

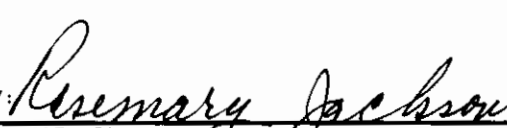


STATEWIDE COMPETITIVE CONTRACT AWARD		NUMBER : 408886 BUYER : LONA GROS BUYER PHONE : (225)342-8024 T-NUMBER : 92069 DATE ISSUED : 07/08/11 VENDOR NUMBER : 640885843 00 VENDOR PHONE : (800)529-8860-0000 REQ AGENCY : 107001
STATE OF LOUISIANA DIVISION OF ADMINISTRATION OFFICE OF STATE PURCHASING		OFFICE OF STATE PURCHASING AGENCY REQ NO. : ISIS REQ NO. : 1339222 FISCAL YEAR : 12 EFFECTIVE DATE : 08/01/11 EXPIRATION DATE : 07/31/12
<div data-bbox="146 420 665 630" style="border: 1px solid black; padding: 5px;"> NATIONAL FORMS & SYSTEMS GROUP INC PO BOX 24505 JACKSON, MS 39225 </div>		

SNAPSETS, PRINTED, STANDARD SIZE 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:  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 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.

2 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.

3 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.

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

5 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.

6 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.

7 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.

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: 966-16-031119 SNAPSETS, PRINTED, 4-1/4" X 8-1/2" PLUS STUB; 2 PART CARBONLESS QUANTITY: 20,000 TO 49,999 SETS	1	TH	\$ 18.98000	
00002	COMMODITY CODE: 966-16-031119 SNAPSETS, PRINTED, 4-1/4" X 8-1/2" PLUS STUB; 2 PART CARBONLESS QUANTITY: 50,000 TO 99,999 SETS	1	TH	\$ 16.53000	
00003	COMMODITY CODE: 966-16-031119 SNAPSETS, PRINTED, 4-1/4" X 8-1/2" PLUS STUB; 2 PART CARBONLESS QUANTITY: 100,000 TO 200,000 SETS	1	TH	\$ 15.45000	
00004	COMMODITY CODE: 966-16-031121 SNAPSETS, PRINTED, 4-1/4" X 8-1/2" PLUS STUB; 3 PART CARBONLESS QUANTITY: 50,000 TO 99,999 SETS	1	TH	\$ 24.93000	
00005	COMMODITY CODE: 966-16-031121 SNAPSETS, PRINTED, 4-1/4" X 8-1/2" PLUS STUB; 3 PART CARBONLESS QUANTITY: 100,000 TO 200,000 SETS	1	TH	\$ 22.48000	
00006	COMMODITY CODE: 966-16-031129 SNAPSETS, PRINTED, 8-1/2" X 5-1/2" PLUS STUB; 2 PART CARBONLESS QUANTITY: 10,000 TO 19,999 SETS	1	TH	\$ 35.17000	
00007	COMMODITY CODE: 966-16-031129 SNAPSETS, PRINTED, 8-1/2" X 5-1/2" PLUS STUB; 2 PART CARBONLESS QUANTITY: 20,000 TO 49,999 SETS	1	TH	\$ 30.85000	
00008	COMMODITY CODE: 966-16-031129 SNAPSETS, PRINTED, 8-1/2" X 5-1/2" PLUS STUB; 2 PART CARBONLESS QUANTITY: 50,000 TO 99,999 SETS	1	TH	\$ 25.55000	
00009	COMMODITY CODE: 966-16-031129 SNAPSETS, PRINTED, 8-1/2" X 5-1/2" PLUS STUB; 2 PART CARBONLESS QUANTITY: 100,000 TO 200,000 SETS	1	TH	\$ 23.72000	
00010	COMMODITY CODE: 966-16-031131 SNAPSETS, PRINTED, 8-1/2" X 5-1/2" PLUS STUB; 3 PART CARBONLESS QUANTITY: 10,000 TO 19,999 SETS	1	TH	\$ 49.17000	

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LINE NO.	COMMODITY/SERVICE DESCRIPTION	QUANTITY FROM/TO	UNIT	UNIT PRICE	DISCOUNT OFF CATALOG PRICE
00011	COMMODITY CODE: 966-16-031131 SNAPSETS, PRINTED, 8-1/2" X 5-1/2" PLUS STUB; 3 PART CARBONLESS QUANTITY: 20,000 TO 49,999 SETS	1	TH	\$ 44.34000	
00012	COMMODITY CODE: 966-16-031131 SNAPSETS, PRINTED, 8-1/2" X 5-1/2" PLUS STUB; 3 PART CARBONLESS QUANTITY: 50,000 TO 99,999 SETS	1	TH	\$ 39.79000	
00013	COMMODITY CODE: 966-16-031131 SNAPSETS, PRINTED, 8-1/2" X 5-1/2" PLUS STUB; 3 PART CARBONLESS QUANTITY: 100,000 TO 200,000 SETS	1	TH	\$ 36.38000	
00014	COMMODITY CODE: 966-16-031133 SNAPSETS, PRINTED, 8-1/2" X 5-1/2" PLUS STUB; 4 PART CARBONLESS QUANTITY: 1,000 TO 4,999 SETS	1	TH	\$ 127.85000	
00015	COMMODITY CODE: 966-16-031133 SNAPSETS, PRINTED, 8-1/2" X 5-1/2" PLUS STUB; 4 PART CARBONLESS QUANTITY: 5,000 TO 9,999 SETS	1	TH	\$ 77.85000	
00016	COMMODITY CODE: 966-16-031133 SNAPSETS, PRINTED, 8-1/2" X 5-1/2" PLUS STUB; 4 PART CARBONLESS QUANTITY: 10,000 TO 19,999 SETS	1	TH	\$ 63.56000	
00017	COMMODITY CODE: 966-16-031133 SNAPSETS, PRINTED, 8-1/2" X 5-1/2" PLUS STUB; 4 PART CARBONLESS QUANTITY: 20,000 TO 49,999 SETS	1	TH	\$ 58.20000	
00018	COMMODITY CODE: 966-16-031133 SNAPSETS, PRINTED, 8-1/2" X 5-1/2" PLUS STUB; 4 PART CARBONLESS QUANTITY: 50,000 TO 99,999 SETS	1	TH	\$ 53.79000	
00019	COMMODITY CODE: 966-16-031133 SNAPSETS, PRINTED, 8-1/2" X 5-1/2" PLUS STUB; 4 PART CARBONLESS QUANTITY: 100,000 TO 200,000 SETS	1	TH	\$ 50.57000	
00020	COMMODITY CODE: 966-16-031140 SNAPSETS, PRINTED, 8-1/2" X 7" PLUS STUB; 3 PART BOND AND CARBON QUANTITY: 1,000 TO 4,999 SETS	1	TH	\$ 133.73000	
00021	COMMODITY CODE: 966-16-031140 SNAPSETS, PRINTED, 8-1/2" X 7" PLUS STUB; 3 PART BOND AND CARBON QUANTITY: 5,000 TO 9,999 SETS	1	TH	\$ 84.64000	

