

0377

STATEWIDE COMPETITIVE CONTRACT
AWARD



STATE OF LOUISIANA
DIVISION OF ADMINISTRATION
OFFICE OF STATE PURCHASING

NUMBER : 409653
BUYER : LONA GROS
BUYER PHONE : (225)342-8024
T-NUMBER : 91061
DATE ISSUED : 06/11/14
VENDOR NUMBER : 721186621 00
VENDOR PHONE : (225)923-2550-0000
REQ AGENCY : 107001

MORAN PRINTING INC
5425 FLORIDA BLVD
BATON ROUGE, LA 70806

OFFICE OF STATE PURCHASING
AGENCY REQ NO. :
ISIS REQ NO. : 1351890
FISCAL YEAR : 14
EFFECTIVE DATE : 09/01/13
EXPIRATION DATE : 08/31/15

BOOKLET AND PAMPHLET PRINTING
STATEWIDE CONTRACT

1. THIS IS NOT AN ORDER TO SHIP OR BEGIN SERVICE). A CONTRACT RELEASE OR PURCHASE ORDER MUST BE ISSUED BEFORE YOU ARE AUTHORIZED TO SHIP (OR BEGIN SERVICE).
2. THIS IS NOTICE THAT THE CONTRACT REFERENCED ABOVE HAS BEEN AWARDED TO YOU BASED ON THE BID (OR PROPOSAL) SUBMITTED. ALL TERMS, CONDITIONS, AND SPECIFICATIONS OF THE SOLICITATION WILL APPLY TO ALL ORDERS.
3. ANY AGENCY AUTHORIZED TO PURCHASE FROM THIS CONTRACT MUST ISSUE AN ORDER AND REFERENCE THE CONTRACT NUMBER, LINE NUMBER AND COMMODITY ITEM NUMBER FOR EACH ITEM.
4. CHANGES IN ITEMS TO BE FURNISHED ARE NOT PERMITTED (UNLESS APPROVED BY THE OFFICE OF STATE PURCHASING PRIOR TO DELIVERY). PRIOR APPROVAL MUST ALSO BE OBTAINED BEFORE DISTRIBUTORS CAN BE ADDED OR DELETED.
5. IF A DISTRIBUTOR LIST WAS SUBMITTED, CONTRACTOR MUST SEND COPIES OF THIS AWARD TO EACH DISTRIBUTOR.
6. QUANTITIES LISTED ARE ESTIMATED AND NO QUANTITIES ARE GUARANTEED (UNLESS "COMMITTED VOLUME" IS SPECIFICALLY STATED). CONTRACTOR MUST SUPPLY ACTUAL REQUIREMENTS ORDERED AT THE CONTRACT PRICE AWARDED.
7. COMPLIANCE WITH CIVIL RIGHTS LAWS.

THE CONTRACTOR AGREES TO ABIDE BY THE REQUIREMENTS OF THE FOLLOWING AS APPLICABLE: TITLE VI AND TITLE VII OF THE CIVIL RIGHTS ACT OF 1964, AS AMENDED BY THE EQUAL OPPORTUNITY ACT OF 1972, FEDERAL EXECUTIVE ORDER 11246, THE FEDERAL REHABILITATION ACT OF 1973, AS AMENDED, THE VIETNAM ERA VETERAN'S READJUSTMENT ASSISTANCE ACT OF 1974, TITLE IX OF THE EDUCATION AMENDMENTS OF 1972, THE AGE ACT OF 1975, AND CONTRACTOR AGREES TO ABIDE BY THE REQUIREMENTS OF THE AMERICANS WITH DISABILITIES ACT OF 1990. CONTRACTOR AGREES TO NOT TO DISCRIMINATE IN ITS EMPLOYMENT PRACTICES, AND WILL RENDER SERVICES UNDER THIS AGREEMENT AND ANY CONTRACT ENTERED INTO AS A RESULT OF THIS AGREEMENT, WITHOUT REGARD TO RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, VETERAN STATUS, POLITICAL AFFILIATION, OR DISABILITIES. ANY ACT OF DISCRIMINATION COMMITTED BY CONTRACTOR OR FAILURE TO COMPLY WITH THESE STATUTORY OBLIGATIONS WHEN APPLICABLE SHALL BE GROUNDS FOR TERMINATION OF THIS AGREEMENT AND ANY CONTRACT ENTERED INTO AS A RESULT OF THIS AGREEMENT.

RECOMMENDING APPROVAL: Sandra G. Gillen CPPB
STATE PURCHASING OFFICER/SUPERVISOR

APPROVED BY: Tom Ketterer
Sandra G. Gillen, CPPB
DIRECTOR OF PURCHASING

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- 1 VENDOR'S FORMS. THE PURCHASE/RELEASE ORDER IS THE ONLY BINDING DOCUMENT TO BE ISSUED AGAINST THIS CONTRACT. SIGNING OF VENDOR'S FORMS IS NOT ALLOWED.
- 2 SUBSTITUTES. ONLY BRANDS AND NUMBERS STATED IN THE AWARD ARE APPROVED FOR DELIVERY UNDER THIS CONTRACT AND ANY SUBSTITUTION MUST RECEIVE PRIOR WRITTEN APPROVAL OF THE DIRECTOR OF STATE PURCHASING OR DESIGNEE.
- 3 PRICE REDUCTIONS. WHENEVER THERE IS A REDUCTION IN PRICE, WHICH IS LOWER THAN THE CONTRACT PRICE, OFFERED TO SIMILARLY SITUATED CUSTOMERS CONTRACTING FOR THE SAME PERIOD AND UNDER THE SAME TERMS AND CONDITIONS, SAID REDUCTION MUST BE PRESENTED DIRECTLY TO THE DIRECTOR OF STATE PURCHASING. NO PRICE REDUCTION ON A STATEWIDE CONTRACT MAY BE OFFERED TO AN AGENCY UNLESS THAT REDUCTION IS OFFERED TO ALL AGENCIES.
- 4 COOPERATIVE PURCHASE - NOTE: RESPONSE TO THIS SECTION WILL NOT AFFECT THE BID AWARD.
 POLITICAL SUBDIVISIONS OF THE STATE, QUASI STATE AGENCIES, AND EXTERNAL PROCUREMENT UNITS (DESCRIBED BELOW), MAY BE PERMITTED TO PURCHASE FROM CONTRACTS MADE BY THE OFFICE OF STATE PURCHASING. THE BIDDER MAY, AT ITS OPTION, PERMIT POLITICAL SUBDIVISIONS OF THE STATE, QUASI STATE AGENCIES, AND EXTERNAL PROCUREMENT UNITS TO PURCHASE FROM ANY CONTRACT AWARDED AGAINST THIS SOLICITATION. PLEASE CHECK ALL THAT APPLY:
 - BIDDER PERMITS ANY CONTRACT AWARDED TO APPLY TO QUASI STATE AGENCIES OR OTHER POLITICAL SUBDIVISIONS OF THE STATE.
 - BIDDER PERMITS ANY CONTRACT AWARDED TO APPLY TO AGENCIES OF THE UNITED STATES GOVERNMENT.
 - BIDDER PERMITS ANY CONTRACT AWARDED TO APPLY TO OTHER BUYING ORGANIZATIONS (OTHER THAN THE UNITED STATES GOVERNMENT), NOT LOCATED IN THIS STATE WHICH, IF LOCATED IN THIS STATE, WOULD QUALIFY AS A PUBLIC PROCUREMENT UNIT.
- 5 CONTRACT REVISIONS. REQUESTS FOR REVISIONS TO THIS CONTRACT MUST BE ADDRESSED TO THE DIRECTOR OF STATE PURCHASING AND SHALL REFER TO THE CONTRACT ITEM NUMBER WITH JUSTIFICATION OF THE REQUEST. DISTRIBUTOR VENDOR CHANGES, PRICE REDUCTIONS AND JUSTIFIABLE ITEM DELETIONS MAY BE CONSIDERED DURING THE CONTRACT PERIOD. NEW ITEM ADDITIONS MAY BE CONSIDERED ONLY WHEN STATE PURCHASING HAS DETERMINED ADDITIONS WILL BE OF SUBSTANTIAL BENEFIT TO THE STATE AND WILL JUSTIFY THE TIME, EFFORT AND COST REQUIRED TO MAKE SUCH ADDITIONS.

