

SP-07-0176 Printed Letterhead with Envelopes

Contract Term: January 1, 2010-December 31, 2010

CONTRACT AWARD TO:

Bank and Business Solutions
11600 Otter Creek South Rd.
Mablevale, AR 72103

CONTACT NAME: Randy Burrall**TELEPHONE NO.:** 501-312-7419**FAX NO.:** 501-224-4769**VENDOR NO.:** 100136148**FEDERAL ID #:** 20-5288983**E-MAIL ADDRESS:** randy.burrall@bnbsinc.com

COOPERATIVE PURCHASING PROGRAM PARTICIPATION: Arkansas' Purchasing Law provides that local public procurement units (counties, municipalities, school districts, certain nonprofit corporations, etc.) may participate in state purchasing contracts. The contractor(s) therefore agree(s) to sell to Cooperative Purchasing Program participants at the option of the program participants. Unless otherwise stated, all standard and special terms and conditions listed within the invitation for bid must be equally applied to such participants.

DELIVERY SCHEDULE:

- 1 Inside delivery of the finished items must be made to the location specified on the ordering entity's purchase order.
- 2 **Section I**, Letterhead and Envelopes, Black Ink Only:
Camera-ready copy or negatives available - within **ten (10) working days** after receipt of order.
Original composition required.
- 3 **Section II**, Letterhead and Envelopes, One Color of Ink Other Than Black, and **Section III**, Letterhead and Envelopes, Two Colors of Ink, and **Section V**, Items requiring bleeds; within **twenty (20) working days** after receipt of order.
- 4 **Section IV**, Second Sheets: Within **ten (10) working days** after receipt of order.
- 5 If proofs are required, or requested, proof must be provided to the using agency within 7 working days after receipt of order. This time is part of production time. If copy changes and/or corrections are needed vendor to return changed or corrected proof to the using agency within 3 working days. The time the proof is out of the vendor's hands for agency approval will not count against production time.
- 6 "Working days" shall be defined as Monday through Friday of each week exclusive of all official state holidays.
- 7 The contractor shall be responsible for all transportation expenses including charges for inside delivery.

RUSH ORDERS:

If a State agency requires delivery of an order in less than the specified time outlined in this contract, **that agency must contact the contractor. They may choose one of the two options stated below:**

OPTION 1. Waive the order from the contract, which will allow the agency to procure elsewhere. Agency to forward a *copy* of any "Rush" orders to the Office of State Procurement, Attn: Beverly Webb.

OPTION 2. Accept the order and meet delivery requested. The ordering agency should obtain a written document with the agreed delivery date stated. The contractor may charge 1% of the original contract price for each working day less than the prescribed time authorized by the contract, that the delivery schedule is reduced. Rush order upcharges shall not exceed twenty percent (20%) of the original contract price.

If the contractor fails to meet the "RUSH" delivery, the rush charge will not be applied. If the contractor exceeds the delivery time for a normal delivery, the contractor may be charged late charges.

ORDERS: All orders placed against this contract will be in the form of a purchase order issued directly to the contractor. A written purchase order received by mail or facsimile must be in the contractor's possession before shipment can be made. Walk in or verbal orders will not be accepted by the contractor.

Minimum order for letterhead and envelopes will be 1,000.

Maximum orders for letterhead and if desired, envelopes will be 50,000 per order. Orders above the maximum amounts will be bid separately.

20# white wove envelopes must be ordered with letterhead. If 20# white wove envelopes are needed without letterhead agency must order off the State Printed Envelope Contract.

24# envelopes, white or linen finish, may be ordered individually off this contract with a minimum order of 1,000.

Ordering entity should provide the name and number of a contact person to facilitate communication from vendor.

EXCEPTIONS: (State Agencies)

1. The Arkansas State Senate and Arkansas House of Representatives are exempt from this contract if they so desire. Bidders are advised that orders made by the Arkansas State Legislature will be minimal.
2. The State reserves the right to purchase letterhead from State owned printing facilities.
3. Four-color process, engraved, thermographed, legal and monarch size letterhead or envelopes are not covered under the scope of this contract and will be bid separately by the Office of State Procurement.

INK: This contract is restricted to the use of a maximum of two colors of ink (any PMS) on any one job (two color letterhead and/or envelopes.)