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00022	COMMODITY CODE: 966-16-031140 SNAPSETS, PRINTED, 8-1/2" X 7" PLUS STUB; 3 PART BOND AND CARBON QUANTITY: 10,000 TO 19,999 SETS	1	TH	\$ 68.61000	
00023	COMMODITY CODE: 966-16-031140 SNAPSETS, PRINTED, 8-1/2" X 7" PLUS STUB; 3 PART BOND AND CARBON QUANTITY: 20,000 TO 49,999 SETS	1	TH	\$ 59.81000	
00024	COMMODITY CODE: 966-16-031140 SNAPSETS, PRINTED, 8-1/2" X 7" PLUS STUB; 3 PART BOND AND CARBON QUANTITY: 50,000 TO 99,999 SETS	1	TH	\$ 51.38000	
00025	COMMODITY CODE: 966-16-031140 SNAPSETS, PRINTED, 8-1/2" X 7" PLUS STUB; 3 PART BOND AND CARBON QUANTITY: 100,000 TO 200,000 SETS	1	TH	\$ 47.76000	
00026	COMMODITY CODE: 966-16-031141 SNAPSETS, PRINTED, 8-1/2" X 7" PLUS STUB; 3 PART CARBONLESS QUANTITY: 10,000 TO 19,999 SETS	1	TH	\$ 49.17000	
00027	COMMODITY CODE: 966-16-031141 SNAPSETS, PRINTED, 8-1/2" X 7" PLUS STUB; 3 PART CARBONLESS QUANTITY: 20,000 TO 49,999 SETS	1	TH	\$ 44.34000	
00028	COMMODITY CODE: 966-18-031141 SNAPSETS, PRINTED, 8-1/2" X 7" PLUS STUB; 3 PART CARBONLESS QUANTITY: 50,000 TO 99,999 SETS	1	TH	\$ 41.96000	
00029	COMMODITY CODE: 966-16-031141 SNAPSETS, PRINTED, 8-1/2" X 7" PLUS STUB; 3 PART CARBONLESS QUANTITY: 100,000 TO 200,000 SETS	1	TH	\$ 40.64000	
00030	COMMODITY CODE: 966-16-031150 SNAPSETS, PRINTED, 8-1/2" X 8-1/2" PLUS STUB; 3 PART BOND AND CARBON QUANTITY: 100,000 TO 200,000 SETS	1	TH	\$ 54.60000	
00031	COMMODITY CODE: 966-16-031151 SNAPSETS, PRINTED, 8-1/2" X 8-1/2" PLUS STUB; 3 PART CARBONLESS QUANTITY: 20,000 TO 49,999 SETS	1	TH	\$ 45.47000	
00032	COMMODITY CODE: 966-16-031151 SNAPSETS, PRINTED, 8-1/2" X 8-1/2" PLUS STUB; 3 PART CARBONLESS QUANTITY: 50,000 TO 99,999 SETS	1	TH	\$ 42.84000	

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00033	COMMODITY CODE: 966-16-031151 SNAPSET PRINTED, 8-1/2" X 8-1/2", PLUS STUB; 3 PART CARBONLESS QUANTITY: 100,000 TO 200,000 SETS	1	TH	\$ 41.75000	
00034	COMMODITY CODE: 966-16-031162 SNAPSETS, PRINTED, 8-1/2" X 11" PLUS STUB; 2 PART BOND AND CARBON QUANTITY: 1,000 TO 4,999 SETS	1	TH	\$ 101.73000	
00035	COMMODITY CODE: 966-16-031162 SNAPSETS, PRINTED, 8-1/2" X 11" PLUS STUB; 2 PART BOND AND CARBON QUANTITY: 5,000 TO 9,999 SETS	1	TH	\$ 59.02000	
00036	COMMODITY CODE: 968-16-031162 SNAPSETS, PRINTED, 8-1/2" X 11" PLUS STUB; 2 PART BOND AND CARBON QUANTITY: 10,000 TO 19,999 SETS	1	TH	\$ 46.82000	
00037	COMMODITY CODE: 966-16-031162 SNAPSETS, PRINTED, 8-1/2" X 11"; 2 PART BOND AND CARBON QUANTITY: 20,000 TO 49,999 SETS	1	TH	\$ 42.25000	
00038	COMMODITY CODE: 966-16-031162 SNAPSETS, PRINTED, 8-1/2" X 11" PLUS STUB; 2 PART BOND AND CARBON QUANTITY: 50,000 TO 99,999 SETS	1	TH	\$ 39.81000	
00039	COMMODITY CODE: 966-16-031162 SNAPSETS, PRINTED, 8-1/2" X 11" PLUS STUB; 2 PART BOND AND CARBON QUANTITY: 100,000 TO 200,000 SETS	1	TH	\$ 38.74000	
00040	COMMODITY CODE: 968-16-031163 SNAPSETS, PRINTED, 8-1/2" X 11" PLUS STUB; 2 PART CARBONLESS QUANTITY: 1,000 TO 4,999 SETS	1	TH	\$ 93.01000	
00041	COMMODITY CODE: 968-18-031163 SNAPSETS, PRINTED, 8-1/2" X 11" PLUS STUB; 2 PART CARBONLESS QUANTITY: 5,000 TO 9,999 SETS	1	TH	\$ 51.55000	
00042	COMMODITY CODE: 966-18-031163 SNAPSETS, PRINTED, 8-1/2" X 11" PLUS STUB; 2 PART CARBONLESS QUANTITY: 10,000 TO 19,999 SETS	1	TH	\$ 39.71000	
00043	COMMODITY CODE: 966-16-031163 SNAPSETS, PRINTED, 8-1/2" X 11" PLUS STUB; 2 PART CARBONLESS QUANTITY: 20,000 TO 49,999 SETS	1	TH	\$ 35.26000	

