STATEWIDE COMPETITIVE CONTRACT AWARD

STATE OF LOUISIANA
DIVISION OF ADMINISTRATION
OFFICE OF STATE PURCHASING

NUMBER	:	409778
BUYER	:	LONA GROS
BUYER PHONE	:	(225)342-8024
T-NUMBER	:	91029
DATE ISSUED	:	01/29/15
VENDOR NUMBER	:	720714729 00
VENDOR PHONE	:	(225)291-9090
REQ AGENCY	:	107001

OFFICE OF STATE PURCHASING

AGENCY REQ NO.	:	
ISIS REQ NO.	:	1356167
FISCAL YEAR	:	14
EFFECTIVE DATE	:	05/01/14
EXPIRATION DATE	:	04/30/16

BOURQUE PRINTING INC DBA
CHAMPION GRAPHIC COMMUNICATION
ATTN DOUG VANCE
10848 AIRLINE HWY
BATON ROUGE, LA 70816

CERTIFICATES, LICENSES, DIPLOMAS AND COMMISSIONS - PRINTING 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 DISIBILITIES ACT OF 1990. CONTRACTOR AGGREES 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: Lona S. Gros CPPB
STATE PURCHASING OFFICER/SUPERVISOR

APPROVED BY: Janelle Brown
Paul A. Holmes
DIRECTOR OF PURCHASING

1 CONTRACTUAL PERIOD. THE STATE OF LOUISIANA INTENDS TO AWARD ALL ITEMS FOR AN INITIAL PERIOD, NOT TO EXCEED 12 MONTHS. DELAYS IN AWARDING, BEYOND THE ANTICIPATED STARTING DATE, MAY RESULT IN A CHANGE IN THE CONTRACT PERIOD. IF THE SITUATION OCCURS, AN AWARD MAY BE MADE FOR LESS THAN 12 MONTHS.

2 QUANTITIES. THIS IS AN OPEN-ENDED REQUIREMENTS CONTRACT. QUANTITIES SHOWN ARE BASED ON THE PREVIOUS CONTRACT USAGE OR ESTIMATES. WHERE USAGE IS NOT AVAILABLE, A QUANTITY OF 1 INDICATES A LACK OF HISTORY ON THIS ITEM. THE SUCCESSFUL BIDDER MUST SUPPLY AT BID PRICES ACTUAL REQUIREMENTS AS ORDERED WHETHER THE TOTAL OF SUCH REQUIREMENTS IS MORE OR LESS THAN THE QUANTITIES SHOWN.

3 CANCELLATION
THE STATE OF LOUISIANA RESERVES THE RIGHT TO CANCEL THIS CONTRACT WITH THIRTY (30) DAYS WRITTEN NOTICE.

4 PACKAGING: UNLESS OTHERWISE SPECIFIED, THE COMMODITIES SHALL BE PACKED IN SUBSTANTIAL COMMERCIAL CONTAINERS OF THE TYPE, SIZE AND KIND COMMONLY USED FOR THE PURPOSE, SO CONSTRUCTED AS TO INSURE ACCEPTANCE AND SAFE DELIVERY AS CALLED FOR IN THIS CONTRACT.

5 IT SHALL BE DISTINCTLY AGREED AND UNDERSTOOD THAT THE PRICE QUOTED MUST BE A FIRM PRICE, AND NOT BE SUBJECT TO CHANGE AT TIME OF SHIPMENT.

