



COMMONWEALTH OF VIRGINIA  
 DIVISION OF PURCHASES AND SUPPLY  
 PO Box 1199  
 RICHMOND, VA 23218-1199

## Notice of Contract Renewal

**CONTRACT # E194-1342**  
**Contract Title: ENGRAVED STATIONERY**

1	DATE:	October 16, 2013
2	CONTRACT PERIOD:	NOVEMBER 1, 2013 – OCTOBER 31, 2014
3	SUPERCEDES:	E194-1342 (NOVEMBER 1, 2012 – OCTOBER 31, 2013)
4	AUTHORIZED USERS:	A121 - THE GOVERNOR’S OFFICE, A119 - LIEUTENANT GOVERNOR, A141 - THE ATTORNEY GENERAL, A111 - THE SUPREME COURT, MEMBERS OF THE LEGISLATURE
5	CONTRACTOR’S eVA VENDOR ID#:	DE3075
6	<b>CONTRACTOR / VENDOR</b>	HARPER ENGRAVING AND PRINTING COMPANY
7	<b>CONTRACTOR CONTACT</b>	VIRGINIA DEMPSEY
8	TERMS	NET 30
9	DELIVERY	
10	F.O.B.	DESTINATION PREPAID
11	CONTRACT PRICES	PRICING SCHEDULE ATTACHED
12	DPS CONTRACT OFFICER	Name: Kirby Battle, CPPB, VCO Phone: (804) 786-5414 Email: <a href="mailto:kirby.battle@dgs.virginia.gov">kirby.battle@dgs.virginia.gov</a>

ADDITIONAL COPIES OF CONTRACTS AND ANY ASSOCIATED CONTRACT CHANGES ARE AVAILABLE ON THE DPS WEBSITE: [www.eva.virginia.gov](http://www.eva.virginia.gov) under the State Contracts webpage

**AUTHORIZED USERS:** This contract is the result of a competitive bid program and its use is restricted and **Mandatory** for **STATE AGENCIES** indicated in item 4 above in the purchase of any commodity listed herein.

*NOTE: This public body does not discriminate against faith-based organizations in accordance with the Code of Virginia, §2.2-4343, or against a bidder or offeror because of race, religion, color, sex national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment.*

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## 1. CONTRACTOR / VENDOR INFORMATION

<b>Contractor Name</b>	<b>eVA Vendor ID#</b>	<b>Location Address(es)</b>	<b>Contact Information</b> (Name, Phone, Fax and Email)
<b>HARPER ENGRAVING &amp; PRINTING COMPANY</b>	DE3075	P.O. BOX 11209 ALEXANDRIA, VA 22312	<b>VIRGINIA DEMPSEY</b> (800) 954-2328 (703) 642-2328 (703) 919-1050, CELL (703) 642-1591, FAX Email: <a href="mailto:Vmdempsey@aol.com">Vmdempsey@aol.com</a>

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## **2. GENERAL INSTRUCTIONS**

1. **Ordering Method:** Unless otherwise instructed or exempted by DPS, all departments, institutions and agencies of the Commonwealth of Virginia using this contract must order items by issuing purchase orders through eVA. The orders will be governed by this agreement and the terms and conditions contained in the separate agreement for participation in eVA executed by the contractor. If this contract is authorized for use by localities, Virginia cities, counties, town and political subdivisions, they should place all purchase orders through eVA or eVA Lite.
2. **Purchase Order Information:** When placing an eVA non-catalog order, each line of the requisition must be identified with the correct Contractor Name and Location (eVA Vendor ID#), contract item number, full item description and the contract unit price. The exact Contract Number, as shown on page 1, **must** be inserted in the Contract Number field for each line item of the eVA requisition. Purchase orders not bearing the correct contract number in the appropriate location will be non-compliant and may not be considered a purchase against this contract.
3. **Ordering Entity Acceptance:** Inspection and acceptance upon delivery and approval of vendor's invoice is the responsibility of the receiving entity.
4. **Complaints:** Any complaint that is due to a violation or breach of the Contract provisions, shall be reported on an official DPS "PROCUREMENT COMPLAINT FORM" (Form # DGS-41-024). To facilitate notification, this form shall be completed by the ordering entity and sent to the contract vendor, with a copy sent to DPS to the address shown on the form. Contract vendors shall also use this form to initiate complaints concerning entities. Contract vendors shall also use this form to initiate complaints concerning entities. This form may be downloaded from the internet at [www.eva.virginia.gov](http://www.eva.virginia.gov) (Click on the Buyer tab, then on "Procurement Complaint Form").
5. **Changes:** Any changes whether for increases or decreases in pricing, delivery terms or additional options must be approved by the Division of Purchases and Supply in advance of issuance of the purchase order. Disputes between the ordering agency and the vendor will be resolved in accordance with the terms of the contract and any change orders/renewals unless prior approval was granted by DPS.
6. **See Additional Information section below.**