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00044	COMMODITY CODE: 966-16-031163 SNAPSETS, PRINTED, 8-1/2" X 11" PLUS STUB; 2 PART CARBONLESS QUANTITY: 50,000 TO 99,999 SETS	1	TH	\$ 32.89000	
00045	COMMODITY CODE: 966-16-031163 SNAPSETS, PRINTED, 8-1/2" X 11" PLUS STUB; 2 PART CARBONLESS QUANTITY: 100,000 TO 200,000 SETS	1	TH	\$ 31.86000	
00046	COMMODITY CODE: 966-16-031164 SNAPSETS, PRINTED, 8-1/2" X 11" PLUS STUB; 3 PART BOND AND CARBON QUANTITY: 1,000 TO 4,999 SETS	1	TH	\$ 132.84000	
00047	COMMODITY CODE: 966-16-031164 SNAPSETS, PRINTED, 8-1/2" X 11" PLUS STUB; 3 PART BOND AND CARBON QUANTITY: 5,000 TO 9,999 SETS	1	TH	\$ 83.73000	
00048	COMMODITY CODE: 966-16-031164 SNAPSETS, PRINTED, 8-1/2" X 11" PLUS STUB; 3 PART BOND AND CARBON QUANTITY: 10,000 TO 19,999 SETS	1	TH	\$ 69.69000	
00049	COMMODITY CODE: 966-16-031164 SNAPSETS, PRINTED, 8-1/2" X 11" PLUS STUB; 3 PART BOND AND CARBON QUANTITY: 20,000 TO 49,999 SETS	1	TH	\$ 64.43000	
00050	COMMODITY CODE: 966-16-031164 SNAPSETS, PRINTED, 8-1/2" X 11" PLUS STUB; 3 PART BOND AND CARBON QUANTITY: 50,000 TO 99,999 SETS	1	TH	\$ 61.93000	
00051	COMMODITY CODE: 966-16-031164 SNAPSETS, PRINTED, 8-1/2" X 11" PLUS STUB; 3 PART BOND AND CARBON QUANTITY: 100,000 TO 200,000 SETS	1	TH	\$ 60.40000	
00052	COMMODITY CODE: 966-16-031165 SNAPSETS, PRINTED, 8-1/2" X 11" PLUS STUB; 3 PART CARBONLESS QUANTITY: 1,000 TO 4,999 SETS	1	TH	\$ 117.88000	
00053	COMMODITY CODE: 966-16-031165 SNAPSETS, PRINTED, 8-1/2" X 11" PLUS STUB 3 PART CARBONLESS QUANTITY: 5,000 TO 9,999 SETS	1	TH	\$ 71.02000	
00054	COMMODITY CODE: 966-16-031165 SNAPSETS, PRINTED, 8-1/2" X 11" PLUS STUB 3 PART CARBONLESS QUANTITY: 10,000 TO 19,999 SETS	1	TH	\$ 57.62000	

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LINE NO.	COMMODITY/SERVICE DESCRIPTION	QUANTITY FROM/TO	UNIT	UNIT PRICE	DISCOUNT OFF CATALOG PRICE
00055	COMMODITY CODE: 966-16-031165 SNAPSETS, PRINTED,8-1/2" X 11" PLUS STUB 3 PART CARBONLESS QUANTITY: 20,000 TO 49,999 SETS	1	TH	\$ 52.60000	
00056	COMMODITY CODE: 966-16-031165 SNAPSETS, PRINTED,8-1/2" X 11" PLUS STUB 3 PART CARBONLESS QUANTITY: 50,000 TO 99,999 SETS	1	TH	\$ 49.93000	
00057	COMMODITY CODE: 966-16-031165 SNAPSETS, PRINTED,8-1/2" X 11" PLUS STUB 3 PART CARBONLESS QUANTITY: 100,000 TO 200,000 SETS	1	TH	\$ 48.76000	
00058	COMMODITY CODE: 966-16-031166 SNAPSETS, PRINTED,8-1/2" X 11" PLUS STUB 4 PART BOND AND CARBON QUANTITY: 1,000 TO 4,999 SETS	1	TH	\$ 163.95000	
00059	COMMODITY CODE: 966-16-031166 SNAPSETS, PRINTED,8-1/2" X 11" PLUS STUB 4 PART BOND AND CARBON QUANTITY: 5,000 TO 9,999 SETS	1	TH	\$ 108.45000	
00060	COMMODITY CODE: 966-16-031166 SNAPSETS, PRINTED,8-1/2" X 11" PLUS STUB 4 PART BOND AND CARBON QUANTITY: 10,000 TO 19,999 SETS	1	TH	\$ 92.60000	
00061	COMMODITY CODE: 966-16-031166 SNAPSETS, PRINTED,8-1/2" X 11" PLUS STUB 4 PART BOND AND CARBON QUANTITY: 20,000 OT 49,999 SETS	1	TH	\$ 86.65000	
00062	COMMODITY CODE: 966-16-031166 SNAPSETS, PRINTED,8-1/2" X 11" PLUS STUB 4 PART BOND AND CARBON QUANTITY: 50,000 TO 99,999 SETS	1	TH	\$ 83.48000	
00063	COMMODITY CODE: 966-16-031166 SNAPSETS, PRINTED,8-1/2" X 11" PLUS STUB 4 PART BOND AND CARBON QUANTITY: 100,000 TO 200,000 SETS	1	TH	\$ 82.09000	
00064	COMMODITY CODE: 966-16-031167 SNAPSETS, PRINTED,8-1/2" X 11" PLUS STUB 4 PART CARBONLESS QUANTITY: 1000 TO 4.999 SETS	1	TH	\$ 142.24000	
00065	COMMODITY CODE: 966-16-031167 SNAPSETS, PRINTED,8-1/2" X 11" PLUS STUB 4 PART CARBONLESS QUANTITY: 5,000 OT 9,999 SETS	1	TH	\$ 90.11000	

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LINE NO.	COMMODITY/SERVICE DESCRIPTION	QUANTITY FROM/TO	UNIT	UNIT PRICE	DISCOUNT OFF CATALOG PRICE
00066	COMMODITY CODE: 966-16-031167 SNAPSETS, PRINTED,8-1/2" X 11" PLUS STUB 4 PART CARBONLESS QUANTITY: 10,000 TO 19,999 SETS	1	TH	\$ 75.20000	
00067	COMMODITY CODE: 966-16-031167 SNAPSETS, PRINTED,8-1/2" X 11" PLUS STUB 4 PART CARBONLESS QUANTITY: 20,000 TO 49,999 SETS	1	TH	\$ 69.61000	
00068	COMMODITY CODE: 966-16-031167 SNAPSETS, PRINTED,8-1/2" X 11" PLUS STUB 4 PART CARBONLESS QUANTITY: 50,000 TO 99,999 SETS	1	TH	\$ 66.63000	
00069	COMMODITY CODE: 966-16-031167 SNAPSETS, PRINTED,8-1/2" X 11" PLUS STUB 4 PART CARBONLESS QUANTITY: 100,000 TO 200,000 SETS	1	TH	\$ 59.00000	
00070	COMMODITY CODE: 966-16-031168 SNAPSETS, PRINTED,8-1/2" X 11" PLUS STUB 5 PART BOND AND CARBON QUANTITY: 1,000 TO 4,999 SETS	1	TH	\$ 196.83000	
00071	COMMODITY CODE: 966-16-031168 SNAPSETS, PRINTED,8-1/2" X 11" PLUS STUB 5 PART BOND AND CARBON QUANTITY: 5,000 TO 9,999 SETS	1	TH	\$ 134.97000	
00072	COMMODITY CODE: 966-16-031168 SNAPSETS, PRINTED,8-1/2" X 11" PLUS STUB 5 PART BOND AND CARBON QUANTITY: 10,000 TO 19,999 SETS	1	TH	\$ 117.29000	
00073	COMMODITY CODE: 966-16-031168 SNAPSETS, PRINTED,8-1/2" X 11" PLUS STUB 5 PART BOND AND CARBON QUANTITY: 20,000 TO 49,999 SETS	1	TH	\$ 110.67000	
00074	COMMODITY CODE: 966-16-031168 SNAPSETS, PRINTED,8-1/2" X 11" PLUS STUB 5 PART BOND AND CARBON QUANTITY: 50,000 TO 99,999 SETS	1	TH	\$ 107.14000	
00075	COMMODITY CODE: 966-16-031168 SNAPSETS, PRINTED,8-1/2" X 11" PLUS STUB 5 PART BOND AND CARBON QUANTITY: 100,000 TO 200,000 SETS	1	TH	\$ 105.59000	
00076	COMMODITY CODE: 966-16-031169 SNAPSETS, PRINTED,8-1/2" X 11" PLUS STUB 5 PART CARBONLESS QUANTITY: 1,000 TO 4,999 SETS	1	TH	\$ 166.59000	

