulk mailing is included in the 2026 Operating Budget.

Attachments (3):

- 2014 Bulk Mailing ROI Analysis
- 2014 Bulk Mailing Vendor comparison
- Matrix Imaging Contract

Bulk Mailing ROI Analysis

Phase I



Current NID Internal Costs	
Pricing Component	Unit Cost
Equipment Lease Cost	\$0.204
Postage	\$0.490
Envelope(s)	\$0.060
Ink Cost	\$0.010
*Labor Cost	\$0.031
Printer Maintenance	\$0.010
Paper Cost	\$0.023
Utilities	\$0.004
Postage Meter Cost	\$0.0015
Total Monthly Cost One Page Document	\$0.834
Total Monthly Cost	\$9,541

Assumptions:	
1. **Average Pieces Per Month	11,445
2. * Labor (10 hrs. @\$36. hr.)	\$360
4. Utilities & Space Costs (i.e. electricity)	\$45
Equipment Costs from PB	\$2,333
Mail Permit (Annual)	\$200

**Based on last years #s

Proposed Pricing	
Pricing Component	Unit Cost
Cost Per Piece	\$0.54
8.5" X 11" color document (duplex)	Included
Printing, folding, inserting	Included
USPS First Class Postage	Included
CASS and NCOA address corection	Included
Inteligent Mail Barcode confirm tracking	Included
Outbound envelope #10	Included
Return Envelope #9	Included
1 year digital archive of all mail pieces sent	Included
Total Monthly Cost One Page Document	\$6,192
Total Monthly Cost	\$6,192

Annual Savings

\$40,197

Bulk Mailing Vendors

Company Name	Cost Per Piece	eStatements	Distribution Center
DATAprose	0.54	0.05	Oxnard, CA
Pitney Bowes	0.60	0.21	Ohio
California Mailing Services	0.64	n/a	Modesto, CA
iprint n' mail	0.89	0.05	San Francisco, CA

Benefits of outsourcing include:

Cost Savings: No internal costs on labor, software or capital investments

Option: eStatements can be offered to customers which reduces cost and speeds up delivery time.

No Involvement with USPS: Outsourcing our mail will result in the service provider dealing with the USPS directly, leaving us to manage our business.

Minimal Resources: We will not need dedicated mailing resources necessary to prepare mailings and stay abreast of the rapidly changing postal requirements.

Note: Current inhouse equipment is End of Life - Quote to replace is \$63,842.00

& New software is needed to be in compliance with USPS \$1,715.00

**NEVADA IRRIGATION DISTRICT
AGREEMENT FOR CONSULTING SERVICES**

Bulk Mailing

This AGREEMENT, made and entered into this 1st day of July, 2014 by and between NEVADA IRRIGATION DISTRICT, hereinafter referred to as the "DISTRICT", and DataProse LLC, hereinafter referred to as the "CONSULTANT".

WITNESSETH

WHEREAS the DISTRICT requires professional services for Bulk Mailing services as outlined in the scope of work for the Bulk Mailing Project (the "Project"); and

WHEREAS the CONSULTANT, on May 27th, 2014, submitted to DISTRICT a proposal to provide such professional services (the "Proposal"); and

WHEREAS, CONSULTANT's proposal provided detailed information on the general approach to be followed by the CONSULTANT, including the scope of work, personnel to be assigned to the work, sub-consultants, a budget, and a schedule; and

WHEREAS, the CONSULTANT will insure that the personnel assigned to the Project will possess the necessary expertise, experience and qualifications to qualify as experts in the field as well as complying with all requirements of the United States Postal Service (USPS).

WHEREAS, DISTRICT wishes to engage the services of CONSULTANT in accordance with the proposal.

NOW, THEREFORE, the DISTRICT and the CONSULTANT, for the consideration hereinafter named, agree as follows:

ARTICLE I - CONSULTANT'S SERVICES: The CONSULTANT shall perform services requested by the DISTRICT as described in the attached Exhibit "A" and incorporated herein by this reference.

ARTICLE II - CONSULTANT'S FEE: For services performed under Exhibit A, the CONSULTANT shall be compensated as described in Exhibit A.