 CONTRACTOR MUST IMMEDIATELY NOTIFY THE OFFICE OF STATE PURCHASING WHEN ANY DEALER ON THIS CONTRACT IS TERMINATED, RELOCATED OR ADDED. ALL ORDERS PLACED WITH DEALERS PRIOR TO RECEIPT OF SUCH NOTIFICATION BY THE OFFICE OF STATE PURCHASING MUST BE HONORED. REVISIONS WILL BECOME EFFECTIVE ONLY UPON APPROVAL BY THE DIRECTOR OF STATE PURCHASING OR DESIGNEE. BIDDER SHOULD INCLUDE WITH BID A LIST OF ALL PERSONS, IN ADDITION TO THE SIGNER OF THIS BID, WHO ARE AUTHORIZED TO REQUEST REVISIONS TO THIS CONTRACT.
- 6 CANCELLATION
 THE STATE OF LOUISIANA RESERVES THE RIGHT TO CANCEL THIS CONTRACT WITH THIRTY (30) DAYS WRITTEN NOTICE.
- 7 LACARTE PROCUREMENT CARD - PROSPECTIVE VENDORS SHOULD BE AWARE THAT THE STATE HAS IMPLEMENTED A PURCHASING CARD PROGRAM, "LACARTE", WHICH USES A VISA CARD PLATFORM. VENDORS WILL BE ABLE TO RECEIVE PAYMENT FROM STATE AGENCIES USING THE CARD IN THE SAME MANNER AS OTHER VISA

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CARD PURCHASES.

UNDER THE "LACARTE" PROGRAM PURCHASE ORDERS ARE NOT NECESSARY. ORDERS MUST BE PLACED AGAINST THE NET DISCOUNTED PRODUCTS OF THE CONTRACT. ALL CONTRACT TERMS AND CONDITIONS APPLY TO PURCHASES MADE WITH "LACARTE"; HOWEVER, A VENDOR SHALL NOT PROCESS A TRANSACTION FOR PAYMENT THROUGH THE CREDIT CARD CLEARINGHOUSE UNTIL THE PURCHASED PRODUCTS HAVE BEEN SHIPPED OR THE SERVICES PERFORMED.

IF A PURCHASE ORDER IS NOT USED, THE VENDOR MUST KEEP ON FILE A RECORD OF ALL "LACARTE" PURCHASES ISSUED AGAINST THIS CONTRACT DURING THE CONTRACT PERIOD. THE FILE MUST CONTAIN THE PARTICULAR ITEM NUMBER, QUANTITY, LINE TOTAL AND ORDER TOTAL. RECORDS OF THESE PURCHASES MUST BE PROVIDED TO THE OFFICE OF STATE PURCHASING ON REQUEST.

"LACARTE" ACCEPTANCE IS NOT A MANDATORY REQUIREMENT OF THIS CONTRACT NOR WILL IT BE THE EXCLUSIVE METHOD OF PAYMENT BY AGENCIES.

DO YOU AGREE TO ACCEPT "LACARTE" AS A PAYMENT OPTION, SHOULD YOU BE AWARDED THIS CONTRACT?

X YES NOT MORE THAN \$5,000

- 8 THE PURCHASING AGENCY RESERVES THE RIGHT TO INSPECT AND TEST THE DELIVERED MERCHANDISE FOR COMPLIANCE WITH THE BID SPECIFICATIONS. IF MERCHANDISE FAILS TO MEET THE SPECIFICATIONS, THE COST OF TEST AND INSPECTION WILL BE PAID BY THE CONTRACTOR. IF THE MERCHANDISE IS IN COMPLIANCE, COST OF ALL TEST WILL BE PAID BY THE USING AGENCY.
- 9 AT THE OPTION OF THE STATE OF LOUISIANA AND ACCEPTANCE BY THE CONTRACTOR, THIS CONTRACT MAY BE EXTENDED FOR TWO ADDITIONAL TWELVE (12) MONTH PERIODS AT THE SAME PRICE, TERMS AND CONDITIONS. TOTAL CONTRACT TIME MAY NOT EXCEED THIRTY-SIX (36) MONTHS.
- 10 SUCCESSFUL VENDOR IS TO KEEP A RECORD OF ALL ORDERS ISSUED AGAINST THIS CONTRACT DURING THE CONTRACT PERIOD. APPROXIMATELY FOUR (4) MONTHS PRIOR TO THE END OF THE CONTRACT PERIOD, THE VENDOR IS TO BE PREPARED TO SUBMIT TO THE OFFICE OF STATE PURCHASING A CONTRACT USAGE REPORT.

THE USAGE REPORT IS TO INCLUDE THE VENDOR'S NAME, PHONE AND FAX NUMBERS, THE PERSONS WHO COMPILED THE REPORT, A COPY OF THE PRINTING CONTRACT ORDER FORM SUBMITTED BY THE AGENCY, THE CONTRACTOR'S BILLING WORKSHEET SHOWING THE VARIOUS COMPONENTS OF THE JOB AND THEIR RESPECTIVE CHARGES, AND THE INVOICE SHOWING THE CALCULATIONS DONE TO ARRIVE AT THE TOTAL AMOUNT OF THE INVOICE.