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00077	COMMODITY CODE: 966-16-031169 SNAPSETS, PRINTED,8-1/2" X 11" PLUS STUB 5 PART CARBONLESS QUANTITY: 5,000 TO 9,999 SETS	1	TH	\$ 109.21000	
00078	COMMODITY CODE: 966-16-031169 SNAPSETS, PRINTED,8-1/2" X 11" PLUS STUB 5 PART CARBONLESS QUANTITY: 10,000 TO 19,999 SETS	1	TH	\$ 92.82000	
00079	COMMODITY CODE: 966-16-031169 SNAPSETS, PRINTED,8-1/2" X 11" PLUS STUB 5 PART CARBONLESS QUANTITY: 20,000 TO 49,999 SETS	1	TH	\$ 86.67000	
00080	COMMODITY CODE: 966-16-031169 SNAPSETS, PRINTED,8-1/2" X 11" PLUS STUB 5 PART CARBONLESS QUANTITY: 50,000 TO 99,999 SETS	1	TH	\$ 83.40000	
00081	COMMODITY CODE: 966-16-031169 SNAPSETS, PRINTED,8-1/2" X 11" PLUS STUB 5 PART CARBONLESS QUANTITY: 100,000 TO 200,000 SETS	1	TH	\$ 81.96000	
00082	COMMODITY CODE: 966-16-031170 SNAPSETS, PRINTED,8-1/2" X 11" PLUS STUB 6 PART BOND AND CARBON QUANTITY: 1,000 TO 4,999 SETS	1	TH	\$ 225.83000	
00083	COMMODITY CODE: 966-16-031170 SNAPSETS, PRINTED,8-1/2" X 11" PLUS STUB 6 PART BOND AND CARBON QUANTITY: 5,000 TO 9,999 SETS	1	TH	\$ 159.06000	
00084	COMMODITY CODE: 966-16-031170 SNAPSETS, PRINTED,8-1/2" X 11" PLUS STUB 6 PART BOND AND CARBON QUANTITY: 10,000 TO 19,999 SETS	1	TH	\$ 139.99000	
00085	COMMODITY CODE: 966-16-031170 SNAPSETS, PRINTED,8-1/2" X 11" PLUS STUB 6 PART BOND AND CARBON QUANTITY: 20,000 TO 49,999 SETS	1	TH	\$ 132.84000	
00086	COMMODITY CODE: 966-16-031170 SNAPSETS, PRINTED,8-1/2" X 11" PLUS STUB 6 PART BOND AND CARBON QUANTITY: 50,000 TO 99,999 SETS	1	TH	\$ 129.02000	
00087	COMMODITY CODE: 966-16-031170 SNAPSETS, PRINTED,8-1/2" X 11" PLUS STUB 6 PART BOND AND CARBON QUANTITY: 100,000 TO 200,000 SETS	1	TH	\$ 127.35000	

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LINE NO.	COMMODITY/SERVICE DESCRIPTION	QUANTITY FROM/TO	UNIT	UNIT PRICE	DISCOUNT OFF CATALOG PRICE
00088	COMMODITY CODE: 966-16-031171 SNAPSETS, PRINTED,8-1/2" X 11" PLUS STUB 6 PART CARBONLESS QUANTITY: 1,000 TO 4,999 SETS	1	TH	\$ 192.71000	
00089	COMMODITY CODE: 966-16-031171 SNAPSETS, PRINTED,8-1/2" X 11" PLUS STUB 6 PART CARBONLESS QUANTITY: 5,000 TO 9,999 SETS	1	TH	\$ 130.13000	
00090	COMMODITY CODE: 966-16-031171 SNAPSETS, PRINTED,8-1/2" X 11" PLUS STUB 6 PART CARBONLESS QUANTITY: 10,000 TO 19,999 SETS	1	TH	\$ 112.25000	
00091	COMMODITY CODE: 966-16-031171 SNAPSETS, PRINTED,8-1/2" X 11" PLUS STUB 6 PART CARBONLESS QUANTITY: 20,000 TO 49,999 SETS	1	TH	\$ 105.55000	
00092	COMMODITY CODE: 966-16-031171 SNAPSETS, PRINTED,8-1/2" X 11 PLUS STUB 6 PART CARBONLESS QUANTITY: 50,000 TO 99,999 SETS	1	TH	\$ 101.97000	
00093	COMMODITY CODE: 966-16-031171 SNAPSETS, PRINTED 8-1/2 X 11" PLUS STUB 6 PART CARBONLESS QUANTITY: 100,000 TO 200,000 SETS	1	TH	\$ 100.41000	
00094	COMMODITY CODE: 966-16-031177 SNAPSETS, PRINTED,8-1/2" X 14" PLUS STUB 4 PART CARBONLESS QUANTITY: 10,000 TO 19,999 SETS	1	TH	\$ 88.96000	
00095	COMMODITY CODE: 966-16-031177 SNAPSETS, PRINTED,8-1/2" X 14" PLUS STUB 4 PART CARBONLESS QUANTITY: 20,000 TO 49,999 SETS	1	TH	\$ 83.11000	
00096	COMMODITY CODE: 966-16-031177 SNAPSETS, PRINTED,8-1/2" X 14" PLUS STUB 4 PART CARBONLESS QUANTITY: 50,000 TO 99,999 SETS	1	TH	\$ 79.98000	
00097	COMMODITY CODE: 966-16-031177 SNAPSETS, PRINTED,8-1/2" X 14" PLUS STUB 4 PART CARBONLESS QUANTITY: 100,000 TO 200,000 SETS	1	TH	\$ 78.61000	
00098	COMMODITY CODE: 966-16-031179 SNAPSETS, PRINTED,8-1/2" X 14" PLUS STUB 5 PART CARBONLESS QUANTITY: 1,000 TO 4,999 SETS	1	TH	\$ 187.91000	