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### **3. ADDITIONAL INFORMATION**

- 1. RENEWAL CONTRACT: At the sole discretion of the Commonwealth of Virginia Department of Purchases and Supplies, and within a reasonable time (approximately 90 days) prior to the expiration date, this contract may be renewed for Two (2) successive OPTIONAL one year periods upon the agreement of both parties.**

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## 4. SCOPE OF WORK / GENERAL & TECHNICAL SPECIFICATIONS

### SCOPE

The purpose of this Invitation For Bid (IFB) is to solicit SEALED bids, from qualified responsible and responsive bidders that will result in a one year term contract (4 additional optional 1-year renewal periods) to furnish Engraved Stationery as described herein to institutions or agencies of the Commonwealth or Public bodies and subdivisions of the Commonwealth of Virginia as defined in section 11-37 of Virginia Public Procurement Act. according to terms, conditions and specifications provided in this Invitation For Bid (IFB). The purpose of any resulting contract is to provide critical quality, fine-line engraved and/or stationery, business cards, envelopes, and thermographed business cards. Thermography shall be done using high temperature resins. Stationery and envelopes will be run through copiers and laser and deskjet printers which produce high temperatures. The contractor shall provide all elements needed for production and delivery of items in this contract including composition, creation of engraving dies, film, plates, proofs, engraving/printing, and paper in such a manner as to deliver critical quality stationery within the required time frame.

### Specifications

#### ENGRAVED STATIONERY

<b>PAPER:</b>	See attached pricing schedule for paper and descriptions
<b>PRE PRESS:</b>	Composition and plate charges shall be included in the printing prices and shall not be charged on offset stationery, envelopes and thermographed business cards. Composition for engraved items shall be included in the creation of engraving dies.
<b>ENGRAVING DIES:</b>	The creation of engraving dies shall include all composition charges. The maximum die size is 4" X 9". The dies shall be copper. Dies shall be chromed. Most letterhead for the Commonwealth has copy at the head and the foot; this will result in the creation of two dies for one color letterhead. Contractor shall not charge for a re-creation of a die unless there is a change requested to an existing die.
<b>INKS:</b>	High quality inks shall be used. PMS colors – no 4/color process
<b>PACKAGING:</b>	Contractor shall package orders in a secure method to avoid any damage in transit. The package shall be labeled as to content and quantities contained.
<b>DELIVERY:</b>	Delivery may be required in less time than herein specified. If so, this must be <u>specifically</u> requested on the purchase order. An upcharge will be allowed for "rush delivery". See pricing schedule.
	Engraving - New Order or New Dies Required 21 work days
	Engraving - Repeat Order 14 work days
	Printing/Thermography - New Order 10 work days
	Printing/Thermography - Repeat Order 7 work days

**APSPM – Chapter 4 Section 20:** Standardization of “Official State Stationery” for reference purposes.

**Official State Stationery, Letterheads, and Envelopes.** Standardization of “Official State Stationery” was established in November, 1974. This included a standard format for letterheads. Institutions of higher education are exempt, as they are permitted to continue the use of their present seal and design. All other agencies and institutions must use the standard state blue ink (reflex blue) for both letterheads and envelopes.

**Letterhead:** Only the Governor and the Cabinet Secretaries use “Office of the Governor” on their letterhead. Where necessary, agencies and institutions with policy and advisory boards or commission may include the names of such board or commission members on the official letterhead or may use separate letterheads for the board or commission, and the agency or institution. Engraved stationery may be used only by the Governor’s Office, Lieutenant Governor, members of the Legislature, the Attorney General, Supreme Court, and Cabinet Secretaries. Any deviation from these specifications and requirements must be approved in advance by the Director of DGS/DPS.

**Business Cards.** Business cards must conform in style and layout to the uniform state business card design printed in the standard state blue ink, on white card stock as shown in the DGS/DPS annual contract. Engraved cards are limited to the Governor, Lieutenant Governor, members of the Legislature, Attorney General, Supreme Court, Cabinet Secretaries, Directors of Agencies, and Presidents and Chancellors of Institutions of Higher Education. Any deviations must be approved in advance by the Director of DGS/DPS.

All agencies and institutions, including institutions of higher education, are restricted to the following white paper usage for letterheads and envelopes. This chart also outlines which agencies are entitled to use engraved stationery and business cards.