PRICE SHEET	STATEWIDE COMPETITIVE CONTRACT
NUMBER : 409778 T-NUMBER : 91029	VENDOR: BOURQUE PRINTING INC DBA — PAGE 3

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: 966-28-011039 PRINTING CONTRACT-CERTIFICATES,DIPLOMAS, LICENSES AND COMMISSIONS. NOTE: TH IS THE ABREVIATION FOR THOUSAND LB IS THE ABREVIATION FOR POUND SEE WWW.DOA.LOUISIANA.GOV/OSP/CONTRACTS/PRINTING/DOCS/CERTIFICATES.PDF FOR PRICING AND SPECIFICATIONS.	1	TH	N/A	
00002	COMMODITY CODE: 966-28-011039 AGENCY-AUTHORIZED UPCHARGE FOR RUSH HANDLING. SEE SPECIFICATIONS. SEE WWW.DOA.LOUISIANA.GOV/OSP/CONTRACTS/PRINTING/DOCS/CERTIFICATES.PDF FOR PRICING AND SPECIFICATIONS.	1	LOT	N/A	

GENERAL CONDITIONS FOR PRINTING CONTRACTS

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.

5. 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.

   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 will be submitted upon request only, unless required by the contract.

6. 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 contract order 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. See the following link to the printing contract order form:
   http://www.doa.louisiana.gov/osp/onlineforms/printing/certificates.pdf

   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 requisitioning agency upon request. The estimate is to be the contractor's best estimate of cost but does not obligate him to this amount. Charges will be according to contract pricing.

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

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

7. 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 Office of State Purchasing.

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 State Director of 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 State Director of 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 State Director of 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.

8. PRICING: Prices will be calculated at the rate bid per lot. When a smaller quantity is ordered than the lowest quantity for which the price is given in the contract, the price to be used for printing will be that of the smallest quantity stated in the contract, which is considered a minimum price.

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 (TH) 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.
Printing Contract Order Form: http://www.doa.louisiana.gov/osp/onlineforms/printing/certificates.pdf

10. PAYMENT: Payment will be made on the basis of unit price as listed in this contract; such price and payment will constitute full compensation for furnishing and delivering the contract commodities. In no case will the State Agency refuse to make partial payments to contractor, provided proper invoices have been furnished and approved, although all items have not been delivered. This payment in no way relieves the contractor of his responsibility to effect shipment of the balance of the order. Payment will be made to vendor and address as shown on order.

11. DOWNWARD REVISION: All prices submitted as bids in this contract shall be subject to downward revision, with the approval of the State Director of Purchasing to conform with any and all laws or codes that may be enacted by either Federal or State law-making bodies, and promulgated or proclaimed by the President of the United States or the Governor of the State of Louisiana.

12. CANCELLATION OF CONTRACT FOR CONVENIENCE: The Division of Administration reserves the right to cancel the contract with contractor upon thirty (30) days written notice.

13. 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.

14. NON-EXCLUSIVITY CLAUSE: This agreement is non-exclusive and shall not in any way preclude state agencies from entering into similar agreements and/or arrangements with other vendors or from acquiring similar, equal, or like goods and/or services from other entities or sources.

15. RENEWAL: At the option of the State of Louisiana and acceptance by the contractor, this contract may be renewed for two (2) additional 12-month periods, at the same prices, terms, and conditions. Total contract not to exceed 36 months.

PRINTING OF COMMISSIONS, CERTIFICATES, LICENSES, & DIPLOMAS

T-NUMBER 91029

GENERAL DESCRIPTION

1. **Certificates with or without gold foil stamping of border and hot gold embossing of seal, in the following sizes:**

   8-1/2" x 11"
   8-1/2" x 14"
   17" x 14"

2. **Other Commissions, Certificates, Licenses, and Diplomas (Various sizes and specifications)**

COMMISSIONS, CERTIFICATES, LICENSES and DIPLOMAS

GENERAL REQUIREMENTS

1. **Commissions, certificates, licenses, and diplomas are required to be printed in various sizes.**

   The purchasing agency may request various sizes. The Office of State Purchasing, Printing Section, will determine the most feasible size and encourage the Agency to revise their size to standard, but orders for sizes other than standard may occur. The following sizes are standard:

   8-1/2" X 11"
   8-1/2" X 14"
   17" X 14"

2. **Copy** - The submitted copy will be in various forms. It may be handwritten, typewritten composition, camera-ready copy, or on disk.