Gold ink, when requested, shall be simulated gold colored, non-metallic ink, PMS 871 or equivalent.

COMPOSITION: When original composition for letterhead and/or envelopes is required, the contractor may charge three dollars (\$3.00) per line not to exceed \$15.00 per item. This charge will also be allowed when vendor must strip in line change(s) on existing negatives. If agency furnishes negatives or camera-ready copy there will be no additional charge. When requested, the Arkansas State Seal shall be furnished. If any substitution or alteration of this seal occurs, contractor will be required to reprint the order.

In instances where a negative or original copy is not provided, the vendor will be required to reset the type. Second generation negatives are not to be used.

Any special artwork or logos must be provided camera ready by the ordering entity.

PRINTING ON FLAP OF ENVELOPE: Pricing of envelopes in Sections I, II, and III includes printing of the return address on the front of the envelope. Printing of the return address on the flap of the envelope is available for an additional upcharge of 25% of the total cost of envelopes ordered.

OVERRUNS/UNDERRUNS: Overruns will be priced at 80% of the unit contract price. Underruns will be priced at the full unit contract price and subtracted from the total bid price.

<u>Order</u>	<u>Variation Allowed</u>
1,000 - 2,000	10%
2,500 - 4,000	8%
5,000 - 9,000	6%
10,000 - 24,000	4%
25,000 - 50,000	2%

PACKAGING: All letterhead and envelopes shall be packaged in suitable boxes furnished by the contractor with a maximum of 500 sheets or envelopes per box. All boxes must be clearly labeled on the outside as to their contents.

Finished items shall be packaged and cartoned so as to protect the contents from damage during shipment, handling and storage. Cartons shall not exceed 40 lbs. in weight each.

PROOFS:

1. Proofs are to be provided on all orders requiring the vendor to set composition. Proofs are not required for re-orders unless requested by the ordering entity. If requested on reorders, the vendor may charge \$5.00 per proof. If proof is required or requested proof must be provided to the using agency within 7 working days after receipt of order. If copy changes and/or corrections are needed vendor to return changed/corrected proof to the using agency within 3 working days.
2. Charge for author's alterations on blueline proof is \$1.00 per line not to exceed \$10.00 per each letterhead (and envelope) order.
3. Both the using agency and the contract holder are responsible for keeping accurate records showing the time copy and proofs are mailed and received in order to calculate the final delivery date of the finished product. These records must show the dates proofs are mailed or delivered to the using agency and the date(s) they are returned. When the proofs are returned to the using agency, the contract holder will provide a proofing document for the agency to sign indicating if corrections are necessary. The document will show the signature of the person reviewing the document, the date it was reviewed, and the necessary corrections to be made, if any. The contractor will not proceed without this signature. The time proofs are out of his plant will not count against production time.
4. When proofs are submitted to the agency, it will be the agency's responsibility to make the necessary corrections. The notation "AA" (Author's Alterations) or "PE" (Printer's Error) will be made in the margin of the copy along side each correction.
5. Author's alterations are changes made by the originator after typesetting has been accomplished according to the original manuscript. If the printer makes errors in the setting of composition, the correction of these errors is not chargeable to the agency. The "PE", "AA" designations will identify those charges for which the agency should correctly be billed. Since most manuscripts have substantial changes made during the proofing process, a sizeable amount of money may be involved.
6. All corrections must be made in blue, non-reproducing pencil.
7. Send proofs to appropriate state agency or cooperative purchasing program participant.

SECTION I (ITEMS 1-25) ONE COLOR OF INK - BLACK INK ONLY

Items 1-5: Letterhead, recycled, white 20 lb. 25% rag bond, watermarked, cockle finish, 8 1/2" x 11". Minimum acceptable brightness: 90.

ITEM	DESCRIPTION	AASIS NO.	QUANTITY BREAK	UNIT PRICE Per Thousand	RECYCLED BRAND BID
1	Black ink only	10100840	1000-2000	\$ 50.23	DOMTAR NEKOSSA BOND. COCKLE FINISH
2	Black ink only	10100840	2500-4000	\$ 46.14	DOMTAR NEKOSSA BOND. COCKLE FINISH
3	Black ink only	10100840	5000-9000	\$ 44.08	DOMTAR NEKOSSA BOND. COCKLE FINISH
4	Black ink only	10100840	10000-24000	\$ 42.00	DOMTAR NEKOSSA BOND. COCKLE FINISH
5	Black ink only	10100840	25000-50000	\$ 42.00	DOMTAR NEKOSSA BOND. COCKLE FINISH

Items 6-7: Envelopes: white wove, regular #10, recycled, 24#, Minimum acceptable brightness: 83. Dry gum (dextrin) adhesive to be used.