Compensation shown on Exhibit "A" will remain in effect until at least June 30, 2015. After that date, if a change in charges occurs, the CONSULTANT will file with the DISTRICT the updated charges for DISTRICT approval. CONSULTANT shall provide not less than thirty (30) days advance notice of the effective date of such changes. The DISTRICT shall not unreasonably withhold or delay approval of reasonable changes. Nothing in this Paragraph shall limit DISTRICT's rights to terminate this AGREEMENT without cause under ARTICLE V. Notwithstanding the foregoing, changes in the compensation schedule shown in Exhibit A will not be made more frequently than annually.

ARTICLE III - PAYMENT FOR SERVICES: For services performed the CONSULTANT will invoice the DISTRICT on a monthly basis.

Payment to the CONSULTANT is due and payable upon submission of each invoice. If payment is not made within 30 calendar days after the date of the invoice is received and

accepted by the District, interest on the unpaid balance thereof will accrue, from the last day of the month in which payment was due, at the rate of 1 1/2 percent per month and become due and payable at the time said delayed payments are made by the DISTRICT. If the DISTRICT fails to pay the CONSULTANT in full within 60 days from receipt of an invoice, the CONSULTANT may suspend its performance of the services until all outstanding invoices have been paid in full by the DISTRICT.

ARTICLE IV - COMPLETION OF SERVICES: The CONSULTANT agrees that CONSULTANT will do all work within the time required of CONSULTANT as set forth in Exhibit A, but it is agreed between the parties to this AGREEMENT that the CONSULTANT cannot be responsible for delays occasioned by factors beyond CONSULTANT's control. Delays caused by actions or inactions of CONSULTANT's employees, or sub-consultants or suppliers to CONSULTANT shall not, in and of themselves, be considered factors outside the control of CONSULTANT.

ARTICLE V - TERMINATION OF AGREEMENT: The DISTRICT may terminate this AGREEMENT without cause by giving 15-days' written notice to CONSULTANT provided, however; the CONSULTANT shall be compensated for all work done to the date of the termination, computed on a time-and-material cost basis beginning from the last paid invoice. Nothing herein shall deprive DISTRICT of its right to set off its damages against amounts claimed by CONSULTANT in the event of termination for cause.

Upon the request of the DISTRICT, all work accomplished prior to termination shall be the property of, and be given to, the DISTRICT. If no notice of termination is given, relationships and obligations created by this AGREEMENT shall be terminated upon completion of the applicable requirements of this AGREEMENT.

ARTICLE VI - CONSULTANT'S RESPONSIBILITY AND STANDARD OF CARE: The CONSULTANT agrees that CONSULTANT's services shall be performed to the standard of an expert in the field for which CONSULTANT was retained. Notwithstanding the foregoing, the parties agree that estimated construction costs furnished by the CONSULTANT are estimates only, and the CONSULTANT is not retained to provide a guaranteed cost of construction and is not responsible for fluctuations in cost factors.

CONSULTANT shall at all times employ qualified, experienced, employees and sub-consultants in the performance of this AGREEMENT. CONSULTANT will be responsible for compliance with all applicable laws, rules and regulations governing the employment of personnel engaged by CONSULTANT, including personnel employed by any of CONSULTANT's sub-consultants, including without limitation the payment of prevailing wages applicable to public works projects, and it is agreed that District makes no representation regarding the applicability of such laws to such employees, it being understood that District is relying on the expertise of CONSULTANT to determine the scope and applicability of such laws. Without limitation on scope of the indemnity in Article X below, CONSULTANT shall indemnify and hold DISTRICT harmless from all claims, demands, and penalties arising from the failure of CONSULTANT, or any sub-consultant, to compensate employees in accordance with applicable wage laws, rules, and regulations. Nothing herein shall restrict CONSULTANT from contesting the determination of the State of California regarding the applicability of such laws.

ARTICLE VII - EXPERT TESTIMONY: It is agreed that, in the event of any legal or other controversy where the DISTRICT requests the services of the CONSULTANT in providing expert testimony in connection with this project, except to the extent such suits or claims by third parties against the DISTRICT arise out of errors or omissions of the CONSULTANT, the

DISTRICT shall pay the CONSULTANT for expert witness services and testimony rendered in regard to such legal or other controversy, including costs of preparation for the controversy, on a time-and-material basis in addition to other sums of money payable under this AGREEMENT.