3. **Special Jobs** - If the printed item requested cannot be priced from the price schedule, the requisition must be returned to the Agency. Printed items that cannot be priced from this contract may be purchased by the normal bid procedure.

4. **Property of the State** - All digital files, artwork, film, negatives, special plates and dies are the property of the State of Louisiana. The contractor will be responsible for labeling and storing all negatives, artwork, etc., for each job in this contract in one location, separate from all other work, and for maintaining a written inventory of all such materials. These negatives (stripped on flats), artwork, etc., shall be readily available upon request and furnished within three (3) working days of request.

   Upon award of contract to a new contractor, the previous contractor will be required to immediately furnish a written inventory of all negatives and/or other materials stored. Two (2) copies of the inventory listing shall be provided: one (1) is to be furnished to the new contractor along with all negatives, artwork, etc., listed, and one (1) mailed to the Office of State Purchasing, Printing Section. Any freight charges incurred are to be paid for by the contractor providing the negatives. The new contractor will be required to furnish written verification that all items listed were received.

   The contractor may be requested to furnish negatives to the Division of Administration, State Printing Office, or other state printing facility. In such case, the contractor providing the negatives will be responsible for any associated transportation charges. When negatives are sent to another location, they are to remain stripped in flats.

   The contractor will not dispose of any negatives or material 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 negative transfer or disposal. If at any time, the contractor cannot provide any negatives for which he has initially confirmed receipt and cannot provide proof of transfer or approved disposal, he will be required to remake the negatives at his expense.

5. **Underruns and Overruns** - Under ordinary conditions, the Agencies Purchasing Divisions will approve an underrun or an overrun not to exceed:

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

6. **Packaging** - Contractor's standard inner packing is acceptable. The vendor's standard packaging must be of test strength to withstand handling by freight lines without bursting or crushing. The vendor will be responsible for remaking any items 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 required, including shipping containers, are to be furnished by the contractor. The cost of such materials is 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.

   The commodity will be packed in a new outer carton of corrugated fiberboard. Shipping containers must be durable to permit delivery of the job to destination without damage.

   The label will contain the commodity number, commodity name, and quantity.

   The ordering agency may request special poly shrink-wrapping for packing specific quantity per pack within a carton. A charge will be allowed for the number of wrappings.

7. **Time of Delivery** - In general, a normal delivery schedule shall be considered three (3) weeks unless proof is required. Three (3) working days are added when proof is required, and, if additional proofs are required, another three (3) days will be allowed for each additional proof. (If additional proofs are required due to printer's errors, no additional time will be allowed).

   All shipments shall be F.O.B. destination (Inside Delivery) as specified by agency, including all cost of transportation and inside delivery within any office or building as specified. The contractor shall ship by any reasonable method to insure prompt delivery.

   If the original printing work order includes an authorization for the order to be delivered in less than the above normal schedule, a rush up charge of 10% may apply. Authorized personnel at the Agency must approve all emergency orders.

   Should an agency require an 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, the agency will provide written authorization for the expedited delivery.

   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 standard truck freight rates. Express charges shall be prepaid and the excess amount (exceeding standard truck freight 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.

COMMISSIONS, CERTIFICATES, LICENSES, & DIPLOMAS

SPECIFICATIONS

PAPER - Paper is as specified by this solicitation for contract. All papers bid must be nationally recognized mill brands and must be equal in all respects to the brands specified. Paper is bid per pound. The State will only pay for paper actually used to produce the quantity shipped. Additional pounds for excess of spoilage required by vendor to produce the product will not be approved. **NOTE** - The size of paper used to produce the printing job must be the most economical size resulting in the smallest possible waste.

No. 1 Bond, 24-lb., white and colors

100% Cotton Fiber Bond (watermarked), 24-lb., white (Anniversary Bond, Gilbert Bond, Permanized Parchment, or equal).