PRICE SHEET

STATEWIDE COMPETITIVE CONTRACT

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LINE NO.	COMMODITY/SERVICE DESCRIPTION	QUANTITY FROM/TO	UNIT	UNIT PRICE	DISCOUNT OFF CATALOG PRICE
UNLESS SPECIFIED OTHERWISE BELOW:					
SHIP TO: STATEWIDE DELIVERY					
00001	COMMODITY CODE: 966-01-011033 GROUP 1 PRINTING CONTRACT-PAMPHLETS AND BOOKS LARGER THAN 6" X 9", STANDARD SIZE & LARGER SEE CONTRACT PRICING: WWW.DOA.LOUISIANA.GOV/OSP/CONTRACTS/PRINTING/DOCS/PAMPHLETSBOOKS.PDF	1	LOT	N/A	
00002	COMMODITY CODE: 966-01-011033 GROUP 2 - DIGITAL PRINTING FOR SMALL QUANTITY BOOKS, 250-499, PERFECT BOUND. SEE CONTRACT PRICING: WWW.DOA.LOUISIANA.GOV/OSP/CONTRACTS/PRINTING/DOCS/PAMPHLETSBOOKS.PDF	1	LOT	N/A	

BOOKLET AND PAMPHLET PRINTING

GENERAL DESCRIPTION

I. Group 1: Offset Printing of Pamphlets and Books Larger than Size 6" X 9" Standard Size and Larger

A. Page Sizes:

- i. Larger than 6" X 9"**
- ii. Standard Sizes and Larger**

B. Book Quantities (SubGroups):

- i. 250-499**
- ii. 500-999**
- iii. 1,000-4,999**
- iv. 5,000-9,999**
- v. 10,000-19,999**
- vi. 20,000-49,999**
- vii. 50,000-99,999**
- viii. 100,000-150,000**

II. Group 2: Digital Printing and Perfect Binding for Small Quantity Books

A. Page Size: 8-1/2" X 11"

B. Book quantities: 250 to 499

GENERAL CONDITIONS

1. **PUBLIC PRINTING LAW:** The contract resulting from this solicitation shall be subject to the provisions of R.S. 43:1, State Printing.
2. **SUBLETTING CONTRACT:** The Contractor shall be held responsible for the work of any sub-contractor(s) and shall see that the work is done without unnecessary delay in a good workmanlike manner, and that all necessary priority over other work is given. The Contractor shall not be relieved of any obligation to the State of Louisiana by any subletting of a contract in whole or in part to another.
3. **BASIS OF AWARD:** It is the State's intent to solicit pricing in two (2) Groups. Group 1: Off-Set Book Printing for Pamphlets and Books Larger than 6" X 9" and Group 2: Digital Book Printing for Small Quantity, 8-1/2" X 11" Books, Perfect Bound, Quantities of 250-499. The State reserves the right to award this contract to the lowest overall bidder in each group. The State reserves the right to delete line items as well as groups or subgroups from the award as deemed in the best interest of the state.
4. **QUALITY OF WORKMANSHIP AND STOCK:** Representatives of the State shall have access to the Contractor's plant at any time during working hours to inspect work in process. However, such inspection shall not relieve the Contractor from any responsibility under this agreement for material or workmanship found defective after delivery.

All articles furnished and work done must be of a first class quality. The use of poor type, poor presswork or the use of a different color of ink than that ordered, inferior binding, inferior quality or mismatched paper stock, a lesser grade of paper than that ordered, or any other discrepancies will be sufficient cause for the rejection of the work and for refusal of payment thereof.

Contractor must have offset printing capabilities in order to produce the signature type products represented in this contract, insuring the most economical pricing and ability to meet turn time requirements. Contractor must have digital printing and perfect binding capabilities in order to produce the small quantity books in this contract, insuring the most economical pricing and ability to meet the turn time requirements.

The Contractor must at all times be able to furnish within a reasonable period of time those supplies named in the specifications, unless a substitute is approved by State Purchasing. If any different kind is substituted, the quality shall be equal and the prices shall not exceed that named for similar articles in the specifications. Substitutions of stock made without the approval of the State Director of Purchasing will be grounds for non-payment for that particular job.

In all printing, the proof shall be read by original copy and corrected in the establishment of the Contractor. All typeset material is to be free from printer's errors. A "clean" proof is to be furnished to the department, board or institution ordering the printing. Proofs shall be submitted for all orders.

5. **ORDERING PROCEDURES:** Agencies authorized to use this contract are delegated the authority, in accordance with R.S. 43:1.B (2) to submit orders directly to the contract vendor. **Agencies will issue orders directly to the contractor, using a printing authorization form specific to this contract, similar to the form attached.** In no case shall the contractor accept an order from an agency without an authorization in writing.

The contractor shall only accept orders, which can be produced within the provisions of this contract. If an order requested cannot be priced under the price schedule herein, or if the quantity requested exceeds the maximum allowed on this contract, the order must be returned to the ordering agency.

The contractor is to provide cost estimates to the requesting agency prior to all orders in accordance with contract pricing.

The contractor shall also provide status on orders, whenever requested by phone, within 24 hours.

The contractor must furnish the agency one finished sample and a copy of the itemized billing upon completion of each job produced under this contract.

6. **DELIVERY:** Delivery is to be FOB inside agency which shall include all cost of transportation and inside delivery within any office or building as specified. Completed work shall be shipped or delivered promptly without any unnecessary or avoidable delay.

Whenever because of inefficiency, inaccuracy, or delay, for which the Contractor is responsible, it is necessary for the ordering agency to communicate with the Contractor; this will be done through the requesting agency and the cost of such communication between the requesting agency and the Contractor such as over-night express shall be paid by the Contractor.

By accepting a contract for printing, binding, engraving, or lithographing, the Contractor agrees to complete the work and deliver the goods as specified promptly, satisfactorily, and without unnecessary delay. The Contractor will give said work the necessary priority over other work to assure timely delivery. The Director of State Purchasing reserves the right to determine what is an unnecessary delay and/or unsatisfactory goods. After fully hearing the reasons for delay in doing the work, the Director of State Purchasing may fix a definite date by which same must be completed and goods delivered. If work is not completed and goods satisfactorily delivered within the specified time, the Director of State Purchasing reserves the right to have the work done elsewhere charging the contractor any excessive cost for work above contract pricing. Should it become necessary to purchase a contract item from another source, other legal actions and/or immediate cancellation of the contract could result.

7. **ON-SITE ASSISTANCE:** There will be occasions where the contractor is required to provide on-site assistance in those instances where there is a lack of "know-how" to initiate the requirements of the job to be printed. Historically, this on-site assistance has represented approximately 36% of the jobs under this contract. In order to accommodate this requirement, the contractor's should be able to meet with the requesting agency within four (4) hours of notice.

8. **PRICING:** Prices will be calculated at the rate bid per lot.

In no case will a contractor be allowed to charge for more than the exact amount of any article ordered without the consent of State Purchasing except that under ordinary conditions an overrun and an underrun may be approved.

Each job will be billed at the per thousand rate according to the quantity ordered but calculated based on amount shipped.

Substitutes used without the consent of State Purchasing will not be approved for payment.

9. **INVOICES:** Invoices will be submitted by the contractor to the ordering agency, and the invoice shall refer to the delivery ticket number, delivery date, purchase order number, quantity, unit price and delivery point. A separate invoice for each order delivered and accepted shall be submitted by the contractor in duplicate directly to the accounting department of the ordering agency. Invoices shall show the amount of any cash discount and shall be submitted on the contractor's own invoice form.

Each invoice shall be accompanied by a copy of the Printing Contract Order Form submitted by the agency, and the contractor's billing worksheet showing the various components of the job and their respective charges, and showing the calculations done to arrive at the total amount of the invoice.

10. **QUANTITY BRACKET PRICING:** Where prices are solicited on a from/to quantity basis, the State of Louisiana expects and will only accept progressively lower prices for each increasing quantity or quantity range specified. If quoted otherwise, the State of Louisiana reserves the right to reject any non-descending bid.
11. **RESERVATIONS:** The right shall be reserved by the State Director of Purchasing for all State Departments, Boards, and Commissions, and any other State Agency to which this contract applies to use state facilities for printing, rather than purchasing under contract.