6	Black ink only	10100842	1000-2000	\$ 47.05	PRINTMASTER
7	Black ink only	10100842	2500-4000	\$ 41.13	PRINTMASTER
8	Black ink only	10100842	5000-9000	\$ 33.10	PRINTMASTER
9	Black ink only	10100842	10000-24000	\$ 28.50	PRINTMASTER
10	Black ink only	10100842	25000-50000	\$ 25.78	PRINTMASTER

Items 11-15: Matching envelopes: white 25% rag bond, regular #10 envelopes, recycled, 24 lb. white bond, cockle finish with water mark. Minimum acceptable brightness: 90.

11	Black ink only	10100843	1000-2000	\$ 108.23	DOMTAR NEKOSSA BOND. COCKLE FINISH
12	Black ink only	10100843	2500-4000	\$ 101.98	DOMTAR NEKOSSA BOND. COCKLE FINISH
13	Black ink only	10100843	5000-9000	\$ 93.97	DOMTAR NEKOSSA BOND. COCKLE FINISH
14	Black ink only	10100843	10000-24000	\$ 89.42	DOMTAR NEKOSSA BOND. COCKLE FINISH
15	Black ink only	10100843	25000-50000	\$ 85.86	DOMTAR NEKOSSA BOND. COCKLE FINISH

Items 16-20: Letterhead, recycled, sand or warm white, 24 lb. writing paper, linen finish, 8-1/2" x 11"

16	Black ink only	10006409	1000-2000	\$ 57.28	NEKOOSA LINEN
17	Black ink only	10006409	2500-4000	\$ 52.02	NEKOOSA LINEN
18	Black ink only	10006409	5000-9000	\$ 50.18	NEKOOSA LINEN
19	Black ink only	10006409	10000-24000	\$ 48.73	NEKOOSA LINEN
20	Black ink only	10006409	25000-50000	\$ 48.44	NEKOOSA LINEN

Items 21-25: Envelopes; matching #10 Envelopes, recycled, sand or warm white, 24 lb. writing paper, linen finish

21	Black ink only	10121600	1000-2000	\$ 87.66	NEKOOSA LINEN
22	Black ink only	10121600	2500-4000	\$ 81.41	NEKOOSA LINEN
23	Black ink only	10121600	5000-9000	\$ 73.19	NEKOOSA LINEN
24	Black ink only	10121600	10000-24000	\$ 68.84	NEKOOSA LINEN
25	Black ink only	10121600	25000-50000	\$ 66.08	NEKOOSA LINEN

SECTION II (ITEMS 26-50) ONE COLOR OF INK OTHER THAN BLACK

Items 26-30: Letterhead, recycled, white 20 lb. 25% rag bond, watermarked, cockle finish, 8-1/2" x 11". Minimum acceptable brightness: 90.

ITEM	DESCRIPTION	AASIS NO.	QUANTITY BREAK	UNIT PRICE Per Thousand	RECYCLED BRAND BID
26	One color other than black	10006411	1000-2000	\$ 64.05	DOMTAR NEKOSSA BOND. COCKLE FINISH
27	One color other than black	10006411	2500-4000	\$ 52.21	DOMTAR NEKOSSA BOND. COCKLE FINISH
28	One color other than black	10006411	5000-9000	\$ 45.96	DOMTAR NEKOSSA BOND. COCKLE FINISH
29	One color other than black	10006411	10000-24000	\$ 42.73	DOMTAR NEKOSSA BOND. COCKLE FINISH
30	One color other than black	10006411	25000-50000	\$ 41.78	DOMTAR NEKOSSA BOND. COCKLE FINISH

Items 31-35: Envelopes: white wove, regular #10, recycled, 24#, minimum acceptable brightness: 83. Dry gum (dextrin) adhesive to be used.