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00099	COMMODITY CODE: 966-16-031179 SNAPSETS, PRINTED,8-1/2" X 14" PLUS STUB 5 PART CARBONLESS QUANTITY: 5,000 TO 9,999 SETS	1	TH	\$ 127.58000	
00100	COMMODITY CODE: 966-16-031179 SNAPSETS, PRINTED,8-1/2" X 14" PLUS STUB 5 PART CARBONLESS QUANTITY: 10,000 TO 19,999 SETS	1	TH	\$ 110.35000	
00101	COMMODITY CODE: 966-16-031179 SNAPSETS, PRINTED,8-1/2" X 14" PLUS STUB 5 PART CARBONLESS QUANTITY: 20,000 TO 49,999 SETS	1	TH	\$ 103.88000	
00102	COMMODITY CODE: 966-16-031179 SNAPSETS, PRINTED,8-1/2" X 14" PLUS STUB 5 PART CARBONLESS QUANTITY: 50,000 TO 99,999 SETS	1	TH	\$ 100.43000	
00103	COMMODITY CODE: 966-16-031179 SNAPSETS, PRINTED,8-1/2" X 14" PLUS STUB 5 PART CARBONLESS QUANTITY: 100,000 TO 200,000 SETS	1	TH	\$ 98.93000	
00104	COMMODITY CODE: 966-16-031183 SNAPSETS, PRINTED,11" X 8-1/2" PLUS STUB 2 PART CARBONLESS QUANTITY: 1,000 TO 4,999 SETS	1	TH	\$ 96.15000	
00105	COMMODITY CODE: 966-16-031183 SNAPSETS, PRINTED,11" X 8-1/2" PLUS STUB 2 PART CARBONLESS QUANTITY: 5,000 TO 9,999 SETS	1	TH	\$ 54.69000	
00106	COMMODITY CODE: 966-16-031183 SNAPSETS, PRINTED,11" X 8-1/2" PLUS STUB 2 PART CARBONLESS QUANTITY: 10,000 TO 19,999 SETS	1	TH	\$ 42.85000	
00107	COMMODITY CODE: 966-16-031183 SNAPSETS, PRINTED,11" X 8-1/2" PLUS STUB 2 PART CARBONLESS QUANTITY: 20,000 TO 49,999 SETS	1	TH	\$ 38.41000	
00108	COMMODITY CODE: 966-16-031183 SNAPSETS, PRINTED,11" X 8-1/2" PLUS STUB 2 PART CARBONLESS QUANTITY: 50,000 TO 99,999 SETS	1	TH	\$ 36.04000	
00109	COMMODITY CODE: 966-16-031183 SNAPSET, PRINTED, 11" X 8.5", 2-PT., 2 PART CARBONLESS QUANTITY: 100,000 TO 200,000	1	TH	\$ 35.01000	

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00110	COMMODITY CODE: 966-16-031186 SNAPSETS, PRINTED, 11" X 8-1/2" PLUS STUB 4 PART BOND AND CARBON QUANTITY: 20,000 TO 49,999 SETS	1	TH	\$ 99.20000	
00111	COMMODITY CODE: 966-16-031186 SNAPSETS, PRINTED, 11" X 8-1/2" PLUS STUB 4 PART BOND AND CARBON QUANTITY: 50,000 TO 99,999 SETS	1	TH	\$ 93.75000	
00112	COMMODITY CODE: 966-16-031186 SNAPSETS, PRINTED, 11" X 8-1/2" PLUS STUB 4 PART BOND AND CARBON QUANTITY: 100,000 TO 200,000 SETS	1	TH	\$ 86.43000	
00113	COMMODITY CODE: 966-16-031187 SNAPSETS, PRINTED, 11" X 8-1/2" PLUS STUB 4 PART CARBONLESS QUANTITY: 1,000 TO 4,999 SETS	1	TH	\$ 147.21000	
00114	COMMODITY CODE: 966-16-031187 SNAPSETS, PRINTED, 11" X 8-1/2" PLUS STUB 4 PART CARBONLESS QUANTITY: 5,000 TO 9,999 SETS	1	TH	\$ 95.24000	
00115	COMMODITY CODE: 966-16-031187 SNAPSETS, PRINTED, 11" X 8-1/2" PLUS STUB 4 PART CARBONLESS QUANTITY: 10,000 TO 19,999 SETS	1	TH	\$ 80.40000	
00116	COMMODITY CODE: 966-16-031187 SNAPSETS, PRINTED, 11" X 8-1/2" PLUS STUB 4 PART CARBONLESS QUANTITY: 20,000 TO 49,999 SETS	1	TH	\$ 74.83000	
00117	COMMODITY CODE: 966-16-031187 SNAPSETS, PRINTED, 11" X 8-1/2" PLUS STUB 4 PART CARBONLESS QUANTITY: 50,000 TO 99,999 SETS	1	TH	\$ 71.86000	
00118	COMMODITY CODE: 966-16-031187 SNAPSETS, PRINTED, 11" X 8-1/2" PLUS STUB 4 PART CARBONLESS QUANTITY: 100,000 TO 200,000 SETS	1	TH	\$ 70.56000	
00119	COMMODITY CODE: 966-16-031189 SNAPSETS, PRINTED, 11" X 8-1/2" PLUS STUB 5 PART CARBONLESS QUANTITY: 1,000 TO 4,999 SETS	1	TH	\$ 172.64000	
00120	COMMODITY CODE: 966-16-031189 SNAPSETS, PRINTED, 11" X 8-1/2" PLUS STUB 5 PART CARBONLESS QUANTITY: 5,000 TO 9,999 SETS	1	TH	\$ 115.55000	

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LINE NO.	COMMODITY/SERVICE DESCRIPTION	QUANTITY FROM/TO	UNIT	UNIT PRICE	DISCOUNT OFF CATALOG PRICE
00121	COMMODITY CODE: 966-16-031189 SNAPSETS, PRINTED, 11" X 8-1/2" PLUS STUB 5 PART CARBONLESS QUANTITY: 10,000 TO 19,999 SETS	1	TH	\$ 99.23000	
00122	COMMODITY CODE: 966-16-031189 SNAPSETS, PRINTED, 11" X 8-1/2" PLUS STUB 5 PART CARBONLESS QUANTITY: 20,000 TO 49,999 SETS	1	TH	\$ 93.12000	
00123	COMMODITY CODE: 966-16-031189 SNAPSETS, PRINTED, 11" X 8-1/2" PLUS STUB 5 PART CARBONLESS QUANTITY: 50,000 TO 99,999 SETS	1	TH	\$ 89.85000	
00124	COMMODITY CODE: 966-16-031189 SNAPSETS, PRINTED, 11" X 8-1/2" PLUS STUB 5 PART CARBONLESS QUANTITY: 100,000 TO 200,000 SETS	1	TH	\$ 88.42000	
00125	COMMODITY CODE: 966-16-031276 SNAPSETS, UPCHARGE, COMPOSITION PRICE APPLIES TO FORM W/ STUB LESS LESS THAN 8-1/2"	1	LOT	\$ 40.00000	
00126	COMMODITY CODE: 966-16-031277 SNAPSETS, UPCHARGE, COMPOSITION PRICE APPLIES TO FORM W/ STUB GREATER THAN 8-1/2"	1	LOT	\$ 55.00000	
00127	COMMODITY CODE: 966-16-031278 SNAPSET, UPCHARGE, MODIFICATIONS - MINOR CHANGE	1	EA	\$ 10.00000	
00128	COMMODITY CODE: 966-16-031279 SNAPSETS, UPCHARGE, MODIFICATIONS - INTERMEDIATE CHANGE ON FORM WITH STUB LESS THAN 8-1/2"	1	EA	\$ 20.00000	
00129	COMMODITY CODE: 966-16-031280 SNAPSET, UPCHARGE, MODIFICATIONS INTERMEDIATE CHANGE, STUB 8-1/2" OR GREATER	1	EA	\$ 30.00000	
00130	COMMODITY CODE: 966-16-031281 SNAPSET, UPCHARGE, BACK PRINTING	1	LOT	\$ 35.00000	
00131	COMMODITY CODE: 966-16-031282	1	EA	\$ 35.00000	