ARTICLE VIII - CONFIDENTIALITY: If either party discloses information that is clearly identified in writing as proprietary or confidential, the party receiving such information shall keep it in confidence and shall not furnish or otherwise disclose it to any third party during or after completion of the services. No information shall be designated as confidential, and neither party shall be obligated to maintain the confidentiality of such information, if:

- i. The information is independently developed by the receiving party without the utilization of the confidential or proprietary information;
- ii. The information is or becomes public knowledge without the fault of the receiving party;
- iii. The information is or becomes available to the receiving party from another source without any legal obligation to protect such information; or
- iv. The information is considered a public record under the California Public Records Act or is otherwise disclosed pursuant to a governmental or legal requirement.

ARTICLE IX – INDEPENDENT CONTRACTOR: CONSULTANT enters into this AGREEMENT as an independent contractor and not as a DISTRICT employee. Nothing in this AGREEMENT shall be inconsistent with this relationship or status.

ARTICLE X – INDEMNIFICATION AND INSURANCE REQUIREMENTS OF CONSULTANT: The CONSULTANT agrees to protect, defend, and indemnify the DISTRICT, its officers, and employees from claims or damages sustained by any person, including employees of the parties hereto, arising from the negligent acts, errors, or omissions of the CONSULTANT or anyone employed by the CONSULTANT, including any sub-consultant, while engaged in the performance of this AGREEMENT. Before beginning work under this AGREEMENT, the CONSULTANT shall provide the DISTRICT with a certificate of insurance, and if requested by DISTRICT, copies of the policies of insurance, demonstrating CONSULTANT maintains the following insurance coverage with the minimum limits of liability shown, insuring the CONSULTANT, its officers, and employees. All such insurance shall be maintained throughout the term of this AGREEMENT.

- (a) Workmen's Compensation Insurance with statutory limits;
- (b) Commercial General Liability Insurance, excluding automobile, with a combined single limit of not less than \$1,000,000 each occurrence and \$2,000,000 aggregate, with a company or companies acceptable to the DISTRICT;
- (c) Automobile Bodily Injury and Property Damage Liability Insurance with a combined single limit of not less than \$1,000,000 each occurrence and \$2,000,000 aggregate. Such insurance shall cover liability arising out of the use by the CONSULTANT of owned, non-owned, and hired automobiles in the performance of the engineering services hereunder.
- (d) CONSULTANT's Professional Liability Insurance of not less than \$500,000 each claim and shall cover legal liability for any negligent act, error, or omission (Note: can be removed depending on the CONSULTANT).

The CONSULTANT shall include all subcontractors as additional insured under the required policies listed above, or shall furnish certificates and signed endorsements for separate policies for each subcontractor.

Insurance coverage provided under (b) and (c) above shall name the DISTRICT and its officers and employees as additional insured. The CONSULTANT will furnish the DISTRICT with signed endorsements to these policies.

Insurance furnished in compliance with the above shall be with an insurance company authorized to do business in the State of California.

ARTICLE XI - ADDITIONAL PROVISIONS: Any and all alterations, modifications, changes, or additions to the terms and provisions of this AGREEMENT that may affect the liability, duties, or responsibilities of either party thereto is not valid and shall not be effective without first receiving written consent to such change, alteration, modification, or addition from the other party.

ARTICLE XII – PROPRIETARY DATA: All information, data, or systems (“work”) will be provided such that they will stand alone, such that the work does not require purchase of other information, programs, or systems necessary to use the work for the needs of the DISTRICT. CONSULTANT shall advise DISTRICT in advance of undertaking any work if any propriety system is to be used by CONSULTANT. If such notice is not given, the system, programs, or method used by the CONSULTANT shall not be deemed proprietary. If a propriety system is used, a minimum of one copy of the information or program will be provided with the contract unless DISTRICT already has the system or more than one copy is provide with the contract.

ARTICLE XIII – MARK UP AND REIMBURSEMENTS: If a markup is to be applied to reimbursements and overhead as part of CONSULTANT’s proposal, CONSULTANT will be compensated for such reimbursement and overhead markup applied to direct or indirect expenses as shown below:

(a). DISTRICT will pay a maximum of 5-percent markup, including markup applied to any contract for sub-contractors, or unless a lower markup is specified in the proposal. This 5-percent is not cumulative in that the DISTRICT will not pay markup on mark up. Bids/proposals shall provide these costs in the bid/proposal provided to the DISTRICT. If such costs are not included at that time, they shall not be charged during the course of the work.

(b). DISTRICT will not pay CONSULTANT for out of pocket expenses such as travel, meals, and incidentals. DISTRICT will pay for reproducing of documents, copying costs, postage, and courier delivery at the rate and quantity described in the proposal.