31	One color other than black	10100844	1000-2000	\$ 60.21	PRINTMASTER
32	One color other than black	10100844	2500-4000	\$ 47.71	PRINTMASTER
33	One color other than black	10100844	5000-9000	\$ 35.21	PRINTMASTER
34	One color other than black	10100844	10000-24000	\$ 29.68	PRINTMASTER
35	One color other than black	10100844	25000-50000	\$ 26.31	PRINTMASTER

Items 36-40: Matching envelopes: white 25% rag bond, regular #10 envelopes, recycled, 24 lb. white bond, cockle finish with water mark. Minimum acceptable brightness: 90.

36	One color other than black	10100845	1000-2000	\$ 121.39	DOMTAR NEKOSSA BOND. COCKLE FINISH
37	One color other than black	10100845	2500-4000	\$ 108.23	DOMTAR NEKOSSA BOND. COCKLE FINISH
38	One color other than black	10100845	5000-9000	\$ 96.78	DOMTAR NEKOSSA BOND. COCKLE FINISH
39	One color other than black	10100845	10000-24000	\$ 90.53	DOMTAR NEKOSSA BOND. COCKLE FINISH
40	One color other than black	10100845	25000-50000	\$ 88.97	DOMTAR NEKOSSA BOND. COCKLE FINISH

Items 41-45: Letterhead, recycled, sand or warm white, 24 lb. writing paper, linen finish, 8-1/2" x 11"

41	One color other than black	10006414	1000-2000	\$ 70.44	NEKOOSA LINEN
42	One color other than black	10006414	2500-4000	\$ 59.26	NEKOOSA LINEN
43	One color other than black	10006414	5000-9000	\$ 53.00	NEKOOSA LINEN
44	One color other than black	10006414	10000-24000	\$ 49.91	NEKOOSA LINEN
45	One color other than black	10006414	25000-50000	\$ 48.93	NEKOOSA LINEN

Items 46-50: Envelopes: matching #10 Envelopes, recycled, sand or warm white, 24 lb. writing paper, linen finish

46	One color other than black	10121601	1000-2000	\$ 100.82	NEKOOSA LINEN
47	One color other than black	10121601	2500-4000	\$ 91.28	NEKOOSA LINEN
48	One color other than black	10121601	5000-9000	\$ 76.28	NEKOOSA LINEN
49	One color other than black	10121601	10000-24000	\$ 69.90	NEKOOSA LINEN
50	One color other than black	10121601	25000-50000	\$ 66.61	NEKOOSA LINEN

SECTION III (ITEMS 51-75) TWO COLORS OF INK

Items 51-55: Letterhead, recycled, white 20 lb. 25% rag bond, watermarked, cockle finish, 8-1/2" x 11". Minimum acceptable brightness: 90.

ITEM	DESCRIPTION	AASIS NO.	QUANTITY BREAK	UNIT PRICE Per Thousand	RECYCLED BRAND BID
51	Two colors of ink	10006416	1000-2000	\$ 79.18	DOMTAR NEKOSSA BOND. COCKLE FINISH
52	Two colors of ink	10006416	2500-4000	\$ 59.27	DOMTAR NEKOSSA BOND. COCKLE FINISH
53	Two colors of ink	10006416	5000-9000	\$ 49.38	DOMTAR NEKOSSA BOND. COCKLE FINISH
54	Two colors of ink	10006416	10000-24000	\$ 43.98	DOMTAR NEKOSSA BOND. COCKLE FINISH
55	Two colors of ink	10006416	25000-50000	\$ 42.39	DOMTAR NEKOSSA BOND. COCKLE FINISH

Items 56-60: Envelopes: white wove, regular #10, recycled, 24#, minimum acceptable brightness: 83. Dry gum (dextrin) adhesive to be used.

56	Two colors of ink	10100847	1000-2000	\$ 73.36	PRINTMASTER
57	Two colors of ink	10100847	2500-4000	\$ 55.34	PRINTMASTER
58	Two colors of ink	10100847	5000-9000	\$ 39.42	PRINTMASTER
59	Two colors of ink	10100847	10000-24000	\$ 30.93	PRINTMASTER
60	Two colors of ink	10100847	25000-50000	\$ 26.92	PRINTMASTER

Items 61-65: Matching envelopes: white 25% rag bond, regular #10 envelopes, recycled, 24 lb. white bond, cockle finish with water mark. Minimum acceptable brightness: 90.