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00132	SNAPSET, UPCHARGE, PART-TO-PART PLACE CHANGE COMMODITY CODE: 966-16-031284	1	EA	\$ 35.00000	
00133	SNAPSET, UPCHARGE, ADDITIONAL COLOR PLATE CHARGE COMMODITY CODE: 966-16-031285	1	EA	\$ 25.00000	
00134	SNAPSET, UPCHARGE, COLORED INK CHARGE THIS FLAT CHARGE APPLIES WHEN A COLOR INK OTHER THAN STANDARD BLACK OR BROWN IS USED. COMMODITY CODE: 966-16-036206	1	LB	\$ 1.35000	
00135	SNAPSET, UPCHARGE, 100# WHITE TAG. (TO FIGURE TOTAL POUNDS, MULTIPLY LENGTH X WIDTH X .2315 X NO. OF PARTS IN THE FORM THAT ARE THIS TYPE OF PAPER X NUMBER OF THOUSAND SETS.) COMMODITY CODE: 966-16-036206	1	LB	\$ 4.00000	
00137	SNAPSET, UPCHARGE, 105# CF CARBONLESS TAG (TO FIGURE TOTAL POUNDS, MULTIPLY LENGTH X WIDTH X .243 X NUMBER OF PARTS IN THE FORM THAT ARE THIS TYPE OF PAPER X NUMBER OF THOUSAND SETS.) COMMODITY CODE: 966-16-031286	1	EA	\$ 15.00000	
00138	SNAPSET, UPCHARGE; CONSECUTIVE NUMBERS CHARGE IS PER NUMBER POSITION. COMMODITY CODE: 966-16-031287	1	EA	\$ 10.00000	
00139	SNAPSET, UPCHARGE, CONSECUTIVE NUMBERING CHARGE IS PER RESET. COMMODITY CODE: 966-16-036207	1	TH	\$ 2.00000	
00140	SNAPSET, UPCHARGE, NO MISSING NUMBERS CHARGE (S PER THOUSAND SETS, BASED ON CRASH PRINTED NUMBERS. COMMODITY CODE: 966-16-031288	1	TH	\$ 10.00000	
00141	SNAPSET, UPCHARGE, FILE HOLE PUNCHING ON PRESS. THERE IS ONE CHARGE FOR EVERY 3 HOLES. COMMODITY CODE: 966-16-031289	1	TH	\$ 3.00000	
	SNAPSET, UPCHARGE, DRILLING. CHARGE PER THOUSAND FORMS INCLUDES UPTO 3 HOLES.				

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00142	COMMODITY CODE: 966-16-031290 SNAPSET, UPCHARGE, PARALLEL PERFORATIONS CHARGE IS PER PERF POSITION.	1	TH	\$ 10.00000	
00143	COMMODITY CODE: 966-16-031291 SNAPSET, UPCHARGE, PERPENDICULAR PERFORATION. CHARGE IS PER EACH POSITION.	1	EA	\$ 20.00000	
00144	COMMODITY CODE: 966-16-031292 SNAPSET, UPCHARGE, FORMS BOUND INTO BOOKS	1	BK	\$.30000	
00145	COMMODITY CODE: 966-16-031293 SNAPSET, UPCHARGE, POLY SHRINK WRAPPING (OTHER THAN STANDARD FACTORY OPTION) CONTRACTOR'S STANDARD PACKAGING IS TO SHRINK WRAP 2 OR 3 PART FORMS 200/PACK, AND 4, 5, 6 PART FORMS 100/PACK.	1	PAC	\$.25000	
00146	COMMODITY CODE: 966-16-031294 SNAPSET, UPCHARGE, BOXING; OTHER THAN FACTORY OPTION	1	BOX	\$ 1.00000	
00147	COMMODITY CODE: 966-16-031295 SNAPSET, UPCHARGE, MULTIPLE SHIPMENT. CHARGE IS FOR EACH DESTINATION AFTER THE FIRST.	1	EA	\$ 15.00000	
00148	COMMODITY CODE: 966-16-031296 SNAPSET, UPCHARGE, RUSH CHARGE CHARGE IS 10% OF ORDER TOTAL (NOT INCLUDING ANY OVERRUNS). FOR JOBS TO BE COMPLETED IN 5 TO 8 WORKING DAYS.	1	%	N/A	

SPECIAL CONDITIONS

1. PUBLIC PRINTING LAW: The contract resulting from this solicitation shall be subject to the provisions of R.S. 43:1 et.seq.
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 mis-matched 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 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.** All copy and 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: 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.

By accepting a contract for printing, binding, engraving or lithographing, the Contractor agrees to

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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 using agency, and the invoice shall refer to the delivery ticket number, delivery date, purchase release 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 using agency. Invoices shall show the amount of any cash discount and shall be submitted on the contractor's own invoice form.
9. **PAYMENT:** State agencies are directed to pay the contractor upon presentation of properly executed invoice after goods have been received, inspected and accepted. The user 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 and similar work rather than purchasing under contract.
12. **QUANTITY BRACKET PRICING:** Where prices are solicited on a from/to 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 price and to award the bidder's best bracket price for all remaining quantities.

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

Further, the State of Louisiana reserves the right to solicit open market bids on order quantities greater than 200M or may opt to utilize the best quantity contract price.
13. **NON EXCLUSIVE 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 services from other sources.
14. **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.
15. **SAMPLES:** Bidder 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 standards 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.

16. NEGATIVES: All art, color separations, film, negatives, tapes, floppy 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 the contract in one location, separate from all other work, and for maintaining a written inventory of all such materials. Upon award of contract to a new contractor, the previous contractor will be required to immediately furnish a 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 new 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 for 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 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.

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SPECIFICATIONS

This contract is for furnishing snapsets in the sizes and quantities listed and in accordance with the specifications included herein.

The price per thousand quoted for each of the line items is to include all necessary set-up and running charges for printing forms with the number of parts and in the quantities listed in each item. This base price per thousand includes standard papers, ink, copy requirements, construction, packaging, and delivery, as described below. **Contractor will be required to provide additional features listed at the flat charges specified herein.**

1. Sizes Available

<u>Stub Length</u>		<u>Length (dimension perpendicular to stub), This measurement is excluding the stub</u>
(1)		(2)
3-2/5"	X	8-1/2"
4-1/4"	X	5-1/2", 7", 8-1/2"
8-1/2"	X	5-1/2", 7", 8-1/2", 11", & 14"
11"	X	8-1/2"

(1) First dimension is always the width parallel to the stub.

