

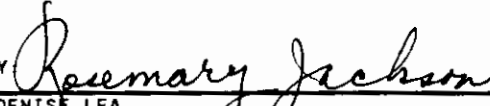


STATEWIDE COMPETITIVE CONTRACT AWARD		NUMBER : 408890 BUYER : LONA GROS BUYER PHONE : (225)342-8024 T-NUMBER : 90626 DATE ISSUED : 07/14/11 VENDOR NUMBER : 721186621 00 VENDOR PHONE : (225)923-2550-0000 REQ AGENCY : 107001
STATE OF LOUISIANA DIVISION OF ADMINISTRATION OFFICE OF STATE PURCHASING		<p style="text-align: center;">OFFICE OF STATE PURCHASING</p> AGENCY REQ NO. : ISIS REQ NO. : 1338597 FISCAL YEAR : 12 EFFECTIVE DATE : 08/01/11 EXPIRATION DATE : 07/31/12
<div style="border: 1px solid black; padding: 10px; width: fit-content; margin: auto;"> <p>MORAN PRINTING INC 5425 FLORIDA BLVD BATON ROUGE, LA 70806</p> </div>		

**PRINTED ENVELOPES-COMMERCIAL WHITE WOVE
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 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:  STATE PURCHASING OFFICER/SUPERVISOR	APPROVED BY:  DENISE LEA DIRECTOR OF PURCHASING
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SPECIAL TERMS AND CONDITIONS		STATEWIDE COMPETITIVE CONTRACT	
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1 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.

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 CONTRACT PERFORMANCE EVALUATION
IN AN EFFORT TO IMPROVE OUR CONTRACTS TO MEET THE NEEDS OF THE AGENCIES WE SERVE, THE CONTRACTOR'S PERFORMANCE WILL BE MONITORED. AGENCIES' FEEDBACK WILL BE REQUESTED REGARDING CUSTOMER SERVICE, DELIVERY, PRODUCT QUALITY, BILLING, OVERALL EFFECTIVENESS OF THE CONTRACT, AND ANY NEEDED CHANGES. THEIR RESPONSES WILL BE CONSIDERED IN DETERMINING OUR OPTIONS FOR RENEWALS OR REVISIONS AND REBIDDING. TO VIEW THE CONTENT OF THE CONTRACT PERFORMANCE EVALUATION FORM, GO TO [HTTP://WWW.DOA.LOUISIANA.GOV/OSP/ONLINEFORMS/SUBMIT/CONTRPERFORMANCE.PDF](http://www.doa.louisiana.gov/osp/onlineforms/submit/contrperformance.pdf), OR CALL FOR A COPY.

AGENCY REPORTS OF DEFICIENT PERFORMANCE WILL BE APPROPRIATELY ADDRESSED DURING THE CONTRACT PERIOD.

4 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.

5 MINIMUM ORDER IS \$250.00.

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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: 966-31-003203 ENVELOPES, PRINTED, #9, REGULAR, WHITE WOVE, PRINTED ONE COLOR INK, (3-7/8" X 8-7/8"), SUBMIT SAMPLE WITH ORDER TO VENDOR AND SPECIFY COLOR OF INK. QUANTITIES 500 TO 2999.	1	TH	\$ 60.00000	
00002	COMMODITY CODE: 966-31-003203 ENVELOPES, PRINTED, #9, REGULAR, WHITE WOVE, PRINTED ONE COLOR INK, (3-7/8" X 8-7/8"), SUBMIT SAMPLE WITH ORDER TO VENDOR AND SPECIFY COLOR OF INK. QUANTITIES 3000 TO 4999.	1	TH	\$ 37.62000	
00003	COMMODITY CODE: 966-31-003203 ENVELOPES, PRINTED, #9, REGULAR, WHITE WOVE, PRINTED ONE COLOR INK, (3-7/8" X 8-7/8"), SUBMIT SAMPLE WITH ORDER TO VENDOR AND SPECIFY COLOR OF INK. QUANTITIES 5000 TO 9999.	1	TH	\$ 31.04000	
00004	COMMODITY CODE: 966-31-003203 ENVELOPES, PRINTED, #9, REGULAR, WHITE WOVE, PRINTED ONE COLOR INK, (3-7/8" X 8-7/8"), SUBMIT SAMPLE WITH ORDER TO VENDOR AND SPECIFY COLOR OF INK. QUANTITIES 10,000 TO 19,999.	1	TH	\$ 25.11000	
00005	COMMODITY CODE: 966-31-003203 ENVELOPES, PRINTED, #9, REGULAR, WHITE WOVE, PRINTED ONE COLOR INK, (3-7/8" X 8-7/8"), SUBMIT SAMPLE WITH ORDER TO VENDOR AND SPECIFY COLOR OF INK. QUANTITIES 20,000 TO 29,999.	1	TH	\$ 24.08000	
00006	COMMODITY CODE: 966-31-003203 ENVELOPES, PRINTED, #9, REGULAR, WHITE WOVE, PRINTED ONE COLOR INK, (3-7/8" X 8-7/8"), SUBMIT SAMPLE WITH ORDER TO VENDOR AND SPECIFY COLOR OF INK. QUANTITIES 30,000 TO 49,999.	1	TH	\$ 22.28000	
00007	COMMODITY CODE: 966-31-003203 ENVELOPES, PRINTED, #9, REGULAR, WHITE WOVE, PRINTED ONE COLOR INK, (3-7/8" X 8-7/8"), SUBMIT SAMPLE WITH ORDER TO VENDOR AND SPECIFY COLOR OF INK. QUANTITEIS 50,000 TO 99,999.	1	TH	\$ 21.08000	

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LINE NO.	COMMODITY/SERVICE DESCRIPTION	QUANTITY FROM/TO	UNIT	UNIT PRICE	DISCOUNT OFF CATALOG PRICE
00008	COMMODITY CODE: 966-31-003203 ENVELOPES, PRINTED, #9, REGULAR, WHITE WOVE, PRINTED ONE COLOR INK, (3-7/8" X 8-7/8"), SUBMIT SAMPLE WITH ORDER TO VENDOR AND SPECIFY COLOR OF INK. QUANTITIES: 100,000 TO 499,999	1	TH	\$ 20.17000	
00009	COMMODITY CODE: 966-31-003203 ENVELOPES, PRINTED, #9, REGULAR, WHITE WOVE, PRINTED ONE COLOR INK, (3-7/8" X 8-7/8"), SUBMIT SAMPLE WITH ORDER TO VENDOR AND SPECIFY COLOR OF INK. QUANTITIES: 500,000 AND OVER	1	TH	\$ 18.92000	
00010	COMMODITY CODE: 966-31-003201 ENVELOPES, PRINTED, #9 SIDE SEAM, REGULAR, WHITE WOVE, PRINTED ONE COLOR INK, (3-7/8" X 8-7/8"), SUBMIT SAMPLE WITH ORDER TO VENDOR AND SPECIFY COLOR OF INK, QUANTITIES: 50,000 TO 99,999.	1	TH	\$ 28.23000	
00011	COMMODITY CODE: 966-31-003201 ENVELOPES, PRINTED, #9 SIDE SEAM, REGULAR, WHITE WOVE, PRINTED ONE COLOR INK, (3-7/8" X 8-7/8"), SUBMIT SAMPLE WITH ORDER TO VENDOR AND SPECIFY COLOR OF INK, QUANTITIES: 100,000 TO 499,999	1	TH	\$ 27.82000	
00012	COMMODITY CODE: 966-31-003201 ENVELOPES, PRINTED, #9 SIDE SEAM, REGULAR, WHITE WOVE, PRINTED ONE COLOR INK, (3-7/8" X 8-7/8"), SUBMIT SAMPLE WITH ORDER TO VENDOR AND SPECIFY COLOR OF INK, QUANTITIES: 500,000 AND OVER	1	TH	\$ 26.67000	
00013	COMMODITY CODE: 966-31-017945 ENVELOPE, PRINTED, #9, WINDOW, WHITE WOVE (3 7/8" X 8 7/8"), PRINTED ONE COLOR INK. SUBMIT SAMPLE W/ORDER TO VENDOR AND SPECIFY COLOR OF INK. SPECIFY WINDOW SIZE & POSITION IF DIFFERENT THAN SAMPLE. STANDARD WINDOW POSITION MAY BE EITHER 1/2" OR 11/16" FROM BOTTOM; SPECIFY QUANTITITES: 500 TO 2,999	1	TH	\$ 62.41000	
00014	COMMODITY CODE: 966-31-017945 ENVELOPE, PRINTED, #9, WINDOW, WHITE WOVE (3 7/8" X 8 7/8"), PRINTED ONE COLOR INK. SUBMIT SAMPLE W/ORDER TO VENDOR AND SPECIFY COLOR OF INK. SPECIFY WINDOW SIZE & POSITION IF DIFFERENT THAN SAMPLE. STANDARD WINDOW POSITION MAY BE EITHER 1/2" OR 11/16" FROM BOTTOM; SPECIFY QUANTITIES: 3000 TO 4,999	1	TH	\$ 39.99000	