In case of any emergency, when delivery is required by a date earlier than the contractor is required to furnish under this contract, and when the contractor cannot meet the delivery required, the Director of State Purchasing reserves the right to secure bids for printing from persons other than the Contractor, and to purchase from any other source he may deem fit without liability either on the part of the State of Louisiana or the Contractor.

12. **BIDDER SUBMITTAL REQUIREMENT:** All bidders should furnish:

A copy of bidder's equipment list for the entire printing operation as it applies within the scope of the contract. Note: Contractors must have offset printing and binding capabilities for Group 1 in order to produce the large quantities and page counts required for this contract. Contractors must have digital printing and perfect binding capabilities for Group 2.

If not submitted with bid, must be furnished within five (5) days of request by the State of Louisiana. Failure to provide as requested will result in rejection of bid without further consideration.

13. **AUDITING:** The Division of Administration, State Purchasing Office reserves the right to audit jobs produced under this contract. If required, at least once a month, the contractor, shall provide two (2) copies of the agency's written authorization form, billing worksheet, invoice and complete samples of the job to be audited. Contractor shall therefore be required to retain all information, including samples pertaining to each job produced within the most recent, previous 12-month period. Failure to provide the requested material may be grounds for cancellation of the contract. Detailed instructions will be given to successful vendor.

GENERAL REQUIRMENTS

1. SCOPE:

This solicitation is for the purchase of the following:

Group 1: Offset Printing of Pamphlets and Books, primary page size 8-1/2" x 11"

- A. Also includes pamphlets and books larger than page size 6" x 9" to standard page size 8-1/2" x 11" and larger.
- B. The designation "pamphlet and book" is used interchangeably. Pamphlets are designed as books of fewer pages.
- C. Pamphlets are bound by stitching and have self or protective covers.
- D. Books are bound by any method and may have self or protective covers.
- E. All offset printing must be at least 150 DPI minimum.
- F. Only standard PMS (Pantone Matching System) inks are to be utilized for this contract for additional colors. Pro-match (CMYK) are not to be substituted for PMS Colors.
- G. Contractor must have offset printing capabilities in order to produce the signature type products represented in this contract, insuring the most economical pricing and ability to meet turn time requirements.
- H. Copy may be submitted in various formats

Group 2: Digital Printing and Perfect Binding for Small Quantity Books (250 to 499), 8-1/2" X 11"

- A. Books printed under this group will be produced on a digital printer and perfect bound.
- B. Pricing will be per impression. Agency will furnish PDF file with fonts embedded, bleeds and trim marks included.
- C. Quantities: Minimum order quantity of 5000 total impressions will be required for delivery by vendor.

Maximum order quantity shall be 499 copies of the complete book, as long as the total number of impressions does not exceed 100,000.

Examples: Books containing 5 impressions (e.g., 2 sheets front and back, and one sheet front only: No more than 499 copies are allowed.

Books containing 200 impressions: only 499 copies of this complete document will be allowed. (499 books x 200 impressions/book = 99,800)
- D. This group is for "black and white" text pages only. No color text pages are permitted under this group.
- E. Number of pages will vary.
- F. Contractor must have digital printing capabilities in order to produce the small quantity books required, insuring the most economical pricing and ability to meet the turn time requirements.

2. **SIZE:**

Group 1 Offset Printing: The majority of Pamphlets and Books printed under this contract are 8-1/2" X 11". Agencies may request various sizes other than 8-1/2" X 11".

Group 2 Digital Printing: Books printed under the group shall be 8-1/2" X 11" and perfect bound.

3. **COPY:**

Group 1: Contractor to provide an electronic file and hard copy of job to be printed. **It will be the contractor's responsibility to communicate with the ordering agency prior to beginning a job in order to clarify any issues regarding the copy submitted, and to obtain a complete understanding of the results expected by the agency.**

Group 2 Digital printing: Copy is to be submitted electronically as a PDF file and must be furnished with fonts embedded, bleeds and trim marks included.

4. **Special Jobs** - If the book requested cannot be priced from the price schedule, the requisition must be returned to the Agency. Books that cannot be priced from this contract may be purchased by the normal bid procedure.
5. **Property of the State** – All corrected files are to become property of the State of Louisiana. The contractor will be responsible for archiving all files of printed jobs and maintaining a written inventory of these files. Upon award of contract to a new vendor, the contract vendor will provide all files of printed jobs to the new contractor, if required or needed.

The contractor may be requested to furnish electronic files to the Division of Administration, State Printing Office, or other state printing facility. In such case, the contractor providing the electronic files will be responsible for any associated transportation charges.

The contractor will not dispose of any electronic files without obtaining written approval from the user agency and furnishing a copy of this approval to the Office of State Purchasing.

It will be the contractor's responsibility to maintain proof of electronic files transfer or disposal. If at any time, the contractor cannot provide any electronic files for which he has initially confirmed receipt and cannot provide proof of transfer or approved disposal, he shall be required to remake the electronic files at his expense.

It is recommended that the contractor obtain written disposition for the electronic files from the ordering agency immediately after delivery of the publication. Should the agency require continued storage, a follow-up request may be made at six (6) month intervals if the contractor so chooses. This procedure will help eliminate the storage of unwanted electronic files.

It is the responsibility of the contractor to keep all files archived for three (3) years after the current contract that the job was produced in expires.

6. **COST STATEMENT**

R.S. 43:31 requires all bulletins, leaflets, house organs, circulars, books, reports or similar publications to have a cost statement printed adjacent to the identification of the agency responsible for the publication. This statement shall be printed in the same size type as the body copy and be set in a one-point rule.

If the State Agency does not furnish the contractor with the cost statement information, the contractor will be responsible for inquiring about the statement, providing the agency with a copy of the cost statement format, and providing the cost of printing. The cost statement format may be obtained from the Office of State Purchasing.

The cost statement consists of approximately 5 - 7 lines of type. If it is necessary for the contractor to typeset all or part of the cost statement, it will be done at **no charge** to the customer.

The following agencies are currently exempted from the cost statement requirement:

Legislative and Judicial Branches of State Government (does not include the Attorney General's Office)
Department of Economic Development for the purpose of attracting new industry
Department of Culture, Recreation and Tourism, relative to new promotional material
Public Colleges, Universities, and Vocational Technical Schools

7. Underruns and Overruns-

Group 1: Under ordinary conditions, the Office of State Purchasing will approve an underrun or an overrun not to exceed:

500 - 50,000	- 10%
50,001 - 100,000	- 8%
100,000 - 150,000	- 4%

Group 2: Under ordinary conditions, the Office of State Purchasing will approve an overrun or and underrun not to exceed 2% on orders.

8. Packaging-

- A. Contractor's standard inner packing is acceptable. Contractor's standard packing must be of a test strength to withstand handling by freight lines without bursting or crushing. The contractor will be responsible for remaking any books damaged in shipment. All prices include the cost of preparing shipping bundles, packing, and sealing shipping containers, and marking packages and shipping bundles or containers by printing, stenciling, or labeling. All materials which will be required, including shipping containers, are to be furnished by the contractor. The cost of such materials is to be included in the prices indicated.