(c). Products purchased or provided by the CONSULTANT at the DISTRICT’s request such as software, hardware and supplies will be billed at cost plus applicable shipping, handling, and taxes, without markup.

ARTICLE XIV- LEGAL NOTICES: Any legal notice hereunder to the respective parties indicated shall be sufficient if given in writing, mailed via registered or certified mail, postage prepaid, addressed as respectively indicated, or at such other place as the applicable party may from time to time designate by written notice. Notice shall be deemed given upon deposit in the US Mail.

A. To the CONSULTANT addressed to:

Curtis Nelson, COO
DataProse LLC
1122 W Bethel Road
Coppell, TX 75019

B. To the DISTRICT addressed to:

Remleh Scherzinger, General Manager
Nevada Irrigation District
1036 West Main Street
Grass Valley, CA 95945-5424

ARTICLE XV - SUCCESSORS AND ASSIGNS: CONSULTANT agrees and understands that DISTRICT is retaining the services of CONSULTANT based on the unique experience and expertise of CONSULTANT and the professional experience and expertise of the personnel, including sub-consultants, who CONSULTANT has advised DISTRICT will be assigned to the Project. CONSULTANT has studied the project as part of its proposal and commits that it has the staff and resources to complete the Project. Therefore, CONSULTANT shall not assign its interest in this AGREEMENT, nor voluntarily change, reassign, or redeploy those key personnel and sub-consultants assigned to the Project, without the express, prior approval of DISTRICT, which approval shall be within the DISTRICT's sole and unlimited discretion. Subject to such rights of the DISTRICT and limitations on assignment by CONSULTANT, this AGREEMENT shall be binding upon the heirs, successors, executors, administrators, and assigns of DISTRICT and CONSULTANT. No assignment by CONSULTANT shall relieve CONSULTANT of its obligations hereunder without the express, written release, of DISTRICT.

ARTICLE XVI - INTEGRATION: These terms and conditions are intended by the CONSULTANT and the DISTRICT to constitute the final and complete statement of their agreement, and all prior proposals, communications, and understandings relating to the subject matter of this AGREEMENT are hereby superseded. No modification or amendment of this AGREEMENT shall be effective unless the same is in writing and signed by both parties.

IN WITNESS WHEREOF, the parties hereto have executed, or caused to be executed by their duly authorized officials, this AGREEMENT, in duplicate, on the respective dates indicated below.

DISTRICT

By 
Remleh Scherzinger, General Manager
Nevada Irrigation District

Date 8/5/14

CONSULTANT

By  *
Curtis Nelson, COO
DataProse

Date 7/14/14

Curtis Nelson
Print Name

COO
Title

*Attach Resolution authorizing individual to execute agreements on behalf of a corporation, and Corporate Tax Identification Number or, if sole propriety, provide a W-9 form.

EXHIBIT A

CONSULTING SERVICES

Fees for Goods & Services – Paper Bill

Bill Package (Includes: data processing & simplex, laser imaging, 8.5x11 white paper pre-printed with 2 colors front and 1 color back, perforated at 3.5" from bottom, #10 window OE, single window RE, folding, inserting, presorting and delivery to USPS)	\$0.12	Per Bill
Search & ViewBill (Archive Package Includes: data processing, archive creation, search, access & hosting of archive files for 12 months from creation date)	\$0.015	Per Bill
NCOALink – Automated address update service	\$0.35	Per Address Correction
Emailing of Utility Bill and suppression of printing to include link to online payment options on District website. Monthly minimum = \$75.00	\$0.05	Per Bill
Additional Impressions	\$0.035	Per Impression
Color Overlay	\$0.01	Per Impression
Bill Suppression (data processing only – Group Y & Z)	\$0.05	Per Bill
Oversize Surcharge (8-99 page bills – Group C)	\$0.20	Per Bill
Oversize Surcharge (100+ page bills – Group D & E)	\$4.00	Per Bill
Search & ViewBill Transmission Fee (CD or FTP – Shipping will be charged separately)	\$100.00	Per Transmission/ CD
Additional Inserts (Inserting fee / above and beyond what is included in the Bill Package)	\$0.01	Per Insert
Offline Folding (As requested)	\$0.005	Per Piece
Basic Set up Fee (Standard Format and Reports) – SunGard Pentamation	No Charge	One Time
Technical Services (including additional set-up beyond standard, formatting or custom reports, conditional logic & insert/forms composition)	\$125.000	Per Hour
Freight, Courier & Air Delivery	Cost	Per Request
Minimum Daily Processing/Production Fee	\$150.000	Per Day
Postage (1 oz.)	\$0.406	Per Bill