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LINE NO.	COMMODITY/SERVICE DESCRIPTION	QUANTITY FROM/TO	UNIT	UNIT PRICE	DISCOUNT OFF CATALOG PRICE
00015	<p>COMMODITY CODE: 966-31-017945</p> <p>ENVELOPE, PRINTED, #9, WINDOW, WHITE WOVE (3 7/8" X 8 7/8"), PRINTED ONE COLOR INK. SUBMIT SAMPLE W/ORDER TO VENDOR AND SPECIFY COLOR OF INK. SPECIFY WINDOW SIZE & POSITION IF DIFFERENT THAN SAMPLE. STANDARD WINDOW POSITION MAY BE EITHER 1/2" OR 11/16" FROM BOTTOM; SPECIFY</p> <p>QUANTITIES: 5,000 TO 9,999.</p>	1	TH	\$ 33.48000	
00016	<p>COMMODITY CODE: 966-31-017945</p> <p>ENVELOPE, PRINTED, #9, WINDOW, WHITE WOVE (3 7/8" X 8 7/8"), PRINTED ONE COLOR INK. SUBMIT SAMPLE W/ORDER TO VENDOR AND SPECIFY COLOR OF INK. SPECIFY WINDOW SIZE & POSITION IF DIFFERENT THAN SAMPLE. STANDARD WINDOW POSITION MAY BE EITHER 1/2" OR 11/16" FROM BOTTOM; SPECIFY</p> <p>QUANTITIES: 10,000 TO 19,999</p>	1	TH	\$ 27.55000	
00017	<p>COMMODITY CODE: 966-31-017945</p> <p>ENVELOPE, PRINTED, #9, WINDOW, WHITE WOVE (3 7/8" X 8 7/8"), PRINTED ONE COLOR INK. SUBMIT SAMPLE W/ORDER TO VENDOR AND SPECIFY COLOR OF INK. SPECIFY WINDOW SIZE & POSITION IF DIFFERENT THAN SAMPLE. STANDARD WINDOW POSITION MAY BE EITHER 1/2" OR 11/16" FROM BOTTOM; SPECIFY</p> <p>QUANTITIES: 20,000 TO 29,999.</p>	1	TH	\$ 26.73000	
00018	<p>COMMODITY CODE: 966-31-017945</p> <p>ENVELOPE, PRINTED, #9, WINDOW, WHITE WOVE (3 7/8" X 8 7/8"), PRINTED ONE COLOR INK. SUBMIT SAMPLE W/ORDER TO VENDOR AND SPECIFY COLOR OF INK. SPECIFY WINDOW SIZE & POSITION IF DIFFERENT THAN SAMPLE. STANDARD WINDOW POSITION MAY BE EITHER 1/2" OR 11/16" FROM BOTTOM; SPECIFY</p> <p>QUANTITIES: 30,000 TO 49,999.</p>	1	TH	\$ 24.93000	
00019	<p>COMMODITY CODE: 966-31-017945</p> <p>ENVELOPE, PRINTED, #9, WINDOW, WHITE WOVEN (3 7/8" X 8 7/8"), PRINTED ONE COLOR INK. SUBMIT SAMPLE W/ORDER TO VENDOR AND SPECIFY COLOR OF INK. SPECIFY WINDOW SIZE & POSITION IF DIFFERENT THAN SAMPLE. STANDARD WINDOW POSITION MAY BE EITHER 1/2" OR 11/16" FROM BOTTOM; SPECIFY</p> <p>QUANTITIES: 50,000 TO 99,000</p>	1	TH	\$ 23.73000	
00020	<p>COMMODITY CODE: 966-31-017945</p> <p>ENVELOPE, PRINTED, #9, WINDOW, WHITE WOVE (3 7/8" X 8 7/8"), PRINTED ONE COLOR INK. SUBMIT SAMPLE W/ORDER TO VENDOR AND SPECIFY COLOR OF INK. SPECIFY WINDOW SIZE & POSITION IF DIFFERENT THAN SAMPLE. STANDARD WINDOW POSITION MAY BE EITHER 1/2" OR 11/16" FROM BOTTOM; SPECIFY</p>	1	TH	\$ 22.86000	

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LINE NO.	COMMODITY/SERVICE DESCRIPTION	QUANTITY FROM/TO	UNIT	UNIT PRICE	DISCOUNT OFF CATALOG PRICE
	QUANTITIES: 100,000 TO 499,999				
00021	COMMODITY CODE: 966-31-017945 ENVELOPE, PRINTED, #9, WINDOW, WHITE WOVEN (3 7/8" X 8 7/8"), PRINTED ONE COLOR INK. SUBMIT SAMPLE W/ORDER TO VENDOR AND SPECIFY COLOR OF INK. SPECIFY WINDOW SIZE & POSITION IF DIFFERENT THAN SAMPLE. STANDARD WINDOW POSITION MAY BE EITHER 1/2" OR 11/16" FROM BOTTOM; SPECIFY	1	TH	\$ 21.56000	
	QUANTITIES: 500,000 AND OVER				
00022	COMMODITY CODE: 966-31-003193 ENVELOPES, PRINTED, #10, REGULAR, WHITE WOVE, PRINTED ONE COLOR INK (4-1/8" X 9-1/2"). SUBMIT SAMPLE WITH ORDER TO VENDOR AND SPECIFY COLOR OF INK.	1	TH	\$ 60.10000	
	QUANTITIES 500 TO 2999.				
00023	COMMODITY CODE: 966-31-003193 ENVELOPES, PRINTED, #10, REGULAR, WHITE WOVE, PRINTED ONE COLOR INK (4-1/8" X 9-1/2"). SUBMIT SAMPLE WITH ORDER TO VENDOR AND SPECIFY COLOR OF INK.	1	TH	\$ 37.68000	
	QUANTITIES 3000 TO 4999.				
00024	COMMODITY CODE: 966-31-003193 ENVELOPES, PRINTED, #10, REGULAR, WHITE WOVE, PRINTED ONE COLOR INK (4-1/8" X 9-1/2"). SUBMIT SAMPLE WITH ORDER TO VENDOR AND SPECIFY COLOR OF INK.	1	TH	\$ 31.10000	
	QUANTITIES 5000 TO 9999.				
00025	COMMODITY CODE: 966-31-003193 ENVELOPES, PRINTED, #10, REGULAR, WHITE WOVE, PRINTED ONE COLOR INK (4-1/8" X 9-1/2"). SUBMIT SAMPLE WITH ORDER TO VENDOR AND SPECIFY COLOR OF INK.	1	TH	\$ 25.16000	
	QUANTITIES 10,000 TO 19,999.				
00026	COMMODITY CODE: 966-31-003193 ENVELOPES, PRINTED, #10, REGULAR, WHITE WOVE, PRINTED ONE COLOR INK (4-1/8" X 9-1/2"). SUBMIT SAMPLE WITH ORDER TO VENDOR AND SPECIFY COLOR OF INK.	1	TH	\$ 24.14000	
	QUANTITIES 20,000 TO 29,999.				
00027	COMMODITY CODE: 966-31-003193 ENVELOPES, PRINTED, #10, REGULAR, WHITE WOVE, PRINTED ONE COLOR INK (4-1/8" X 9-1/2"). SUBMIT SAMPLE WITH ORDER TO VENDOR AND SPECIFY COLOR OF INK.	1	TH	\$ 22.34000	
	QUANTITIES 30,000 TO 49,999.				