Shipping containers and bundles shall not exceed 45 pounds when fully packed. Weight limitation may be exceeded to comply with specifications when a specific quantity per shipping container or bundle is ordered.

- B. Pamphlets and Books will be packed in a new outer carton of corrugated fiberboard. Shipping containers must be durable to permit delivery of the job to the destination without damage.
- C. The label will contain the purchase order number, title of book, name of agency, and quantity.
- D. The ordering agency may request poly shrink wrapping for packing specific quantities per pack within a carton. A charge will be allowed for the number of wrappings.

9. Time of Delivery-

In general, a normal delivery schedule (**except Louisiana Register**) shall be as follows:

Electronic files or camera ready copy on a disk requiring no formatting or work on the part of the contractor - Five (5) to eight (8) working days for dated materials such as newsletters, programs, etc.

Electronic files or camera ready copy on a disk requiring minor preparation - Ten (10) to fifteen (15) working days.

Proofs required - Add an additional five (5) working days to the appropriate delivery requirements above for proofs. If additional proofs are required, five (5) more working days may be added to the total delivery schedule (if additional proofs are required due to printer's errors, no additional time will be allowed).

All shipments shall be F.O.B. Inside Destination, including all costs of transportation and inside delivery within any office of building as specified. The contractor shall ship by any reasonable method to insure prompt delivery at destinations.

If the original printing work order includes an authorization for the order to be delivered in less than the above normal

schedule, a rush upcharge may apply (not to exceed 10% of the total cost of the billed job).

Should an agency require expedited shipment, whether on an order entered initially as a normal delivery, or whether above and beyond the delivery required to be provided by the contractor on a rush order, they will provide written authorization for the expedited delivery, and the contractor shall be responsible for the freight cost only to the extent of standard truck freight rates, and may be reimbursed for any amount exceeding this. Express charges shall be prepaid and the excess amount (exceeding standard truck rates) added to the invoice. This charge must be substantiated with a copy of the shipper's invoice and freight bill and an estimate of standard truck rates for the items shipped.

The *Louisiana Register* is printed each month. By law this book must be published by the twentieth (20th) of each month. The Office of the State Register transmits files electronically to the contractor by 5:00 p.m. on the evening of the sixteenth (16th) of the month. If the sixteenth (16th) falls on a weekend, then an electronic copy will be transmitted to the contractor by 12:00 noon the following Monday. The Office of State Register requires a proof within 2-3 hours from receipt of electronic files.

Approximately 250 copies are ordered per month. The number of pages varies from month to month. No underruns will be accepted under the amount ordered, but the contractor can ship an overrun not to exceed ten percent.

Completed books must be delivered no later than 12:00 Noon on the twentieth (20th) of each month. If the twentieth (20th) falls on a weekend, then books must be delivered before noon on the following Monday.

GROUP 1: OFFSET PRINTING OF BOOKLETS AND PAMPHLETS, STANDARD SIZE & LARGER

SPECIFICATIONS

PAPER- Paper is as specified by the State Agency. All papers bid must be nationally recognized mill brands. Paper shall be bid per pound. The State will only pay for paper actually used in the finished product. The contractor will charge the actual number of pounds of paper for the delivered quantity. Contractor will not be allowed to charge for excess or spoilage required to produce the end product. The size of paper used to produce the job should be the most economical size resulting in the smallest possible waste.

Refer to Price Schedule, Paper, Lines 1 through 29

Commodity Offset - white, 50, 60, and 70 lb., and colors 50, 60 and 70 lb.

No. 1 Opaque Offset Text - white, 70-lb.

No. 1 Cover - uncoated, white and colors, 65 and 80 lbs.

No. 1 Coated Offset Text - gloss or dull, white, 70 and 80 lb.

No. 1 Coated Offset Cover - gloss or dull, white, 80 lb.

No. 2 Coated Offset Text – gloss – white, 60-lb.

No. 2 Coated Offset Text - gloss or dull, white, 70, 80, and 100 lb.

No. 2 Coated Offset Cover - gloss or dull, white, 80 and 100 lb.

Coated One Side Cover - White, 10 pt.

Premium No. 1 Matte Coated Text – White – 70, 80, and 100 lb. (Ikono Matte, Frostbrite Matte, or equal).

Premium No. 1 Matte Coated Cover – White, 80 lb. (Ikono Matte, or equal)

Offset Text Recycled - Uncoated, white, 50, 60, and 70 lb.

No. 1 Opaque Text Recycled - Uncoated, white & colors, 60 and 70 lb. (Torchglow, Carnival, Nekoosa Solutions, or equal).

No. 1 Opaque Cover Recycled - Uncoated, white and colors, 65 and 80-lb. (Torchglow, Century, or equal).

ARTWORK/DESIGN (Refer to Price Schedule, Line 30)

There will be occasional jobs where the contractor is required to provide extensive assistance to an agency with design, layout, etc. of publication. This would be over and above any normal pre-press work, such as typesetting and page prep where copy is not provided on disk, or normal formatting and image manipulation as described and charged in Nos. 29-31. In such instances, an hourly charge will be allowed. This charge may also be allowed when a disk is furnished by the agency and extensive image manipulation on four-color images (color correction, cloning, clipping paths, masking, etc.) is required by the contractor. If artwork is required, the contractor must first furnish the agency an estimate of the number of hours and total cost required to accomplish the work, and then get a signed authorization from the agency to perform this work. Charges for artwork will not be approved unless this authorization accompanies the invoice and worksheet. The contractor may be required to furnish a timesheet documenting each process and the time spent on each. Increments of less than one hour shall be prorated accordingly.

DISK OUTPUT (Refer to Price Schedule Lines 31-33)

Copy may be provided to the contractor by the State Agency on disk. When a disk is furnished, the agency should also provide a hard copy. **A charge per page, per color, will be allowed** for output from disk furnished by the agency. **The charge is to include page proofs** that are suitable for producing excellent quality, clear, sharp printing which is uniform in detail, and one set of imposed proofs. Output charges includes imposition and platemaking.

Output from diskette provided by the agency will be charged under one of the following categories:

31. Output of pages where the diskette is **completely formatted** and no "cleanup" is necessary.
32. Output of pages containing only **1 or 2 colors** in which the contractor **is required to do formatting**. This is for a combination of type matter, photographs, reverses, screens, etc. This charge will apply when the agency furnishes an electronic file where the copy requires formatting, or which may not include duotones, halftones, etc. which will need to be inserted, or which requires electronic manipulation or image manipulation on the part of the contractor, or any combination of the above. When scanning duotones or halftones are required to be integrated into the electronic file, the charges for scanning and placing will apply.
33. Output of pages containing **3 or more colors** in which the contractor **is required to do formatting**. This is for a combination of type matter, photographs, reverses, screens, etc. This charge will apply when the agency furnishes an electronic file where the copy requires formatting, or which may not include color photographs, half-tones, etc. which will need to be inserted, or which requires electronic manipulation or image manipulation on the part of the contractor, or any combination of the above. When scanning color separations or 4 color process art are required to be integrated into the electronic file, the charges for scanning and placing will apply.