(2) Second dimension is size of sheet snapped free of stub; length or depth at right angle to stub.

2. Construction: Construction shall be conventional snap-a-part style with printed sheets (and carbon) joined in a common stub, with standard stub perforation. Printing may be parallel or right angle to the stub. A minimum of 1/4" margin free of any printing shall be maintained on sides parallel to stub length, plus an additional 1/2" opposite the stub for carbon extraction.

3. Papers: Base prices for bond and carbon forms shall include 10#, 12#, and 15# No. 4 bond in any color sequence. Available colors shall be white, canary, pink, goldenrod, green, and blue. Carbon paper shall be standard black machine written, one-time carbon in standard weights. On forms with more than four (4) parts, all carbons after part 4 shall be intense carbons. Double faced carbon or thin tissue carbon are not allowed on this contract.

Base prices for carbonless forms shall include standard weights of 15/16# CB, 14# CFB, and 15# CF in any color sequence. Available colors shall be white, canary, pink, goldenrod, blue, and green. Image shall be black.

Paper shall be uniform in weight, caliper, strength, tear, finish, color, printing quality, durability, size and dimensional stability.

Other papers are not allowed under this contract, except as listed in Option #7.

4. Ink: Base price shall include printing in one color (either black or brown ink). Colored ink and printing in more than one color shall be available at additional charge. However, a colored ink charge will not be allowed for printing of marginal words in red or for back printing in gray ink.

5. Copy: Base prices shall include camera-ready copy, diskette, or negatives being provided by the using agency, with all parts having the same copy, printed one side only. Base price **includes** printing of marginal words in red, if requested. One proof shall be provided at no extra charge, if

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requested. Composition (typesetting) of new forms, changes to existing forms, back printing, part-to-part changes, and additional color per side shall be available at additional charges.

- 6. Property of the State: All art, film, negatives, tapes, special plates and dies, whether provided to the contractor or produced under this contract, are the property of the State of Louisiana. The contractor will be responsible for labeling and storing all negatives, artwork, etc. for each job produced under this contract in one location, separate from all other work, and for maintaining a written inventory of all such materials. These negatives, artwork, etc. shall be readily available upon request at any time during the contract period and furnished within three working days of request. 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., held under this contract. Two 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 shall be paid by the previous contractor maintaining the negatives. The new contractor will be required to furnish written confirmation that all items listed were received.

During the contract period, the contractor may be requested by a user agency to furnish negatives to the agency or to a vendor who will produce snapsets as the result of a competitive bid (e.g., a large quantity order greater than 200M). In such case, the user agency will be responsible for any associated transportation charges. When negatives are shipped to another location, they are to remain stripped in flats.

The contractor shall not dispose of any negatives or material without obtaining written approval from the user agency.

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 shall be required to remake the negatives at his expense.

NOTE: It is recommended that the contractor obtain written disposition for the negatives, etc., from the ordering agency immediately after delivery of the form. 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 negatives, etc.

- 7. Underruns and Overruns: Underruns or overruns exceeding the following percentages will not be accepted:

Order quantity:			
1,000	to	50,000 -	10%
50,001	to	100,000 -	8%
100,001	to	300,000 -	4%

- 8. Packaging
 - A. Contractor's standard packaging must be of a test strength to withstand handling by freight lines without bursting or crushing. Contractor will be responsible for remaking any forms 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.

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Shipping containers and bundles should 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. The package label will contain the form number, form name, quantity, order number and beginning and ending form numbers when applicable.
- C. The ordering agency may request poly shrink wrapping and/or boxing other than factory option. A flat charge per package or box will be allowed, as specified herein.

9. Time of Delivery

Delivery shall be made within three to four (3-4) weeks from receipt of order, unless proof is required. Five (5) 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 the agency. All cost of transportation and inside delivery within any office or building as specified is included. The contractor shall ship by any reasonable method to insure prompt delivery at destinations.

If the original order includes an authorization for delivery in less than above normal schedule, a rush charge may apply.

Rush deliveries shall be as specified in the order, which may be any time between 5 working days (no proof requirement) and 8 working days (includes proof). If a proof is required in the initial order, the requested delivery will include 3 working days for the proof. If additional proofs are required, 2 working days may be added for each requirement.

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.

OPTIONS - EXTRA CHARGES

1. Composition: These charges are for typesetting and preparing camera ready copy, and may include assisting ordering agencies in creating or designing new forms. The charge includes one proof. If a new form has different copy on the various parts, charges for modifications as described herein will apply.

Forms with stub length less than 8-1/2": Flat - \$40.00

Forms with stub length 8-1/2" or more: Flat - \$55.00

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2. Modifications/Alterations:

Minor - This charge includes typesetting and preparation of camera-ready copy (or stripping changes into existing negative). This applies to modifications or alterations to an existing form, or to changes from one part to another within a new form which is being typeset. This charge includes one proof.

A minor change would consist of one of the following:

- Total of two 1-line changes or change not exceeding 1" in depth.
- Deletion of partial copy or insertion of new copy not more than 1" in depth occurring within the form.

Minor Modifications: Flat - \$10.00

Intermediate - This charge includes typesetting and preparation of camera-ready copy (or stripping changes into existing negative). This charge applies to modifications to existing forms or to changes from one part to another within a new form which is being typeset. This charge includes one proof.

An intermediate change applies to modifications involving more than those defined as minor, but when the total measurement of changes does not exceed 1/2 the form.

Flat - \$20.00 (stub length less than 8-1/2")

Flat - \$30.00 (stub length 8-1/2" or more)

If modifications (to an existing form, or part-to-part within a new form that is being typeset) exceed 1/2 the page, the full composition charge would apply to that part.

NOTE: These changes from part to part within a new form are for typesetting and preparation only, and are not to be confused with the charge for Part-to-Part Plate Changes, which is to compensate the contractor for a plate change, and which would apply to any form (whether a new form which had to be typeset, or whether camera-ready copy or negatives were supplied).

3. Back Printing: This charge includes all operations necessary to set up and print on the back in either black or gray ink. Back printing in other colors is not allowed on this contract. A colored ink charge will not be allowed for back printing in gray ink.

Flat \$35.00

4. Part-to-part Plate Changes: A flat charge is allowed for copy changes from part to part in the same color within the form (or may apply to combination orders; see below).

Flat \$35.00

5. Combination Order: Forms of the same size, number of parts and construction may be ordered in combination for a higher quantity bracket on one order. Such orders will have a base price per thousand (based on the total quantity of all combined forms) and applicable part-to-part change charges from form to form. (See Part-to-part Plate changes above.)

6. Additional color plate charge: Flat charge for each color, in addition to the base color, on the face only (additional color not allowed on back). No more than 3 colors allowed on face. If the copy

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that is printed in this additional color changes from part to part, then part-to-part plate changes would apply.