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LINE NO.	COMMODITY/SERVICE DESCRIPTION	QUANTITY FROM/TO	UNIT	UNIT PRICE	DISCOUNT OFF CATALOG PRICE
00028	COMMODITY CODE: 966-31-003193 ENVELOPES, PRINTED, #10, REGULAR, WHITE WOVE, PRINTED ONE COLOR INK, (4-1/8" X 9-1/2"), SUBMIT SAMPLE WITH ORDER TO VENDOR AND SPECIFY COLOR OF INK. QUANTITIES 50,000 TO 99,999.	1	TH	\$ 21.14000	
00029	COMMODITY CODE: 966-31-003193 ENVELOPES, PRINTED, #10, REGULAR, WHITE WOVE, PRINTED ONE COLOR INK, (4-1/8" X 9-1/2"), SUBMIT SAMPLE WITH ORDER TO VENDOR AND SPECIFY COLOR OF INK. QUANTITIES: 100,000 TO 499,999	1	TH	\$ 20.23000	
00030	COMMODITY CODE: 966-31-003193 ENVELOPES, PRINTED, #10, REGULAR, WHITE WOVE, PRINTED ONE COLOR INK, (4-1/8" X 9-1/2"), SUBMIT SAMPLE WITH ORDER TO VENDOR AND SPECIFY COLOR OF INK. QUANTITIES: 500,000 AND OVER	1	TH	\$ 18.98000	
00031	COMMODITY CODE: 966-31-003185 ENVELOPES, PRINTED, #10 SIDE SEAM, REGULAR, WHITE WOVE, PRINTED ONE COLOR INK, (4-1/8" X 9-1/2"), SUBMIT SAMPLE WITH ORDER TO VENDOR AND SPECIFY COLOR OF INK. QUANTITIES 50,000 TO 99,999.	1	TH	\$ 25.09000	
00032	COMMODITY CODE: 966-31-003185 ENVELOPES, PRINTED, #10 SIDE SEAM, REGULAR, WHITE WOVE, PRINTED ONE COLOR INK, (4-1/8" X 9-1/2"), SUBMIT SAMPLE WITH ORDER TO VENDOR AND SPECIFY COLOR OF INK. QUANTITIES: 100,000 TO 499,999	1	TH	\$ 24.24000	
00033	COMMODITY CODE: 966-31-003185 ENVELOPES, PRINTED, #10 SIDE SEAM, REGULAR, WHITE WOVE, PRINTED ONE COLOR INK, (4-1/8" X 9-1/2"), SUBMIT SAMPLE WITH ORDER TO VENDOR AND SPECIFY COLOR OF INK. QUANTITIES: 500,000 AND OVER	1	TH	\$ 22.93000	
00034	COMMODITY CODE: 966-31-003189 ENVELOPES, PRINTED, #10 WINDOW WHITE WOVE, PRINTED ONE COLOR INK, (4-1/8" X 9-1/2"), SUBMIT SAMPLE WITH ORDER TO VENDOR AND SPECIFY COLOR OF INK AND STOCK. SPECIFY WINDOW POSITION AND SIZE IF DIFFERENT THAN SAMPLE. STANDARD WINDOW POSITION MAY BE EITHER 1/2" OR 11/16" FROM BOTTOM; SPECIFY. QUANTITIES: 500 TO 2999	1	TH	\$ 62.47000	

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00035	<p>COMMODITY CODE: 966-31-003189</p> <p>ENVELOPES, PRINTED, #10 WINDOW, WHITE WOVE PRINTED ONE COLOR INK, (4-1/8" X 9-1/2"), SUBMIT SAMPLE WITH ORDER TO VENDOR AND SPECIFY COLOR OF INK AND STOCK, SPECIFY WINDOW POSITION AND SIZE IF DIFFERENT THAN SAMPLE STANDARD WINDOW POSITION MAY BE EITHER 1/2" OR 11/16" FROM BOTTOM; SPECIFY.</p> <p>QUANTITIES: 3000 TO 4,999</p>	1	TH	\$ 40.05000	
00036	<p>COMMODITY CODE: 966-31-003189</p> <p>ENVELOPES, PRINTED, #10 WINDOW, WHITE WOVE PRINTED ONE COLOR INK, (4-1/8" X 9-1/2"), SUBMIT SAMPLE WITH ORDER TO VENDOR AND SPECIFY COLOR OF INK AND STOCK, SPECIFY WINDOW POSITION AND SIZE IF DIFFERENT THAN SAMPLE STANDARD WINDOW POSITION MAY BE EITHER 1/2" OR 11/16" FROM BOTTOM; SPECIFY.</p> <p>QUANTITIES: 5000 TO 9,999</p>	1	TH	\$ 33.53000	
00037	<p>COMMODITY CODE: 966-31-003189</p> <p>ENVELOPES, PRINTED, #10 WINDOW, WHITE WOVE PRINTED ONE COLOR INK, (4-1/8" X 9-1/2"), SUBMIT SAMPLE WITH ORDER TO VENDOR AND SPECIFY COLOR OF INK AND STOCK, SPECIFY WINDOW POSITION AND SIZE IF DIFFERENT THAN SAMPLE STANDARD WINDOW POSITION MAY BE EITHER 1/2" OR 11/16" FROM BOTTOM; SPECIFY.</p> <p>QUANTITIES: 10,000 TO 19,999</p>	1	TH	\$ 27.61000	
00038	<p>COMMODITY CODE: 966-31-003189</p> <p>ENVELOPES, PRINTED, #10 WINDOW, WHITE WOVE PRINTED ONE COLOR INK, (4-1/8" X 9-1/2"), SUBMIT SAMPLE WITH ORDER TO VENDOR AND SPECIFY COLOR OF INK AND STOCK, SPECIFY WINDOW POSITION AND SIZE IF DIFFERENT THAN SAMPLE STANDARD WINDOW POSITION MAY BE EITHER 1/2" OR 11/16" FROM BOTTOM; SPECIFY.</p> <p>QUANTITIES: 20,000 TO 29,999</p>	1	TH	\$ 26.79000	
00039	<p>COMMODITY CODE: 966-31-003189</p> <p>ENVELOPES, PRINTED, #10 WINDOW, WHITE WOVE PRINTED ONE COLOR INK, (4-1/8" X 9-1/2"), SUBMIT SAMPLE WITH ORDER TO VENDOR AND SPECIFY COLOR OF INK AND STOCK, SPECIFY WINDOW POSITION AND SIZE IF DIFFERENT THAN SAMPLE STANDARD WINDOW POSITION MAY BE EITHER 1/2" OR 11/16" FROM BOTTOM; SPECIFY.</p> <p>QUANTITIES: 30,000 TO 49,999</p>	1	TH	\$ 24.99000	
00040	<p>COMMODITY CODE: 966-31-003189</p> <p>ENVELOPES, PRINTED, #10 WINDOW, WHITE WOVE PRINTED ONE COLOR INK, (4-1/8" X 9-1/2"), SUBMIT SAMPLE WITH ORDER TO VENDOR AND</p>	1	TH	\$ 23.79000	