EXTRA PROOFS (Refer to Price Schedule Line 34)

This charge is per page charge for an agency requesting an additional set of imposed proofs (in addition to the one proof already covered under disk output) or if the agency has made extensive corrections to the first set of proofs and requires a set of revised imposed proofs to be output for the agency's approval.

AUTHOR'S ALTERATIONS (Refer to Price Schedule Line 35)

Alterations are changes made in the proof that are different than the original manuscript or previous proofs. Corrections or errors marked by the author due to typesetter's mistakes are printer's errors and not to be charged. When alterations are charged, the contractor must furnish proof of alterations (original manuscript, page proofs, blueline proofs, etc.). Only the pages of manuscript and the proofs that are involved need to be sent to the agency with the contractor's worksheet.

The following charges will apply to alterations, whether typesetting was done by the contractor, or whether a disk was furnished by the agency.

35. Alteration: This per page charge shall include all materials, electronic manipulation, and all operations necessary to correct and restore the page to print ready copy. This charge includes one set of revised laser proofs of the corrected pages.

FILES (Refer to Price schedule Lines 36-44)

36. Halftones: The charge shall be per halftone. This charge shall include all scanning enlargements or reductions*. If a duotone is required, an additional halftone charge will be allowed.
43. Matchprints: A per page charge will be allowed for matchprint proofs.

NOTE: Color keys, matchprints, etc., will be provided upon the agency's request. However, if the agency does not request them, and the contractor feels that these are necessary for accurate proofing, he should advise agency and get their approval to produce these proofs.

44. Reprints: Exact reprints will be charge per page per color. This charge shall include pulling the archived files and all

operations necessary to prepare the files and platemaking. If minor changes are required, alteration charges will be allowed for the pages requiring changes.

PRINTING (Refer to Price Schedule, Printing, Quantity Bracket Pricing, 45 and 46)

45. **Cover:** Pricing to include the four page cover signature plus backbone (spine) if required.
- A. **One Color:** The per thousand charge shall include makeready, paper handling, one color ink, press washup and offset lithography printing the four-page signature.
 - B. **Additional Color:** The per thousand charge shall include makeready, press washup, and offset lithography printing, per additional color.
 - C. **Four-Color Process:** The per thousand charge shall include makeready for four-color process, four color process inks, four press washups, paper handling, and offset lithography printing four-page signature in four-color process.
46. **Text:**
- A. **One Color:** The per page, per thousand charge shall include makeready, one color ink, press washup, paper handling and offset lithography printing.
 - B. **Additional Color:** The per page, per thousand charge shall include makeready, press washup and offset lithography printing, per additional color.
 - C. **Four color process:** The per page, per thousand charge shall include makeready for four-color process, paper handling, four color process inks, four press washups and offset lithography printing in four-color process.

BINDING (Refer to Price Schedule, Binding, 47-52)

47. **Saddle Stitching:** This charge is for binding the material and cover together through the center of the whole pamphlet or book. There will be at least one staple for each three inches of binding edge. This charge shall include **scoring** (if necessary), folding, collating, saddle stitching, trimming, packaging, delivery and all materials necessary to produce a saddle stitched book.
48. **Gluing:** This charge will be for binding a booklet of relatively few pages by gluing at the fold. This per page, per thousand book charge shall include folding, collating, gluing, trimming, packaging, delivery, and all materials necessary to produce the finished book.
49. **Unbound signature(s):** Where an agency orders a pamphlet (i.e., newsletter) which consists of one or two signatures which are folded and trimmed, but not bound, this per page, per thousand book charge will apply. This charge includes folding, collating, trimming, packaging, and delivery.
50. **Looseleaf Binding:** This will have one to four round holes punched on the binding edge. This charge is to include folding, collating, punching, trimming, a colored slip sheet, packaging, delivery and all materials necessary to produce a looseleaf book. When required to put sheets into binders, screw post, clamps or rings, this will be charged out of the Franklin Catalog.
51. **Mechanical Binding:** This will have round or slotted holes punched on the binding edge with plastic wire, plastic combs or plastic rings woven through the holes. This charge shall include folding, collating, punching, comb, trimming, packaging, delivery and all materials necessary to produce a spiral type bound book.
52. **Perfect Binding:** This will bind the pages and cover by slitting, notching or roughing the backbone, applying a flexible adhesive to the backbone and registering the cover. This charge shall include **scoring** (if necessary), folding, collating, perfect binding, trimming, packaging, delivery and all materials necessary to produce a perfect bound book.

MISCELANEOUS (Refer to Price Schedule, Lines 53-63)

53. **Perforation:** A flat charge for each perf position, and a running charge per thousand signatures for each signature containing perforation(s).

54. Scoring: A per thousand sheet charge shall be allowed for any scoring required, other than scoring required for proper saddle stitching or perfect binding. Scoring is included in charges for saddle stitching and perfect binding.
55. Drilling: This is to produce one to four round holes drilled on the binding edge of the completed book. This charge is to include drilling up to a maximum of four holes per sheet for one thousand sheets. (2 pages equal one sheet)
56. Machine Folding: The unit price shall be per fold, per page, per thousand books for additional special folds that are machine folded.
57. Hand Tabbing: The unit price shall be per thousand books and include tabbing material.
58. Machine Tabbing: The unit price shall be per thousand books and include tabbing material.
59. Poly Shrink Wrap: Shrink wrap to be a minimum of 100 gauge polypropylene clear film. When the agency requests an exact number of books to be shrink wrapped to a package, a flat charge per package will be allowed.
60. Multiple Destinations (preparation and delivery): If shipment is required to more than one destination, the contractor will charge a unit price for each destination after the first. All shipments to be FOB destination, inside delivery.
61. Boxing: When an agency requests that books be boxed other than factory option, a flat charge will be allowed per box.
62. Addressing, Sorting, Bundling, and Mailing - This per thousand charge is to include addressing booklets with information provided by agency on tape, disk, or E-mail, bundling in zip code and postal zone order, preparing any bags or tags required by the post office, and delivery to a major post office. The aforementioned operations must be performed in accordance with postal requirements and regulations.
63. Rush Charge: Upcharge for rush handling. This upcharge shall not exceed 10% of the total cost of the billed job.