No. 1 Ledger, 24-lb., 28-lb., 32-lb white

No. 4 Premium bond, 24-lb. white

25% Cotton Fiber Ledger (watermarked), 28-lb., white (Blackstone Ledger, Certificate Ledger, or equal)

No. 2 Index, 90-lb. & 110-lb., white and colors

No. 1 Opaque Cover, 65-lb. & 80-lb., White (Nekoosa Cover, Glacier Opaque Cover, Hammermill Cover, or equal)

Crane's Cover, 90-lb., Ivory

Imitation Parchment, Text, 60-lb. & 80-lb., white and soft tint colors (Valley Forge Parchment, Parchtone Text, or equal)

Imitation Parchment, Cover, 65-lb., white and soft tint colors (Parchtone Cover, Parchmarque, or equal)

Starwhite Vicksburg Medium Plate Vellum, 2-ply (250 lbs./TH), white. This stock may be used to print the High School Diplomas for the Department of Education.

Goes Certificate, 14" x 5-3/4", all colors

Goes Certificate, 15" x 5-3/4", all colors

Goes Certificates, 8-1/2" x 11", all colors

Goes Certificates, 8-1/2" x 15", all colors

Goes Certificates, custom

If any agency requests a classification of paper that is not specified in this contract, or a specific brand of paper not available from the contractor through this contract, the contractor should first communicate this fact to the ordering Agency and assist them in choosing a paper which is offered under this contract. If the Agency is not satisfied with papers available through this contract, the contractor is to offer an estimate of the price of the requested paper. The Agency will determine whether the additional cost is justified, and will determine whether or not the job should be bid, or whether paper will be competitively bid and furnished to the contractor for this job, or whether the special paper can be priced otherwise. The Agency will advise the contractor whether or not to return the requisition. Failure to follow this procedure may result in Agency not approving contractor's invoice.

COMPOSITION

A. Size 8-1/2" x 11" - Composition may include various sizes of type (8 to 36 point), including display in Serif Shaded with script ad rules in Engravers Old English. Minimum overall size 38 x 45 picas. Maximum oversize 40 x 50 picas. A flat charge per size to include typesetting, page preparation, and one set of proofs.

B. Size 8-1/2" x 14" - Composition may include Calendonia, Roman Italic, bold and small caps with display. Point size from 8 to 18 point up to lines with rules and brackets, Serif Shaded mixed with San Serif face 12, 14, and 24 point type in bold script with rule. Minimum 40 x 64 picas; Maximum 45 x 70 picas. A flat charge per size to include typesetting, page preparation, and one set of proofs.

C. Size 17" x 14" - Composition may include four different faces, machine and hand set with rules. Faces similar to Cloister Black, Engravers Old English and Imperial Script. Sizes from 36 pt. to 12 pt. by measures up to 49 picas wide. Type area overall 49 x 30 picas. A flat charge per size to include, typesetting, page preparation, and one set of proofs.

REPRINTS, or WHEN CAMERA READY COPY OR NEGATIVES ARE PROVIDED

A composition charge will not be allowed on reprints, or if camera-ready copy, disk, or negatives are provided. Any reorder with three (3) lines or less in changes will be considered a reprint with change areas charged on alterations.

Preparation cost will be covered under flat charges according to class.

If any artwork, film, negatives, special plates, and dies have already been prepared for other printing in this contract, there will be no additional charge.

Should a job require the production of a die, contractor will handle as a separate purchase by the agency.

AUTHOR'S ALTERATIONS

Alterations are changes made in the proofs that are different from the original manuscript or previous proofs. Corrections or errors marked by author due to typesetter mistakes are printer's errors and not to be charged. When alterations are charged, the vendor must furnish proof of alterations.

A charge per square inch will be allowed for actual area of type that is set due to the change made in proof. The Agency will not approve a complete sheet size because the vendor finds this the easiest way to make the corrections. This charge should include all operations that are required to make the changes requested in the proof.