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LINE NO.	COMMODITY/SERVICE DESCRIPTION	QUANTITY FROM/TO	UNIT	UNIT PRICE	DISCOUNT OFF CATALOG PRICE
00041	<p>SPECIFY COLOR OF INK AND STOCK. SPECIFY WINDOW POSITION AND SIZE IF DIFFERENT THAN SAMPLE STANDARD WINDOW POSITION MAY BE EITHER 1/2" OR 11/16" FROM BOTTOM; SPECIFY.</p> <p>QUANTITIES:50,000 TO 99,999</p> <p>COMMODITY CODE: 966-31-003189</p>	1	TH	\$ 22.92000	
00042	<p>ENVELOPES, PRINTED, #10 WINDOW, WHITE WOVE PRINTED ONE COLOR INK, (4-1/8" X 9-1/2") SUBMIT SAMPLE WITH ORDER TO VENDOR AND SPECIFY COLOR OF INK AND STOCK. SPECIFY WINDOW POSITION AND SIZE IF DIFFERENT THAN SAMPLE. STANDARD WINDOW POSITION MAY BE EITHER 1/2" OR 11/16" FROM BOTTOM; SPECIFY.</p> <p>QUANTITIES: 100,000 TO 499,999</p> <p>COMMODITY CODE: 966-31-003189</p>	1	TH	\$ 21.62000	
00043	<p>ENVELOPES, PRINTED SIDE SEAM, #10 WINDOW, WHITE WOVE, PRINTED ONE COLOR INK, (4-1/8" X 9-1/2"), SEND SAMPLE W/ORDER AND SPECIFY COLOR OF INK AND STOCK; SPECIFY WINDOW POSITION AND SIZE IF DIFFERENT THAN SAMPLE STANDARD WINDOW POSITION MAY BE EITHER 1/2" OR 11/16" FROM BOTTOM; SPECIFY.</p> <p>QUANTITIES: 50,000 AND OVER</p> <p>COMMODITY CODE: 966-31-003182</p>	1	TH	\$ 33.32000	
00044	<p>ENVELOPES, PRINTED SIDE SEAM, #10 WINDOW, WHITE WOVE, PRINTED ONE COLOR INK, (4-1/8" X 9-1/2"), SEND SAMPLE W/ORDER AND SPECIFY COLOR OF INK AND STOCK; SPECIFY WINDOW SIZE AND POSITION IF DIFFERENT THAN SAMPLE. STANDARD WINDOW POSITION MAY BE EITHER 1/2" OR 11/16" FROM BOTTOM; SPECIFY.</p> <p>QUANTITIES: 100,000 TO 499,999</p> <p>COMMODITY CODE: 966-31-003182</p>	1	TH	\$ 31.82000	
00045	<p>ENVELOPES, PRINTED SIDE SEAM, #10 WINDOW, WHITE WOVE, PRINTED ONE COLOR INK, (4-1/8" X 9-1/2"), SUBMIT SAMPLE WITH ORDER TO VENDOR AND SPECIFY COLOR OF INK AND STOCK, SPECIFY WINDOW POSITION AND SIZE IF DIFFERENT THAN SAMPLE STANDARD WINDOW POSITION MAY BE EITHER 1/2" OR 11/16" FROM BOTTOM; SPECIFY</p> <p>COMMODITY CODE: 966-31-003182</p>	1	TH	\$ 30.63000	

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LINE NO.	COMMODITY/SERVICE DESCRIPTION	QUANTITY FROM/TO	UNIT	UNIT PRICE	DISCOUNT OFF CATALOG PRICE
	QUANTITIES: 500,000 AND OVER				
00046	COMMODITY CODE: 966-31-003197 ENVELOPES, PRINTED, #11, REGULAR, WHITE WOVE, PRINTED ONE COLOR INK (4-1/2" X 10-3/8"), SUBMIT SAMPLE WITH ORDER TO VENDOR AND SPECIFY COLOR OF INK. QUANTITIES: 500 TO 2,999	1	TH	\$ 77.90000	
00047	COMMODITY CODE: 966-31-003197 ENVELOPES, PRINTED, #11, REGULAR, WHITE WOVE, PRINTED ONE COLOR INK (4-1/2" X 10-3/8"), SUBMIT SAMPLE WITH ORDER TO VENDOR AND SPECIFY COLOR OF INK. QUANTITIES: 3,000 TO 4,999	1	TH	\$ 47.56000	
00048	COMMODITY CODE: 966-31-003197 ENVELOPES, PRINTED, #11, REGULAR, WHITE WOVE, PRINTED ONE COLOR INK (4-1/2" X 10-3/8"), SUBMIT SAMPLE WITH ORDER TO VENDOR AND SPECIFY COLOR OF INK. QUANTITIES: 5,000 TO 9,999	1	TH	\$ 39.33000	
00049	COMMODITY CODE: 966-31-003197 ENVELOPES, #11 (4-1/2" X 10-3/8"), REGULAR, WHITE WOVE, PRINTED ONE COLOR INK. SUBMIT SAMPLE W/ ORDER TO VENDOR & SPECIFY COLOR OF INK. QUANTITIES: 10,000 TO 19,999	1	TH	\$ 37.62000	
00050	COMMODITY CODE: 966-31-003197 ENVELOPES, PRINTED, #11, REGULAR, WHITE WOVE, PRINTED ONE COLOR INK (4-1/2" X 10-3/8"), SUBMIT SAMPLE WITH ORDER TO VENDOR AND SPECIFY COLOR OF INK. QUANTITIES: 20,000 TO 29,999	1	TH	\$ 34.11000	
00051	COMMODITY CODE: 966-31-003197 ENVELOPES, #11 (4-1/2" X 10-3/8"), REGULAR, WHITE WOVE, PRINTED ONE COLOR INK. SUBMIT SAMPLE W/ ORDER TO VENDOR & SPECIFY COLOR OF INK. QUANTITIES: 30,000 TO 49,999.	1	TH	\$ 33.52000	
00052	COMMODITY CODE: 966-31-003197 ENVELOPES, #11 (4-1/2" X 10-3/8"), REGULAR, WHITE WOVE, PRINTED ONE COLOR INK. SUBMIT SAMPLE W/ ORDER TO VENDOR & SPECIFY COLOR OF INK. QUANTITIES: 50,000 AND OVER	1	TH	\$ 30.98000	
00053	COMMODITY CODE: 966-31-003195	1	TH	\$ 56.04000	