PRICE SCHEDULE
Group 1: OFFSET PRINTING OF BOOKLETS AND PAMPHLETS
STANDARD SIZE & LARGER

PAPER	Unit Price
Classification of Paper	Per Pound
1. <u>Commodity Offset - White, 50-lb.</u>	<u>\$.73</u>
2. <u>Commodity Offset - White, 60-lb.</u>	<u>\$.69</u>
3. <u>Commodity Offset - White, 70-lb.</u>	<u>\$.70</u>
4. <u>Commodity Offset - Colors, 50, 60 or 70-lb.(may contain recycled)</u>	<u>\$1.00</u>
5. <u>No. 1 Opaque Offset Text - White, 70-lb.</u>	<u>\$1.50</u>
6. <u>No. 1 Cover (Uncoated) - White, 65-lb. or 80-lb.</u>	<u>\$.85</u>
7. <u>No. 1 Cover (Uncoated) - Colors, 65-lb. or 80-lb.</u>	<u>\$1.84</u>
8. <u>No. 1 Coated Offset Text - Gloss - White, 70-lb., 80-lb.</u>	<u>\$.90</u>
9. <u>No. 1 Coated Offset Text - Dull - White, 70-lb., 80-lb.</u>	<u>\$ 1.14</u>
10. <u>No. 1 Coated Offset Cover - Gloss - White - 80-lb.</u>	<u>\$.89</u>
11. <u>No. 1 Coated Offset Cover - Dull - White - 80-lb.</u>	<u>\$ 1.14</u>
12. <u>No. 2 Coated Offset Text – Gloss – White, - 60 lb.</u>	<u>\$.83</u>
13. <u>No. 2 Coated Offset Text - Gloss - White, 70-lb., 80-lb., 100-lb.</u>	<u>\$.77</u>
14. <u>No. 2 Coated Offset Tex – Dull – White, 60-lb.</u>	<u>\$ 1.01</u>
15. <u>No. 2 Coated Offset Text - Dull - White, 70-lb., 80-lb., 100-lb.</u>	<u>\$ 1.03</u>
16. <u>No. 2 Coated Offset Cover - Gloss - White - 80, and 100-lb.</u>	<u>\$.80</u>
17. <u>No. 2 Coated Offset Cover - Dull - White - 80, and 100-lb.</u>	<u>\$ 1.07</u>
18. <u>Coated CIS Cover - White, 10-pt.</u>	<u>\$.92</u>
19. <u>Premium No. 1 Matte Coated Text - White – 70-lb., 80-lb., 100-lb.</u>	<u>\$ 1.21</u>
20. <u>Premium No. 1 Matte Cover – white, 80-lb.</u>	<u>\$ 1.24</u>
21. <u>Offset Text Recycled (uncoated) - White, 50, 60, or 70-lb.</u>	<u>\$ 1.56</u>
22. <u>No. 1 Opaque Text Recycled (uncoated) - White - 60, 70,</u>	<u>\$ 2.22</u>
23. <u>No. 1 Opaque Text Recycled (uncoated) - Colors - 60, 70-lb.</u>	<u>\$ 2.50</u>
24. <u>No. 1 Opaque Cover Recycled (uncoated) - White, 65-lb., 80-lb.</u>	<u>\$ 2.05</u>
25. <u>No. 1 Opaque Cover Recycled (uncoated) - Colors, 65-lb., 80-lb.</u>	<u>\$ 2.81</u>

**Group 1: PAMPHLETS & BOOKS LARGER THAN SIZE 6" X 9"
STANDARD SIZE & LARGER**

PRICE SCHEDULE (CONTINUED)

30. **ARTWROK/DESIGN** \$ 50.00 per hour

DISK OUTPUT (31-33)

31. Output from Disk, no formatting required
\$ 1.00 per page, per color

32. Output from Disk, 1 or 2 Colors
(formatting/manipulation required) \$ 2.75 per page, per color

33. Output from Disk, 3 or more Colors
(formatting/manipulation required) \$ 3.00 per page, per color

EXTRA PROOFS – Requested above those included in other charges.

34. Imposed Proofs \$ 2.00 per page

AUTHOR'S ALTERATIONS

35. Alterations \$ 5.00 per page

FILES (36-44)

36. Halftone \$ 2.50 per halftone

43. Matchprint or Chromelin Proof \$ 5.00 per page

44. Reprints \$ 3.00 per page, per color

**GROUP 1: OFFSET PRINTING OF BOOKLETS AND PAMPHLETS, STANDARD SIZE & LARGER
 PRICE SCHEDULE (CONTINUED)**

PRINTING (45 - 46)

(QUANTITY BRACKET PRICING: Where prices are solicited on a from/to quantity basis, the State of Louisiana expects and will only accept progressively lower prices for each increasing quantity or quantity range specified. If quoted otherwise, the State of Louisiana reserves the right to reject any non-descending bid.)

Unit Price Per Thousand Books

4-Page Cover Signature	250 Thru 499	500 Thru 999	1,000 Thru 4,999	5,000 Thru 9,999	10,000 Thru 19,999	20,000 Thru 49,999	50,000 Thru 100,000	100,001 Thru 150,000
One Color	\$120.00	\$ 60.00	\$ 50.00	\$ 40.00	\$ 30.00	\$ 20.00	\$ 19.00	\$ 18.99
Add'l Color	\$100.00	\$ 50.00	\$ 40.00	\$ 25.00	\$ 22.00	\$ 12.50	\$ 12.48	\$ 12.46
Four Color Process	\$600.00	\$ 300.00	\$ 125.00	\$ 95.00	\$ 70.00	\$ 40.00	\$ 39.00	\$ 38.99

Unit Price Per Page, Per Thousand Books

Text - 4, 8, 16, or 32-Page Signature	250 Thru 499	500 Thru 999	1,000 Thru 4,999	5,000 Thru 9,999	10,000 Thru 19,999	20,000 Thru 49,999	50,000 Thru 100,000	100,001 Thru 150,000
One Color	\$ 8.50	\$ 4.25	\$ 3.50	\$ 3.25	\$ 1.50	\$.75	\$.74	\$.73
Add'l Color	\$ 8.50	\$ 4.25	\$ 3.47	\$ 3.00	\$ 2.50	\$.75	\$.70	\$.69
Four Color Process	\$ 50.00	\$ 25.00	\$ 23.00	\$ 10.00	\$ 9.50	\$ 9.00	\$ 3.75	\$ 1.00

BINDING (47-52)

Unit Price Per Page, Per Thousand Books

	250 Thru 499	500 Thru 999	1,000 Thru 4,999	5,000 Thru 9,999	10,000 Thru 19,999	20,000 Thru 49,999	50,000 Thru 100,000	100,001 Thru 150,000
Saddle Stitch	\$ 11.00	\$ 5.50	\$ 2.00	\$ 1.95	\$ 1.75	\$ 1.70	\$.50	\$.49
Gluing	\$ 10.00	\$ 5.00	\$ 4.00	\$ 2.00	\$ 1.50	\$ 1.00	\$.60	\$.25
Unbound Sig.	\$ 10.00	\$ 5.00	\$ 3.00	\$ 1.75	\$ 1.50	\$ 1.25	\$ 1.19	\$ 1.18
Looseleaf	\$ 16.00	\$ 8.00	\$ 7.75	\$ 7.70	\$ 7.65	\$ 7.60	\$ 7.59	\$ 7.58
Mechanical	\$ 15.00	\$ 10.00	\$ 9.00	\$ 7.00	\$ 5.50	\$ 5.25	\$ 5.23	\$ 4.69
Perfect	\$ 5.50	\$ 5.00	\$ 4.00	\$ 1.30	\$ 1.25	\$ 1.00	\$.45	\$.44