ARTWORK

Artwork may be required in preparation and will be charged on an hourly basis. If artwork is required, the contractor is to furnish the Agency an estimate of the number of hours and total cost required to produce artwork, and then get a signed authorization from the agency to perform this work. Charges for artwork will not be approved by the Agency unless this authorization accompanies invoice and worksheet.

PRINTING

1. **One color** - The flat charge is to include negative, plate making, and makeready on the press. The running charges to include handling paper, one color ink, printing one side, press wash-up, trimming and shipping.

2. **Additional Color** - The flat charge is to include negative, plate making, and makeready on the press. The running charge to include one additional color ink (other than base color), printing one side and press wash up.

3. **Hot Gold Stamping** - The flat charge to include makeready and lockup of die. The running charge to include stamping or embossing and gold foil. Does not include borders.

4. **Heavy Embossed Hot Gold Stamping** - The flat charge to include makeready and lockup of dies. The running charges to include stamping or embossing, and gold foil (usually involves match dies). Does not include borders.

5. **Hot Gold Foil Stamp of Borders** - The flat charge to include makeready and lockup of dies. The running charge to include stamping of borders with gold foil.

PERFORATION AND/OR SCORING

Perforation or scoring may be required on individual orders. A flat charge will be allowed for makeready.

PRESS NUMBERING

A flat charge for makeready and lockup for each numbering machine and a running charge per thousand sheets will be allowed.

POLY SHRINK WRAPPING

Poly shrink to be a minimum of 100-gauge polypropylene clear shrink film. Price is per package. This charge is only used when an agency requests a specific number of items to be shrink wrapped per package.

BOXING OTHER THAN FACTORY OPTION

If the agency requests specific boxing other than factory option, a flat charge per box will be allowed.

SIZES OTHER THAN LISTED

There may be orders for other commissions, certificates, licenses, and diplomas not enumerated in previous descriptions in the contract.

The contractor will produce these documents at the prices indicated under his price schedule. If the exact size is not in his price schedule then the charges will be at the next larger size in the price schedule.

COMMISSIONS, CERTIFICATES, LICENSES, & DIPLOMAS

PRICE SCHEDULE

PAPER	SUBSTANCE	COLOR	Price Per Pound
No. 1 Bond	24 lb.	White	$ 1.25
	24 lb.	Color	$ 1.50
100% Cotton Fiber Bond	24 lb.	White	$ 5.00
No. 1 Ledger	24 lb.	White	$ 2.50
	28 lb.	White	$ 2.50
	32 lb.	White	$ 2.50
No. 4 Premium Bond	24 lb.	White	$ 1.00
25% Cotton Fiber Ledger	28 lb.	White	$ 4.00
No. 2 Index	90 lb.	White	$ 1.30
	90 lb.	Color	$ 1.60
	110lb.	White	$ 1.30
	110lb.	Color	$ 1.60
No. 1 Opaque Cover	65 lb.	White	$ 1.50
	80 lb.	White	$ 1.50
Crane's Cover	90 lb.	Ivory	$ 6.00
Imitation Parchment, Text	60 lb.	White	$ 2.25
	60 lb.	Color	$ 2.50
	80 lb.	White	$ 2.25
	80 lb.	Color	$ 2.50
Imitation Parchment, Cover	65 lb.	White	$ 2.50
	65 lb.	Color	$ 2.75
Exact Opaque Offset Text	60 lb.	Cream	$ 1.25
Starwhite Vicksburg Med. Plate Vellum	2 ply	White	$ 2.75
GOES Certificate	14" X 5-3/4"		$ 150.00 PER TH
GOES Certificate	15" X 5-3/4"		$ 150.00 PER TH
GOES Certificate	8-1/2" X 11"		$ 150.00 PER TH
GOES Certificate	8-1/2" X 15"		$ 200.00 PER TH
GOES Special Certificate #911234	8-1/2 X 11		$ 250.00 PER TH
GOES Special Certificate #91549	14" X 11"		$ 450.00 PER TH
GOES Special Certificate #911236	17" X 14"		$ 500.00 PER TH