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LINE NO.	COMMODITY/SERVICE DESCRIPTION	QUANTITY FROM/TO	UNIT	UNIT PRICE	DISCOUNT OFF CATALOG PRICE
00054	<p>ENVELOPES, #11 (4-1/2" X 10-3/8"), WINDOW, WHITE WOVE, PRINTED ONE COLOR INK. SUBMIT SAMPLE W/ ORDER TO VENDOR & SPECIFY COLOR OF INK. SPECIFY WINDOW POSITION & SIZE IF DIFFERENT THAN SAMPLE. STANDARD WINDOW POSITION MAY BE EITHER 1/2" OR 11/16" FROM BOTTOM; SPECIFY</p> <p>QUANTITIES: 10,000 TO 19,999</p> <p>COMMODITY CODE: 966-31-003195</p>	1	TH	\$ 53.69000	
00055	<p>ENVELOPES, #11 (4-1/2" X 10-3/8"), WINDOW, WHITE WOVE, PRINTED ONE COLOR INK. SUBMIT SAMPLE W/ ORDER TO VENDOR & SPECIFY COLOR OF INK. SPECIFY WINDOW POSITION & SIZE IF DIFFERENT THAN SAMPLE. STANDARD WINDOW POSITION MAY BE EITHER 1/2" OR 11/16" FROM BOTTOM; SPECIFY</p> <p>QUANTITIES: 20,000 TO 29,999</p> <p>COMMODITY CODE: 966-31-003195</p>	1	TH	\$ 47.51000	
00056	<p>ENVELOPES, #11 (4-1/2" X 10-3/8"), WINDOW, WHITE WOVE, PRINTED ONE COLOR INK. SUBMIT SAMPLE W/ ORDER TO VENDOR & SPECIFY COLOR OF INK. SPECIFY WINDOW POSITION & SIZE IF DIFFERENT THAN SAMPLE. STANDARD WINDOW POSITION MAY BE EITHER 1/2" OR 11/16" FROM BOTTOM; SPECIFY</p> <p>QUANTITIES: 30,000 TO 49,999</p> <p>COMMODITY CODE: 966-31-003195</p>	1	TH	\$ 46.95000	
00057	<p>ENVELOPES, PRINTED, #11 WINDOW, WHITE WOVE PRINTED ONE COLOR INK, (4-1/2" X 10-3/8") SUBMIT SAMPLE WITH ORDER TO VENDOR AND SPECIFY COLOR OF INK AND STOCK. SPECIFY WINDOW POSITION AND SIZE IF DIFFERENT THAN SAMPLE STANDARD WINDOW POSITION MAY BE EITHER 1/2" OR 11/16" FROM BOTTOM; SPECIFY</p> <p>QUANTITIES: 50,000 AND OVER</p> <p>COMMODITY CODE: 966-31-003199</p>	1	TH	\$ 85.94000	
00058	<p>ENVELOPES, #12 (4-3/4" X 11"), REGULAR, WHITE WOVE, PRINTED ONE COLOR INK. SUBMIT SAMPLE W/ ORDER TO VENDOR & SPECIFY COLOR OF INK.</p> <p>QUANTITIES: 50,000 AND OVER</p> <p>COMMODITY CODE: 966-31-017944</p>	1	TH	\$ 55.77000	
	<p>ENVELOPES, #14 (5" X 11-1/2"), WINDOW, WHITE WOVE, PRINTED ONE COLOR INK. SUBMIT SAMPLE W/ ORDER TO VENDOR AND SPECIFY COLOR OF INK. SPECIFY WINDOW POSIITON & SIZE IF DIFFERENT THAN SAMPLE. STANDARD WINDOW POSITION MAY BE EITHER 1/2" OR 11/16" FROM BOTTOM; SPECIFY</p> <p>QUANTITIES: 50,000 AND OVER</p>				

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LINE NO.	COMMODITY/SERVICE DESCRIPTION	QUANTITY FROM/TO	UNIT	UNIT PRICE	DISCOUNT OFF CATALOG PRICE
00059	<p>COMMODITY CODE: 966-31-002884</p> <p>ENVELOPE, PRINTED, 3-11/16" X 8-1/4" WINDOW WHITE WOVE, PRINTED ONE COLOR INK, SUBMIT SAMPLE WITH ORDER TO VENDOR AND SPECIFY COLOR OF INK, SPECIFY WINDOW POSITION AND SIZE IF DIFFERENT THAN SAMPLE. STANDARD WINDOW POSITION MAY BE EITHER 1/2" OF 11/16" FROM BOTTOM; SPECIFY</p> <p>QUANTITIES: 50,000 TO 99,999</p>	1	TH	\$ 75.03000	
00060	<p>COMMODITY CODE: 966-31-002884</p> <p>ENVELOPE, PRINTED, 3-11/16" X 8-1/4" WINDOW WHITE WOVE, PRINTED ONE COLOR INK, SUBMIT SAMPLE WITH ORDER TO VENDOR AND SPECIFY COLOR OF INK, SPECIFY WINDOW POSITION AND SIZE IF DIFFERENT THAN SAMPLE. STANDARD WINDOW POSITION MAY BE EITHER 1/2" OR 11/16" FROM BOTTOM; SPECIFY</p> <p>QUANTITIES: 100,000 TO 499,999</p>	1	TH	\$ 48.76000	
00061	<p>COMMODITY CODE: 966-31-002884</p> <p>ENVELOPE, PRINTED, 3-11/16" X 8-1/4" WINDOW WHITE WOVE, PRINTED ONE COLOR INK, SUBMIT SAMPLE WITH ORDER TO VENDOR AND SPECIFY COLOR OF INK, SPECIFY WINDOW POSITION AND SIZE IF DIFFERENT THAN SAMPLE. STANDARD WINDOW POSITION MAY BE EITHER 1/2" OR 11/16" FROM BOTTOM; SPECIFY</p> <p>QUANTITIES: 500,000 AND OVER</p>	1	TH	\$ 46.15000	
00062	<p>COMMODITY CODE: 966-31-002916</p> <p>ENVELOPE, PRINTED, 3-7/8" X 7-1/2" REGULAR WHITE WOVE, PRINTED ONE COLOR INK, SUBMIT SAMPLE WITH ORDER TO VENDOR AND SPECIFY COLOR OF INK.</p> <p>QUANTITIES: 50,000 TO 99,999</p>	1	TH	\$ 41.73000	
00063	<p>COMMODITY CODE: 966-31-002916</p> <p>ENVELOPE, PRINTED, 3-7/8" X 7-1/2" REGULAR WHITE WOVE, PRINTED ONE COLOR INK, SUBMIT SAMPLE WITH ORDER TO VENDOR AND SPECIFY COLOR OF INK.</p> <p>QUANTITIES: 100,000 TO 499,999</p>	1	TH	\$ 40.17000	
00064	<p>COMMODITY CODE: 966-31-002916</p> <p>ENVELOPE, PRINTED, 3-7/8" X 7-1/2" REGULAR WHITE WOVE, PRINTED ONE COLOR INK, SUBMIT SAMPLE WITH ORDER TO VENDOR AND SPECIFY COLOR OF INK.</p> <p>QUANTITIES: 500,000 AND OVER</p>	1	TH	\$ 38.94000	
00065	<p>COMMODITY CODE: 966-31-002873</p> <p>CHANGE WINDOW SIZE OR POSITION TO OTHER</p>	1	LOT	\$ 50.00000	