Flat \$35.00 per color

7. Colored ink charge: This charge is allowed when a color ink other than standard black or brown is used. This charge is not applicable to back printing in gray ink, or to serial numbering or marginal wording, but is applicable to brown ink when it is used as an additional color. If the colored ink is a second color, this charge would be in addition to the additional color plate charge.

Flat \$25.00 per color

8. Optional Paper: The only optional papers allowed are either White Tag, 100# or Carbonless Tag, 105# CF105, White. A charge per pound will be allowed. The total number of pounds of these papers will be figured by multiplying length X width X the factor shown below X number of parts of that paper in the snapset X the number of thousand sets.

White Tag, 100-lb. (factor .2315) - \$1.35 per pound

White Carbonless Tag CF 105-lb. (factor .243) - \$4.00 per pound

9. Consecutive Numbers: A flat charge will be allowed to set up each numbering machine. Crash printing is to be utilized whenever possible, unless otherwise specified. **A list of missing numbers shall be provided by the Contractor, unless agency also requests A guarantee no missing numbers.**

Flat - \$15.00 per number position

10. Consecutive numbering reset: If an agency requests different serial sequences in one order, a flat charge is allowed for each after the first. Ex: 24,000 forms to be numbered 1 to 8000, 10,001 to 18,000 and 20,001 to 28,000. There would be two (2) consecutive numbering re-sets. This would also apply if an agency specifies that each part be numbered (not crash printed). In the case of a 3-part form, a consecutive number charge plus two reset charges would apply.

Flat - \$10.00 per reset

11. Guaranteed No Missing Numbers: A charge per thousand sets will be allowed. The charge allowed is based on the numbers being crash printed. If an agency will not allow crash printing and numbering must appear on all parts, a charge per part, per thousand will be allowed.

\$2.00 per M

12. File hole punching on press: Punching of 1/4", 5/16", or 3/8" holes punched 2-3/4" or 4-1/4" center-to-center to conform to standard binders, or other punching within press limitations. A flat charge per three holes will be allowed.

Flat - \$10.00 per three holes

13. Drilling: A charge per thousand forms will be allowed for drilling of holes after form has been bound. This would be necessary in the case of a carbon-interleaved set requiring holes to be drilled through all parts, including carbons, or if holes are required in the stub. Price per thousand forms includes up to 3 holes.

\$3.00 per TH forms

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14. Parallel perforations (full, parallel to stub perf): A flat charge for each full perforation position parallel to the stub perforation will be allowed. This charge will apply for the setup of each perf wheel. (If more than one of the parts are perfed in the same position, only one charge is allowed.)

Flat - \$10.00 per perf position

15. Perpendicular perforation: A flat charge for each full perforation positioned perpendicular to the stub perforation will be allowed. This charge will apply for the setup of each perf wheel. (If more than one of the parts are perfed in the same position, only one charge is allowed.)

Flat - \$20.00 per perf position

16. Forms bound into books: This charge shall include gathering, binding, all stock and construction materials, stitching with wire, trimming flush for wrap-around covers or checkbook bound covers with or without cloth strip. Wrap-around cover or front cover for checkbook bound shall be tag, index, or equal stock. Back cover for checkbook binding may be tag, index or chipboard.

Flat - \$.30 per book

17. Poly Shrink Wrapping (if other than contractor's standard factory option): If shrink wrapping is not contractor's standard packaging, and the agency requests shrink-wrapping, or if the agency requests a certain number per shrink-wrapped package, and this is other than the contractor's standard packaging, a flat charge will be allowed per package. Poly shrink to be a minimum of 100-gauge polypropylene clear shrink film.

Flat - \$.25 per package

18. Boxing other than factory option: When the agency requests that forms be boxed other than contractor's standard factory option, a flat charge per box will be allowed.

Flat - \$1.00 per box

19. Multiple Shipments: This charge is for each destination in excess of the initial destination.

Flat - \$15.00 per additional destination

20. Rush Charge: For jobs to be completed in 5 - 8 working days from receipt of order.

10% of total (based on order total-any overruns would not be included)

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CONTRACT NO.

SNAPSETS OF CHECKLIST

Width of Form (stub length)		Length of Form (excluding stub)		No. of Parts		_____carbon and bond _____carbonless		Quantity	
ITEM NO.	COMMODITY DESCRIPTION	COMMODITY NO.		UNIT OF MEASURE		LINE NO.			
XXXXXXXX	OPTIONS – EXTRA CHARGES	XXXXXXXXXXXXXXXXXX		XXXXXXXXXX		XXXXXXXXXXXXXXXXXX			
	Composition (stub less than 8-1/2")	966-16-031276		LOT		00125			
	Composition (stub 8-1/2" or greater)	966-16-031277		LOT		00126			
	Modifications/Alterations	XXXXXXXXXXXXXXXXXX		XXXXXXXXXX		XXXXXXXXXXXXXXXXXX			
	Minor	966-16-031278		EACH		00127			
	Intermediate (stub less than 8- 1/2")	966-16-031279		EACH		00128			
	Intermediate (stub 8-1/2" or greater)	966-16-031280		EACH		00129			
	Back Printing	966-16-031281		LOT		00130			
	Part-to-Part Changes	966-16-031282		EACH		00131			
	Combination Order	See Description in Contract		N/A		N/A			
	Additional Color Plate Charge	966-16-031284		EACH		00132			
	Colored Ink Charge	966-16-031285		EACH		00133			
	Optional Paper	XXXXXXXXXXXXXXXXXX		XXXXXXXXXX		XXXXXXXXXXXXXXXXXX			
	White Tag, 100 lb.	966-16-036206		PER POUND		00134			
	White carbonless Tag CF, 105 lb.	966-16-036206		PER POUND		00135			
	White bond	966-16-031119		M		00136			
	Consecutive Numbers	966-16-031286		EACH		00137			
	Consecutive Numbers Re-set	966-16-031287		EACH		00138			
	Guaranteed No Missing Numbers	966-16-036207		M		00139			
	File Hole Punching on Press	966-16-031288		EACH		00140			
	Drilling	966-16-031289		M		00141			
	Parallel Perforations	966-16-031290		EACH		00142			
	Perpendicular Perforations	966-16-031291		EACH		00143			
	Forms Bound Into Books	966-16-031292		BOOK		00144			
	OTHER THAN FACTORY OPTION	XXXXXXXXXXXXXXXXXX		XXXXXXXXXX		XXXXXXXXXXXXXXXXXX			
	Poly Wrap: Per Pkg. Pkg. @	966-16-031293		PKG.		00145			
	Boxing: Per Bx. Boxes @	966-16-031294		BOX		00146			
	Multiple Shipments (After the first)	966-16-031295		EACH		00147			
	Rush Charge	966-16-031296		10%		00148			

THE BASE ITEM SHOULD BE ITEM NO. 1 OF YOUR ORDER WITH ANY EXTRA CHARGES TO FOLLOW.

Approving Authority:

_____ Print Name _____ Signature _____ Date

Phone: _____ Fax: _____ Email: _____