Permanent Postage Deposit

Permanent Postage Deposit (Based on two (2) months estimated volume = 4,500 x 2 = 9,000) \$3,654.00 (2 months @ .406)

Fees for Goods & Services – NetBill

Standard Functionality includes:

- Data import of standard data files into our system.
- Bill presentation in industry-standard PDF format identical to the printed bill.
- Notification – Email notifications are sent when bills are available online.
- Security – All data sent over the internet is encrypted using SSL

Standard Components include:

- Customer enrollment & login process allows new users to enroll and access their bills online immediately.
- Online bill payment facilitation using payment gateway arrangement.
- Bills are stored online for 3 months (current plus previous two months).
- Hosting on DataProse web servers
- Public Web Site – Where your customers view their bill
- Customer Care Web Site – Where your CSRs access your customer's bills
- Administrator Web Site – Where one or more administrators will have access to create, edit and delete CSR users, as well as change the content for the customized info page.

NetBill (Subscribed users only) Includes: Internet bill

Presentment (24X7 access to customer bills hosted on DataProse servers posting of invoices, email notification of Bill availability to customer & Payment Facilitation).

NetBill Initial Setup and Development Fee	\$2,000	One Time
Credit Card Processing Setup Fee		
ACH Processing Setup fee		
\$500	One Time	
N/C		
NetBill Monthly Maintenance Fee	\$400	Per Month
ACH Transaction Fee	\$0.60 or 1.25% (whichever is greater)	Per Transaction
ACH Returned Transaction Fee	\$2.00	Per Transaction
Credit Card Transaction Fee	\$0.35	Per Payment

**** Note 1: Monthly Minimum will be waived on a monthly basis should NetBill Registered User fees exceed \$500.00 in the respective month.**

Note 2: For client with more than 1 million subscribers/customers, all installation services and the associated fees shall be per quote.

Note 3: Assumes client will utilize pre-defined NetBill templates.

Note 4: Web Page Maintenance & Programming Services and the associated fees shall be Client's then current rate for Technical Services (minimum of 5 hours). All programming services and the associated fees shall be set forth in a separately executed Statement of Work. Reimbursable Expenses are additional.

Emailing of Utility Bill and suppression of printing to **\$0.05** **Per Statement. Monthly minimum = \$75.00**

include link to online payment options on District's website. Assume Search&View Archive option is selected.



1122 W Bethel Rd – Coppell, TX 75019

March 14, 2025

NEVADA IRRIGATION DISTRICT
ATTN: ACCOUNTS PAYABLE
1036 W. MAIN STREET
GRASS VALLEY, CA 95945

Re: Price Increase

We at Matrix Imaging Solutions want to express our heartfelt gratitude for your continued partnership and loyalty. Your trust and support have been the cornerstone of our success, and we are deeply appreciative of the opportunity to serve you. Throughout our business relationship, we have dedicated ourselves to investing in advanced technologies and efficient practices to ensure that we deliver the highest quality service without increasing our prices. However, like many industries, we are now facing unprecedented inflation, which has significantly impacted the costs of raw materials.

To continue providing you with the exceptional service you expect and deserve, we find it necessary to adjust our prices. We understand that price changes can be challenging, and we want to assure you that this decision was made after careful consideration and with a focus on maintaining the quality and reliability of our services. We greatly appreciate your understanding and support during this time. Your continued trust in Matrix means the world to us, and we remain committed to meeting your needs and exceeding your expectations

In accordance with the provisions of our Production Agreement, the price increases shown below will be effective 5/1/2025.

<u>Item / Service</u>	<u>Current</u>	<u>New</u>
BILL PACKAGE	\$0.12	\$0.1315
ADDITIONAL IMPRESSIONS	\$0.035	\$0.0384
SEARCH & VIEWBILL	\$0.015	\$0.0164
BILL PACKAGE REMINDER NOTICES	\$0.13	\$0.1425

Thank you for your continued partnership. If you have further questions or concerns, please do not hesitate to contact us. Thank you for putting your trust in Matrix to fulfill your document presentment needs.

Sincerely,

Curtis Nelson, Sr. VP, Operations
Matrix Imaging Solutions
972-462-5410



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
7/21/2014

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).