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LINE NO.	COMMODITY/SERVICE DESCRIPTION	QUANTITY FROM/TO	UNIT	UNIT PRICE	DISCOUNT OFF CATALOG PRICE
	<p>THAN STANDARD - FOR PRINTED WHITE & COLORED COMMERCIAL ENVELOPES. FLAT CHARGE (STANDARD SIZE WINDOW IS 1-1/8" HIGH X 4-1/2" LONG; STANDARD POSITION IS 7/8" FROM LEFT AND 1/2" OR 11/16" FROM BOTTOM). THIS FLAT CHARGE WILL BE ALLOWED FOR THE FIRST ENVELOPE ORDER ONLY. EXACT REPRINTS OF THE SAME ENVELOPE ORDERED BY SAME AGENCY WILL NOT PAY THIS FLAT CHARGE AGAIN.</p>				
00066	<p>COMMODITY CODE: 966-93-003210</p> <p>TYPESETTING (FOR PRINTED WHITE & COLORED COMMERCIAL ENVELOPES)- ONE TIME COMPOSITION CHARGE FOR OTHER THAN THE ORDINARY CORNER CARD (NAME & ADDRESS). THIS CHARGE APPLICABLE ONLY ON THE FIRST PRINTING OF A JOB BY THE CURRENT CONTRACT VENDOR.</p>	1	LOT	\$ 25.00000	
00067	<p>COMMODITY CODE: 965-15-002868</p> <p>CHARGE FOR NEW ARTWORK (FOR PRINTED WHITE COMMERCIAL ENVELOPES)</p>	1	HOUR	\$ 65.00000	
00068	<p>COMMODITY CODE: 966-71-003204</p> <p>UPCHARGE FOR HAVING FROM 1 TO 6 HOLES PUNCHED IN REQUESTED POSITION. (FOR PRINTED WHITE COMMERCIAL ENVELOPES)</p>	1	TH	\$ 50.00000	
00069	<p>COMMODITY CODE: 966-31-003178</p> <p>UPCHARGE FOR SPECIAL PACKAGING OTHER THAN STANDARD PACKAGING OF 500/BOX. (FOR PRINTED WHITE COMMERCIAL ENVELOPES)</p>	1	BOX	\$ 5.00000	
00070	<p>COMMODITY CODE: 966-31-002880</p> <p>UPCHARGE FOR EACH ADDITIONAL COLOR INK, (FOR PRINTED WHITE COMMERCIAL ENVELOPES) QUANTITIES: 500 TO 2,999</p>	1	TH	\$ 18.99000	
00071	<p>COMMODITY CODE: 966-31-002880</p> <p>UPCHARGE FOR EACH ADDITIONAL COLOR INK, (FOR PRINTED WHITE COMMERCIAL ENVELOPES) QUANTITIES: 3,000 TO 4,999</p>	1	TH	\$ 9.79000	
00072	<p>COMMODITY CODE: 966-31-002880</p> <p>UPCHARGE FOR EACH ADDITIONAL COLOR INK, (FOR PRINTED WHITE COMMERCIAL ENVELOPES) QUANTITIES: 5,000 TO 9,999</p>	1	TH	\$ 5.35000	
00073	<p>COMMODITY CODE: 966-31-002880</p> <p>UPCHARGE FOR EACH ADDITIONAL COLOR INK, (FOR PRINTED WHITE COMMERCIAL ENVELOPES) QUANTITIES: 10,000 TO 19,999</p>	1	TH	\$ 2.07000	
00074	<p>COMMODITY CODE: 966-31-002880</p> <p>UPCHARGE FOR EACH ADDITIONAL COLOR INK,</p>	1	TH	\$ 1.00000	

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LINE NO.	COMMODITY/SERVICE DESCRIPTION	QUANTITY FROM/TO	UNIT	UNIT PRICE	DISCOUNT OFF CATALOG PRICE
00075	(FOR PRINTED WHITE COMMERCIAL ENVELOPES) QUANTITIES: 20,000 TO 29,999 COMMODITY CODE: 966-31-002880 UPCHARGE FOR EACH ADDITIONAL COLOR INK, (FOR PRINTED WHITE COMMERCIAL ENVELOPES) QUANTITIES: 30,000 TO 49,999	1	TH	\$.90000	
00076	COMMODITY CODE: 966-31-002880 UPCHARGE FOR EACH ADDITIONAL COLOR INK, (FOR PRINTED WHITE COMMERCIAL ENVELOPES) QUANTITIES: 50,000 TO 99,999	1	TH	\$.80000	
00077	COMMODITY CODE: 966-31-002880 ENVELOPE, PRINTED, ADD'L COLOR INK CHARGE (FOR PRINTED WHITE COMMERCIAL ENVELOPES) QUANTITIES: 100,000 TO 499,999	1	TH	\$.71000	
00078	COMMODITY CODE: 966-31-002880 ENVELOPE, PRINTED, ADD'L COLOR INK CHARGE (FOR PRINTED WHITE COMMERCIAL ENVELOPES) QUANTITIES: 500,000 AND OVER	1	TH	\$.65000	
00079	COMMODITY CODE: 966-31-002937 UPCHARGE FOR INSIDE TINT (FOR PRINTED WHITE COMMERCIAL ENVELOPES) QUANTITIES: 500 TO 2,999	1	TH	\$ 5.50000	
00080	COMMODITY CODE: 966-31-002937 UPCHARGE FOR INSIDE TINT (FOR PRINTED WHITE COMMERCIAL ENVELOPES) QUANTITIES: 3,000 TO 4,999	1	TH	\$ 3.03000	
00081	COMMODITY CODE: 966-31-002937 UPCHARGE FOR INSIDE TINT (FOR PRINTED WHITE COMMERCIAL ENVELOPES) QUANTITIES: 5,000 TO 9,999	1	TH	\$ 2.48000	
00082	COMMODITY CODE: 966-31-002937 UPCHARGE FOR INSIDE TINT (FOR PRINTED WHITE COMMERCIAL ENVELOPES) QUANTITIES: 10,000 TO 19,999	1	TH	\$ 1.93000	
00083	COMMODITY CODE: 966-31-002937 UPCHARGE FOR INSIDE TINT (FOR PRINTED WHITE COMMERCIAL ENVELOPES) QUANTITIES: 20,000 TO 29,999	1	TH	\$ 1.38000	
00084	COMMODITY CODE: 966-31-002937 UPCHARGE FOR INSIDE TINT (FOR PRINTED WHITE COMMERCIAL ENVELOPES) QUANTITIES: 30,000 TO 49,999	1	TH	\$ 1.10000	
00085	COMMODITY CODE: 966-31-002937	1	TH	\$.94000	