COMMISSIONS, CERTIFICATES, LICENSES, & DIPLOMAS

PRICE SCHEDULE (CONTINUED)

COMPOSITION	Unit Price Per Size
8-1/2" X 11"	$ 50.00
8-1/2" X 14"	$ 50.00
17" X 14"	$ 75.00
ALTERATIONS	**Unit Price Per Square Inch**
	$ 2.00
ARTWORK	**Unit Price Per Hour**
	$ 60.00

PRINTING	FLAT CHARGE	RUNNING CHARGES - Price Per Thousand				
		100 - 999	1,000-1,499	1,500-4,999	5,000-19,999	20,000 +
SIZE 8-1/2" x 11"						
One Color	$ 60.00	$ 60.00	$ 58.00	$ 56.00	$ 34.00	$ 21.00
Additional Color	$ 60.00	$ 60.00	$ 58.00	$ 56.00	$ 34.00	$ 21.00
Hot Gold Stamping	$ 100.00	$ 80.00	$ 78.00	$ 70.00	$ 65.00	$ 50.00
Heavy Embossed Hot Gold Stamping	$ 125.00	$ 85.00	$ 83.00	$ 75.00	$ 70.00	$ 50.00
Hot Gold Foil Stamping of Borders	$ 250.00	$ 100.00	$ 95.00	$ 93.00	$ 92.00	$ 90.00
	FLAT CHARGE	**RUNNING CHARGES - Price Per Thousand**				
		100 - 999	**1,000-1,499**	**1,500-4,999**	**5,000-19,999**	**20,000 +**
SIZE 8-1/2" x 14"						
One Color	$ 60.00	$ 60.00	$ 58.00	$ 56.00	$ 54.00	$ 42.00
Additional Color	$ 60.00	$ 60.00	$ 58.00	$ 56.00	$ 54.00	$ 42.00
Hot Gold Stamping	$ 100.00	$ 80.00	$ 78.00	$ 76.00	$ 74.00	$ 72.00
Heavy Embossed Hot Gold Stamping	$ 125.00	$ 85.00	$ 83.00	$ 78.00	$ 74.00	$ 72.00
Hot Gold Foil Stamping of Borders	$ 250.00	$ 100.00	$ 95.00	$ 93.00	$ 92.00	$ 90.00

COMMISSIONS, CERTIFICATES, LICENSES, & DIPLOMAS

PRICE SCHEDULE (CONTINUED)

	FLAT CHARGE	RUNNING CHARGES - Price Per Thousand				
		100 - 999	1,000-1,499	1,500-4,999	5,000-19,999	20,000 +
SIZE 17" x 14"						
One Color	$ 80.00	$ 70.00	$ 68.00	$ 66.00	$ 64.00	$ 62.00
Additional Color	$ 80.00	$ 70.00	$ 68.00	$ 66.00	$ 64.00	$ 62.00
Hot Gold Stamping	$ 100.00	$ 100.00	$ 97.00	$ 95.00	$ 92.00	$ 90.00
Heavy Embossed Hot Gold Stamping	$ 125.00	$ 100.00	$ 98.00	$ 97.00	$ 94.00	$ 92.00
Hot Gold Foil Stamping of Borders	$ 300.00	$ 300.00	$ 287.00	$ 278.00	$ 269.00	$ 260.00

Additional Features	**Flat Charge**	**Running Charge (Per TH Sheets)**
Press Numbering	$ 45.00	$ 24.00
Perforation /Scoring	$ 45.00	
	Per Package	
Poly Shrink Wrap	$ 0.50	
	Per Box	
Boxing other than Factory Option	$ 1.00	