61	Two colors of ink	10100848	1000-2000	\$ 136.52	DOMTAR NEKOSSA BOND. COCKLE FINISH
62	Two colors of ink	10100848	2500-4000	\$ 116.13	DOMTAR NEKOSSA BOND. COCKLE FINISH
63	Two colors of ink	10100848	5000-9000	\$ 100.21	DOMTAR NEKOSSA BOND. COCKLE FINISH
64	Two colors of ink	10100848	10000-24000	\$ 91.78	DOMTAR NEKOSSA BOND. COCKLE FINISH
65	Two colors of ink	10100848	25000-50000	\$ 86.94	DOMTAR NEKOSSA BOND. COCKLE FINISH

Items 66-70: Letterhead, recycled, sand or warm white, 24 lb. writing paper, linen finish, 8-1/2" x 11"

66	Two colors of ink	10006419	1000-2000	\$ 85.57	NEKOOSA LINEN
67	Two colors of ink	10006419	2500-4000	\$ 66.82	NEKOOSA LINEN
68	Two colors of ink	10006419	5000-9000	\$ 56.36	NEKOOSA LINEN
69	Two colors of ink	10006419	10000-24000	\$ 50.39	NEKOOSA LINEN
70	Two colors of ink	10006419	25000-50000	\$ 49.57	NEKOOSA LINEN

Items 71-75: Envelopes; matching #10 Envelopes, recycled, sand or warm white, 24 lb. writing paper, linen finish

71	Two colors of ink	10121602	1000-2000	\$ 115.95	NEKOOSA LINEN
72	Two colors of ink	10121602	2500-4000	\$ 95.55	NEKOOSA LINEN
73	Two colors of ink	10121602	5000-9000	\$ 79.63	NEKOOSA LINEN
74	Two colors of ink	10121602	10000-24000	\$ 71.21	NEKOOSA LINEN
75	Two colors of ink	10121602	25000-50000	\$ 67.21	NEKOOSA LINEN

SECTION IV (ITEMS 76-85) BLANK SECOND SHEETS

Items 78-80: Blank Second Sheets, Recycled, white 20 lb. 25% rag bond, watermarked, cockle finish, 8-1/2" x 11".
Minimum acceptable brightness: 90.

ITEM	DESCRIPTION	AASIS NO.	QUANTITY BREAK	UNIT PRICE Per Thousand	RECYCLED BRAND BID
76		10006421	1000-2000	\$ 26.55	DOMTAR NEKOSSA BOND. COCKLE FINISH
77		10006421	2500-4000	\$ 26.55	DOMTAR NEKOSSA BOND. COCKLE FINISH
78		10006421	5000-9000	\$ 26.55	DOMTAR NEKOSSA BOND. COCKLE FINISH
79		10006421	10000-24000	\$ 26.55	DOMTAR NEKOSSA BOND. COCKLE FINISH
80		10006421	25000-50000	\$ 26.55	DOMTAR NEKOSSA BOND. COCKLE FINISH

Items 81-85: Blank Second Sheet, recycled, sand or warm white, 24 lb. writing paper, linen finish, 8-1/2" x 11"

81		10006422	1000-2000	\$ 34.92	NEKOOSA LINEN
82		10006422	2500-4000	\$ 34.92	NEKOOSA LINEN
83		10006422	5000-9000	\$ 34.92	NEKOOSA LINEN
84		10006422	10000-24000	\$ 34.92	NEKOOSA LINEN
85		10006422	25000-50000	\$ 34.92	NEKOOSA LINEN

SECTION V (ITEMS 86-93) NON-MANDATORY SECTION

Additional charge for bleeds on letterhead

ITEM	DESCRIPTION	AASIS NO.	QUANTITY BREAK	UNIT PRICE Per Thousand	
86	Bleeds of 1 edge	10121603		\$ 5.88	
87	Bleeds of 2 edges	10121604		\$ 24.00	
88	Bleeds of 3 edges	10121605		\$ 22.25	
89	Bleeds of 4 edges	10121606		\$ 25.00	

Additional charge for bleeds on envelopes

90	Bleeds of 1 edge	10121603		\$ 5.88	
91	Bleeds of 2 edges	10121604		\$ 11.76	
92	Bleeds of 3 edges	10121605		\$ 11.25	
93	Bleeds of 4 edges	10121606		\$ 33.00	