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LINE NO.	COMMODITY/SERVICE DESCRIPTION	QUANTITY FROM/TO	UNIT	UNIT PRICE	DISCOUNT OFF CATALOG PRICE
00086	UPCHARGE FOR INSIDE TINT (FOR PRINTED WHITE COMMERCIAL ENVELOPES) QUANTITIES: 50,000 TO 99,999 COMMODITY CODE: 966-31-002937	1	TH	\$.88000	
00087	UPCHARGE FOR INSIDE TINT (FOR PRINTED COMMERCIAL WHITE ENVELOPES) QUANTITIES: 100,000 TO 499,999 COMMODITY CODE: 966-31-002937	1	TH	\$.83000	
00088	UPCHARGE FOR INSIDE TINT (FOR PRINTED WHITE COMMERCIAL ENVELOPES) QUANTITIES: 500,000 AND OVER COMMODITY CODE: 966-31-003166	1	TH	\$ 14.12000	
00089	UPCHARGE FOR BACK PRINTING (FOR PRINTED WHITE COMMERCIAL ENVELOPES) QUANTITIES: 500 TO 2,999 COMMODITY CODE: 966-31-003166	1	TH	\$ 8.81000	
00090	UPCHARGE FOR BACK PRINTING (FOR PRINTED WHIE COMMERCIAL ENVELOPES) QUANTITIES: 3,000 TO 4,999 COMMODITY CODE: 966-31-003166	1	TH	\$ 5.37000	
00091	UPCHARGE FOR BACK PRINTING (FOR PRINTED WHITE COMMERCIAL ENVELOPES) QUANTITIES: 5,000 TO 9,999. COMMODITY CODE: 966-31-003166	1	TH	\$ 2.77000	
00092	UPCHARGE FOR BACK PRINTING (FOR WHITE & (FOR PRINTED WHITE ENVELOPES) QUANTITIES: 10,000 TO 19,999. COMMODITY CODE: 966-31-003166	1	TH	\$ 1.79000	
00093	UPCHARGE FOR BACK PRINTING (FOR PRINTED WHITE COMMERCIAL ENVELOPES) QUANTITIES: 20,000 TO 29,999. COMMODITY CODE: 966-31-003166	1	TH	\$ 1.69000	
00094	UPCHARGE FOR BACK PRINTING (FOR PRINTED WHITE COMMERCIAL ENVELOPES) QUANTITIES: 30,000 TO 49,999. COMMODITY CODE: 966-31-003166	1	TH	\$ 1.62000	
00095	UPCHARGE FOR BACK PRINING (FOR PRINTED WHITE COMMERCIAL ENVELOPES) QUANTITIES: 50,000 TO 99,999. COMMODITY CODE: 966-31-003166	1	TH	\$ 1.62000	
00096	UPCHARGE FOR BACK PRINTING (FOR PRINTED WHITE COMMERCIAL ENVELOPES) QUANTITIES: 100,000 TO 499,999 COMMODITY CODE: 966-31-003166	1	TH	\$ 1.54000	
00096	COMMODITY CODE: 966-31-003166	1	TH	\$ 1.49000	

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LINE NO.	COMMODITY/SERVICE DESCRIPTION	QUANTITY FROM/TO	UNIT	UNIT PRICE	DISCOUNT OFF CATALOG PRICE
00097	UPCHARGE FOR BACK PRINTING (FOR PRINTED WHITE COMMERCIAL ENVELOPES) QUANTITIES: 500,000 AND OVER COMMODITY CODE: 966-31-003166	1	LOT	\$ 200.00000	
00098	UPCHARGE FOR DELIVERIES OF EIGHT WORKING DAYS OR LESS COMMODITY CODE: 966-31-003166	1	LOT	\$ 104.89000	
00099	CHANGE WINDOW SIZE OR POSITION TO OTHER THAN STANDARD - FOR PRINTED WHITE & COLORED COMMERCIAL ENVELOPES. (STANDARD SIZE WINDOW IS 1-1/8" HIGH X 4-1/2" LONG; STANDARD POSITION IS 7/8" FROM LEFT AND 1/2" OR 11/16" FROM BOTTOM) RUNNING CHARGE: THIS PRICE PER THOUSAND IS TO COVER THE ADDITIONAL COST TO RUN SHEETS THROUGH PRESS IN ORDER TO CREATE THE SPECIAL WINDOW SIZE OR POSITION. THE BASE PRICE PER THOUSAND FOR PRINTING THE STANDARD ENVELOPE WILL ALSO APPLY. THE CHARGE WILL APPLY TO ALL SPECIAL WINDOW ORDERS INCLUDING EXACT REPRINTS. IF THE WINDOW IS BOTH NON-STANDARD SIZE AND NON-STANDARD POSITION, THEN ONLY ONE (1) RUNNING CHARGE WILL BE ALLOWED. QUANTITIES: 500 TO 4,999	1	LOT	\$ 66.92000	
00100	CHANGE WINDOW SIZE OR POSITION TO OTHER THAN STANDARD - FOR PRINTED WHITE & COLORED COMMERCIAL ENVELOPES. (STANDARD SIZE WINDOW IS 1-1/8" HIGH X 4-1/2" LONG; STANDARD POSITION IS 7/8" FROM LEFT AND 1/2" OR 11/16" FROM BOTTOM). RUNNING CHARGE: THIS PRICE PER THOUSAND IS TO COVER THE ADDITIONAL COST TO RUN SHEETS THROUGH PRESS IN ORDER TO CREATE THE SPECIAL WINDOW SIZE OR POSITION.	1	LOT	\$ 23.36000	

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LINE NO.	COMMODITY/SERVICE DESCRIPTION	QUANTITY FROM/TO	UNIT	UNIT PRICE	DISCOUNT OFF CATALOG PRICE
00101	<p>THE BASE PRICE PER THOUSAND FOR PRINTING THE STANDARD ENVELOPE WILL ALSO APPLY. THIS CHARGE WILL APPLY TO ALL SPECIAL WINDOW ORDERS INCLUDING EXACT REPRINTS. IF THE WINDOW IS BOTH NON-STANDARD SIZE AND NON-STANDARD POSITION, THEN ONLY ONE (1) RUNNING CHARGE WILL BE ALLOWED.</p> <p>QUANTITIES: 30,000 TO 99,000</p> <p>COMMODITY CODE: 966-31-003166</p> <p>CHANGE WINDOW SIZE OR POSITION TO OTHER THAN STANDARD - FOR PRINTED WHITE & COLORED COMMERCIAL ENVELOPES. (STANDARD SIZE WINDOW IS 1-1/8" HIGH X 4-1/2" LONG; STANDARD POSITION IS 7/8" FROM LEFT AND 1/2" OR 11/16" FROM BOTTOM).</p> <p>RUNNING CHARGE: THIS PRICE PER THOUSAND IS TO COVER THE ADDITIONAL COST TO RUN SHEETS THROUGH PRESS IN ORDER TO CREATE THE SPECIAL WINDOW SIZE OR POSITION. THE BASE PRICE PER THOUSAND FOR PRINTING THE STANDARD ENVELOPE WILL ALSO APPLY. THIS CHARGE WILL APPLY TO ALL SPECIAL WINDOW ORDERS INCLUDING EXACT REPRINTS. IF THE WINDOW IS BOTH NON-STANDARD SIZE AND NON-STANDARD POSITION, THEN ONLY ONE (1) RUNNING CHARGE WILL BE ALLOWED.</p> <p>QUANTITIES: 100,000 AND OVER.</p>	1	LOT	\$ 12.65000	

COMMERCIAL WHITE WOVE PRINTED ENVELOPES SPECIFICATIONS

- I. Scope: This contract is for furnishing die-cut, diagonal seam, printed envelopes (or side-seam construction, only where specified), in the sizes, styles, and quantities enumerated herein. Executive style is not acceptable.

The base price per thousand for each item is to include the envelopes, all costs involved in printing on one side in one color ink (including typesetting of corner card), standard packaging, and one shipment to one location. When window envelopes are requested, this base price per thousand will include a window of standard size and position.

Substance of all envelopes provided under this contract is to be 24 lb. white wove. Window envelopes are to have clear poly covering, ("E-Z scan" or equivalent).

- II. Copy: Copy may be submitted in various forms. It may be handwritten, typewritten, or camera-ready copy of diskette.

Any electronic, formatting or file manipulation or any image manipulation required to be performed by the Contractor may be separate, hourly charge, as authorized by the Agency.