PRODUCER INSURICA 2301 West Plano Parkway Suite 108 Plano TX 75075-8428	CONTACT NAME: Brett Atwell PHONE (A/C No. Ext): (469)443-3488 E-MAIL ADDRESS: batwell@INSURICA.com	FAX (A/C No.): (469)443-3977
	INSURER(S) AFFORDING COVERAGE	
INSURED DataProse, LLC 1122 W. Bethel Rd. Suite 100 Coppell TX 75019	INSURER A: National Fire Ins. Co. of	NAIC # 20478
	INSURER B: Continental Insurance Company	NAIC # 35289
	INSURER C: Continental Casualty Company	NAIC # 20443
	INSURER D:	
	INSURER E:	
	INSURER F:	

COVERAGES **CERTIFICATE NUMBER:** 13-14 Liability **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
A	GENERAL LIABILITY			4031209640	12/1/2013	12/1/2014	EACH OCCURRENCE \$ 1,000,000
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY						DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						MED EXP (Any one person) \$ 10,000
	<input checked="" type="checkbox"/> Includes Errors & Omissions						PERSONAL & ADV INJURY \$ 1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE \$ 2,000,000
	<input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC						PRODUCTS - COMP/OP AGG \$ 2,000,000
							\$
B	AUTOMOBILE LIABILITY			5092174977	12/1/2013	12/1/2014	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000
	<input checked="" type="checkbox"/> ANY AUTO						BODILY INJURY (Per person) \$
	<input type="checkbox"/> ALL OWNED AUTOS	<input type="checkbox"/> SCHEDULED AUTOS					BODILY INJURY (Per accident) \$
	<input checked="" type="checkbox"/> HIRED AUTOS	<input checked="" type="checkbox"/> NON-OWNED AUTOS					PROPERTY DAMAGE (Per accident) \$
							single limit \$
C	<input checked="" type="checkbox"/> UMBRELLA LIAB			4031209833	12/1/2013	12/1/2014	EACH OCCURRENCE \$ 2,000,000
	<input type="checkbox"/> EXCESS LIAB	<input checked="" type="checkbox"/> OCCUR					AGGREGATE \$ 2,000,000
	<input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 10,000	<input type="checkbox"/> CLAIMS-MADE					\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						WC STATUTORY LIMITS
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)						OTHER
	If yes, describe under DESCRIPTION OF OPERATIONS below		N/A				E.L. EACH ACCIDENT \$
							E.L. DISEASE - EA EMPLOYEE \$
							E.L. DISEASE - POLICY LIMIT \$
B	Network Cyber Liability			4031209704	12/1/2013	12/1/2014	Limit 1,000,000
							Aggregate 1,000,000

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

CERTIFICATE HOLDER **CANCELLATION**

Nevada Irrigation District 1036 West Main Street Grass Valley, CA 95945-5424	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE M Haselden, CPCU, AIM <i>M. Haselden</i>

July 23, 2014

Remleh Scherzinger
General Manager
Nevada Irrigation District
1036 West Main Street
Grass Valley, CA 95945-5424

Dear Remleh,

Thank you for allowing us to handle your billing process. I am returning two signed original production agreements. Please sign both originals; retain on fully executed original for your records and return the 2nd copy for our records.

Your team will have the opportunity to work closely with our implementation team, and I'm certain your team will experience a bit of what we call TV² (Total Value Squared).

TV² has its roots in the practice of Kaizen. Kaizen is a Japanese word meaning continuous incremental improvement. It's the relentless quest for a better way – reaching and stretching to outdo yesterday – and it's our way of giving you the best bill processing service possible. This commitment, combined with our staff's experience and technical expertise, is what makes Total Value Squared.

TV² is more to us than simply doing your project right or on time. Beyond the technical details, TV² means we put you completely at ease throughout the entire project. It means we anticipate the challenges that each project brings and take care of them quickly and quietly. And it means that you are totally satisfied with the fair price that we charge for our services.

As busy as you and I are, it's virtually impossible to stay informed of every issue, every day. So I urge you to let me know when we are hitting or missing the mark. If we fail in our TV² mission in any way, please let me know. We're trying to be the best billing company in history, and we thrive on client feedback. My direct phone number is (972) 462-5410.

Once again, thank you very much and welcome to DataProse. I look forward to hearing from you.

Sincerely,



Curtis Nelson
Chief Operating Officer