**GROUP 1: OFFSET PRINTING OF BOOKLETS AND PAMPHLETS, STANDARD SIZE & LARGER
PRICE SCHEDULE (CONTINUED)**

MISCELLANEOUS

53.	Perforating	\$ <u>50.00</u> per perf position
		\$ <u>50.00</u> per thousand signatures
54.	Scoring	\$ <u>50.00</u> per thousand sheets
55.	Drilling (each run)	\$ <u>2.75</u> per thousand sheets
56.	Machine Folding	\$ <u>.75</u> per fold, per page, per thousand
57.	Hand Tabbing	\$ <u>30.00</u> per thousand books
58.	Machine Tabbing	\$ <u>16.00</u> per thousand books
59.	Poly Shrink Wrap	\$ <u>.60</u> per package
60.	Multiple Destinations	\$ <u>45.00</u> per destination
61.	Special Boxing	\$ <u>1.50</u> per box
62.	Addressing, sorting, bundling, mailing	\$ <u>40.00</u> per thousand
63.	Rush Charge – Upcharge for rush handling	\$ <u>10%</u> per lot

GROUP 2: Digital Printing and Perfect Binding for Small Quantity Books (250 to 499), 8-1/2" X 11"
SPECIFICATIONS

Paper – (Refer to Group 2 Price Schedule, Lines 1-10) Paper will be priced per thousand sheets. The paper will be specified by the state agency. The following papers are included:

- Commodity Offset - White, 50, 60, and 70 lb., and Colors 50, 60 and 70 lb. (may contain recycled)
- No. 1 Cover - Uncoated, White and Colors, 65 and 80 lbs.
- 10 pt. CIS Cover
- No. 2 Gloss Cover Text 70, 80, & 100-lb.
- No. 2 Gloss Cover 80 & 100-lb

Alteration – (Refer to Group 2 Price Schedule, Line 11) This per page charge shall include all materials, electronic manipulation, and all operations necessary to correct and restore the page to print ready copy. This charge includes one set of revised laser proofs of the corrected pages.

Running – (Refer to Group 2 Price Schedule, Lines 12 and 13) The price per each impression is to include all operations to reproduce clear, sharp printing with no background tones, collating, factory option packaging. Example: 4 page cover is four 8-1/2" X 11" impressions.

Perfect Binding - (Refer to Group 2 Price Schedule, Line 14) This will bind the pages and cover by slitting, notching or roughing the backbone, applying a flexible adhesive to the backbone and registering the cover. This charge shall include **scoring** (if necessary), folding, collating, perfect binding, trimming, packaging, delivery and all materials necessary to produce a perfect bound book.

Drilling: (Refer to Group 2 Price Schedule, Line 15) A price per thousand sheets will be allowed for bindery drilling of from one to four holes. An additional charge on the same amount may be charged for each four holes or fraction thereof after the first four. (2 pages equal one sheet)

Machine Folding: A unit price per fold per thousand sheets will be allowed.

Poly Shrink Wrap: (Refer to Group 2 Price Schedule, Line 16) Shrink wrap to be a minimum of 100 gauge polypropylene clear film. When the agency requests an exact number of books to be shrink wrapped to a package, a flat charge per package will be allowed.

Delivery Charge: (Refer to Group 2 Price Schedule, Line 17) When an agency requests delivery, a charge per destination will be allowed. The charge includes preparation and delivery.

Special Boxing: (Refer to Group 2 Price Schedule, Line 18) When an agency requests that books be boxed other than factory option, a flat charge will be allowed per box.

Rush Charge: (Refer to Group 2 Price Schedule, Line 19) Upcharge for rush handling. This upcharge shall not exceed 10% of the total cost of the billed job.

Group 2: Digital Printing and Perfect Binding for Small Quantity Books (250 to 499), 8-1/2" X 11"

PRICE SCHEDULE FOR GROUP 2

Estimated quantities on this price sheet are for evaluation purposes only.

PAPER – 8-1/2" X 11"

Classification of Paper	Unit Price Per M
1. <u>Commodity Offset - White, 50-lb.</u>	\$ 6.94
2. <u>Commodity Offset - White, 60-lb.</u>	\$ 11.57
3. <u>Commodity Offset - White, 70-lb.</u>	\$ 15.16
4. <u>Commodity Offset - Colors, 50-lb., 60-lb., or 70-lb. (may contain recycled)</u>	\$ 18.38
5. <u>No. 1 Cover (Uncoated) - White, 65-lb. or 80-lb.</u>	\$ 25.45
6. <u>No. 1 Cover (Uncoated) - Colors, 65-lb. or 80 lb.</u>	\$ 42.71
7. <u>Coated CIS Cover – White, 10-pt.</u>	\$ 43.48
8. <u>No. 2 Coated Offset Text – Gloss – White, 70-lb, 80-lb., or 100-lb.</u>	\$ 21.30
9. <u>No. 2 Coated Offset Cover – Gloss – White, 80 and 100 lb.</u>	\$ 40.25

11. Alterations _____ Price per page: \$ 5.00

Running

12. Per Impression (Black Ink) 8" X 11" _____ \$ 0.02 per IMP

13. Per Impression Cover only
(4 color ink, which includes Pro-Matching PMS Colors) _____ \$ 0.15 per IMP

14. Perfect Binding _____ \$ 1.00 per Book

15. Drilling (each run) _____ \$ 2.75 per M

16. Machine Folding _____ \$ 2.00 per M

17. Poly Shrink Wrap _____ Price per package: \$.60

18. Delivery Charge _____ State price per destination: \$45.00

19. Special Boxing _____ State price per box: \$ 1.50

20. Rush Charge – Upcharge for rush _____ State percent upcharge: 10%

GROUP 1
THIS DOCUMENT WILL ACCOMPANY ALL JOBS TO BE PRINTED ON THIS CONTRACT

PRINTING CONTRACT ORDER FORM
PAMPHLETS & BOOKLETS LARGER THAN 6" X 9"

Contract No.: _____

Agency's Order No.: _____

Delivery Address:

Billing Address:

(Agency)

(Agency)

(Mailing address)

(Mailing address)

(City/State/Zip Code)

(City/State/Zip Code)

(Delivery contact person)

(Accounts Payable Contact)

Name/Description of Publication: _____

Quantity: _____ Exact Reprint? _____ Delivery desired: _____

Specifications:

Trim Size of Book (page size): _____ No. of Pages: _____

Paper for Cover: _____ Paper for Text: _____

Ink Colors – Cover: _____ Ink Colors – Text: _____

Materials provided:

Binding: _____

Additional information/instructions: _____

Agency contact for questions: _____

Phone: _____ Fax: _____ Email: _____

Approving Authority:

Print Name

Signature

Date

GROUP 2

THIS DOCUMENT WILL ACCOMPANY ALL JOBS TO BE PRINTED ON THIS CONTRACT

SMALL QUANTITY, PERFECT BOUND BOOKS REQUEST FORM – CONTRACT # _____

Contract No.: _____

Agency's Order No.: _____

Delivery Address:

Billing Address:

(Agency)

(Agency)

(Mailing address)

(Mailing address)

(City/State/Zip Code)

(City/State/Zip Code)

(Delivery contact person)

(Accounts Payable Contact)

Name/Description of Publication: _____

Quantity: _____ Exact Reprint? _____ Delivery desired: _____

Specifications:

QUANTITY OF BOOKS: _____ No. of Pages: _____ Number of Impressions: _____
(Total number of impressions cannot exceed 100,000)

Paper for Cover: _____ Paper for Text: _____

Ink Colors – Cover: _____

Materials provided:

Additional information/instructions: _____

Agency contact for questions: _____

Phone: _____ Fax: _____ Email: _____

Approving Authority:

Print Name Signature Date