Printing of bar codes may be required on orders. The Agency is to furnish camera-ready copy for the initial job, and Contractor will be responsible for correct positioning of the bar coding to postal regulations.

- III. Upcharges: Listed below are descriptions of up-charges which, if applicable, would be charged in addition to the base price per thousand. Following is an explanation of these charges:

65. Window Size and Position – The standard window size is 1-1/8" high by 4-1/2" long and is positioned 7/8" from the left and 1/2" or 11/16" from the bottom of the envelope. A flat charge will be allowed for other-than-standard window size or position. If the window is **both** non-standard size and non-standard position, then two flat charges will be allowed. Proof/mock up is required and is to be included in this charge.

66. Typesetting – Typed matter will ordinarily consist of name and address of agency, officer, board, or institution, and is called "corner card". Typesetting of these lines will be included in the base price.

Typed matter required to be set by the contractor, other than the "corner card", will be charged as a one-time composition charge, applicable to the first printing of a particular job by the Contractor. This charge will not apply if the Agency provides camera-ready copy.

COMMERCIAL WHITE WOVE PRINTED ENVELOPES SPECIFICATIONS

67. Artwork – Artwork may be required in preparation. Artwork will be bid and charged on an hourly basis. Contractor will get a signed authorization from Agency before charge can be approved.
- Note: If any artwork, film, negatives special plates or dies have already been prepared for other jobs in the contract, there will be no additional charge.**
68. Punching – The charge per thousand envelopes will be for punching from one to six holes in the envelopes.
69. Special Packaging – When an Agency requests packaging which is other than standard 500 boxing, an upcharge may be allowed. This upcharge shall include the cost of preparing shipping bundles, packing and sealing shipping containers, and marking packages and shipping bundles or containers for both outer and inner boxed by printing, stenciling, or labeling with envelope size, kind and quantity (form number when required). All material 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 upcharge. This charge is per box.
- 70-78. Additional Color Ink – The base price included printing in one color ink. This price per thousand is to include all costs (except typesetting and/or artwork, if required) involved in printing in an additional color ink.
- 79-87. Inside Tint – This price per thousand is to cover all steps necessary for printing tint on the inside of envelopes.
- 88-96. Back Printing – This price per thousand envelopes will include all costs (except typesetting and/or artwork, if required) involved in printing on the back of the envelope in one color ink.
97. Emergency Shipment – See time of delivery below.

- IV. Packaging: Contractor's standard outer carton packaging is acceptable. Contractor's standard packaging must be test strength to withstand handling by freight lines without bursting or crushing. Contractor will be responsible for remaking any envelopes damaged in shipment. Envelopes are to be inner packed in standard boxes of 500 unless other boxing is requested. All prices include the cost of preparing shipping bundles, packing and sealing shipping containers, and marking package and shipping bundles or containers for both outer and inner boxes by printing, stenciling, or labeling with requisition number, envelope kind, size, and quantity. All materials which will be required including shipping containers are to be furnished by the Contractor. The cost of such materials are included in the prices indicated.

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

**COMMERCIAL WHITE WOVE PRINTED ENVELOPES
SPECIFICATIONS**

- V. Time of Delivery: A normal delivery schedule shall be considered three (3) weeks unless proof is required. Three (3) working days are added when a 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 the Agency. Cost to include 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 at destinations. Should a premium method be required at the request of the State, the Contractor shall be responsible for the cost of shipping only to the extent of truck freight rates.

If shipment is required in eight (8) working days or less, it shall be considered an emergency. The upcharge quoted will be allowed for expediting such orders.

Emergency deliveries shall be in accordance with the time specified in the initial order or as stipulated by the State Agency. If delivery of emergency orders is received beyond the eight (8) working days delivery requirements, it shall be billed as a normal delivery. Three (3) days will be added to emergency delivery requirements if proof is required.

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. PREVIOUS USAGE: The usage estimates provided in the specifications are based on the best information available to State Purchasing for usage of various printing items during the most recent available contract year. These previous usage figures in no way represent a commitment by the State as to the amount of printing to be done during the upcoming contract period, but are provided solely for the bidder's information.
3. BASIS OF AWARD: It is the State's intent to award this contract to the lowest overall bidder, in order to simplify communication and coordination for both the contractor and the state. However, the State reserves the right to award items separately and to reject individual line items.
4. 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. The State Director of Purchasing may require a status report at any time of work in progress and orders on hand.

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.** All copy and

GENERAL CONDITIONS FOR PRINTING CONTRACTS

proof sheets shall be held by the contractor for sixty (60) days after the job has been completed and delivered, and the invoice rendered to the state agency for payment.

6. **RELEASE ORDERS:** All administrative boards, commissions, departments, agencies, institutions, and offices within the Executive Branch of State Government shall issue contract release orders for all items available through this contract. The Contractor is not authorized to produce a job without first having obtained a written order from the State Agency.
7. **DELIVERY:** 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.
8. **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.

9. **PAYMENT:** State Agencies are directed to pay contractor upon presentation of properly executed invoice after goods have been received, inspected, and accepted. The using agency will be required to pay the amount of the invoice within thirty (30) days after its receipt. Such price and payment will constitute full compensation of 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.
10. **CANCELLATION OF CONTRACT FOR CONVENIENCE:** The Division of Administration reserves the right to cancel the contract with contractor upon thirty (30) days written notice.
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.
12. **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 from each increasing quantity or quantity range specified. If quoted otherwise, the State of Louisiana reserves the right to reject any non-descending price and to award the bidder's best bracket price for all remaining quantities.

GENERAL CONDITIONS FOR PRINTING CONTRACTS

For example, bidder quotes \$10 for 1 TH-50 TH, \$9.50 for 51 TH-100 TH, and \$9.95 for 101 TH and over. The State of Louisiana would reject the \$9.95 for 101TH and over and would award \$9.50 for all order quantities for 51TH and over.

- 13. PROPERTY OF THE STATE: All art, color separations, film, negatives, tapes, disks, special plates and dies are to become the property of the State of Louisiana. The contractor will be responsible for storing all negatives, artwork, etc. for this contract in one location, separate from all other work, and maintaining a written inventory of such materials. Upon award of contract to a new contractor, the previous contractor will be required to immediately furnish the written inventory of all negatives, artwork, etc.

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. Any freight charges incurred are to be paid for by the contractor providing the negatives. The contractor will be required to furnish written verification that all items listed were received.

When negatives are sent to another location they are to remain stripped in flats when shipping to the designated location. 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. If at any time the contractor cannot provide the negatives, material, etc. or proof that these items were returned, he will be required to remake them at this expense.

- 14. OVERRUNS AND UNDERRUNS: Underruns or overruns exceeding the following percentages will not be accepted:

Order quantity:

1,000	to	50,000 -	10%
50,000	to	100,000 -	8%
100,001	to	300,000 -	4%
300,001	to	500,000 -	3%
500,001	and over	-	2%

- 15. 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.

- 16. USAGE: Approximately four (4) months prior to the end of the contract period, vendor is to be prepared to submit to the Office of State Purchasing a contract usage report including a summary by line item with quantity purchased and total value of each line item. Vendor may submit a computer generated report.

- 17. 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

GENERAL CONDITIONS FOR PRINTING CONTRACTS

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.

18. **SAMPLES:** Bidders may be required to submit samples of work similar to this category of printing to demonstrate their ability to perform the contract at the quality standard desired. If requested, the samples must be furnished within three (3) working days. Failure to submit samples in the required time may be cause, at the discretion of the Director of Purchasing, or his designee, to disqualify from award.