	<b><u>LETTERHEAD</u></b>	<b><u>ENVELOPE</u></b>	<b><u>ENGRAVING</u></b>
Office of the Governor	100% Rag	100% Rag	Stationery/Business Cards
Lieutenant Governor	100% Rag	100% Rag	Stationery/Business Cards
Members of the Legislature	100% Rag	100% Rag	Stationery/Business Cards
Office of Attorney General	100% Rag	100% Rag	Stationery/Business Cards
Supreme Court	100% Rag	100% Rag	Stationery/Business Cards
Cabinet Secretaries	100% Rag	100% Rag	Stationery/Business Cards
Directors of Agencies	25% Rag	25% Rag	Business Cards only
Institutions of Higher Learning Presidents and Chancellors Only	25% Rag	25% Rag	Business Cards only
Economic Development Partnership, Virginia Commercial and Business Mailings Only	100% Rag	100% Rag	N/A
Interdepartmental Mailings	No. 1 Bond	White Wove	N/A
Auditor of Public Accounts	Permalife Bond	White Wove	N/A
All Other State Letterheads and Envelopes	No. 1 Bond	White Wove	N/A

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## **5. COMMODITY INFORMATION & PRICING**

- 1. PREPRESS**
- 2. GROUP I: ENGRAVING DIES - Includes composition**
- 3. GROUP II: ENGRAVED STATIONERY AND NOTECARDS**
- 4. GROUP III: OFFSET STATIONERY AND NOTECARDS**
- 5. GROUP IV: BUSINESS CARDS**
- 6. GROUP V: SECOND SHEETS (paper)**
- 7. GROUP VI: RUSH CHARGES**

<b>GROUP VI: RUSH CHARGES</b>			
<b>Item</b>	<b>Description</b>	<b>Price</b>	<b>Unit of Measure</b>
10	Rush Charges, for 48 hour turn	\$ 76.50	/Each
<b>PREPRESS</b>			
20	Composition - offset Stationery, Envelopes, Notecards Lines of Type 1 to 10	\$ -	/Each
21	Composition - offset Stationery, Envelopes, Notecards Lines of Type 11 and up	\$ -	/Each
22	Composition Thermographed Business Cards Lines of Type 1 to 10	\$ -	/Each
23	Composition Thermographed Business Cards Lines of Type 11 and up	\$ -	/Each
24	Author's Alterations	\$ 86.50	/Hour

<b>Item</b>	<b>Description</b>	<b>Price</b>	<b>Unit of Measure</b>
<b>GROUP I: ENGRAVING DIES - Includes composition</b>			
<b>COPPER</b>			
30	Chromed Copper engraving die Stationery, Envelopes, Notecards Lines of Type 1 to 10 (includes a Seal of same color)	\$ 17.85	/Each
31	Chromed Copper engraving die Stationery, Envelopes, Notecards Lines of Type 11 and up (includes a Seal of same color)	\$ 28.46	/Each
32	Chromed Copper engraving die Business Cards Lines of Type 1 to 10	\$ 17.85	/Each
33	Chromed Copper engraving die Business Cards Lines of Type 11 and up	\$ 28.46	/Each
34	Chromed Copper engraving die State Seal 1/2" diameter (one color)	\$ 15.40	/Each
35	Chromed Copper engraving die State Seal 3/4" diameter (one color)	\$ 15.40	/Each
36	Chromed Copper engraving die State Seal 1" diameter (one color)	\$ 15.40	/Each
37	Chromed Copper engraving die State Seal 1-1/4" diameter (one color)	\$ 15.40	/Each
38	Chromed Copper engraving dies State Seal three-color crossed flags 1-1/8" X 1-1/4"	\$ 46.21	/Set

<b>Item</b>	<b>Description</b>	<b>Price</b>	<b>Unit of Measure</b>
39	Chromed Copper engraving dies State Seal six color front/back view 2-9/16" X 1-3/8"	\$ 15.40	/Set
<b>STEEL</b>			
40	Chromed Steel engraving die Stationery, Envelopes, Notecards Lines of Type 1 to 10 (includes a Seal of same color)	\$ -	/Each
41	Chromed Copper engraving die Stationery, Envelopes, Notecards Lines of Type 11 and up (includes a Seal of same color)	\$ 28.46	/Each
42	Chromed Steel engraving die State Seal 1/2" diameter (one color)	\$ -	/Each
43	Chromed Steel engraving die State Seal 3/4" diameter (one color)	\$ -	/Each
44	Chromed Steel engraving die State Seal 1" diameter (one color)	\$ -	/Each
45	Chromed Steel engraving die State Seal 1-1/4" diameter (one color)	\$ -	/Each
46	Chromed Steel engraving dies State Seal three-color crossed flags 1-1/8" X 1-1/4"	\$ -	/Set
47	Chromed Steel engraving dies State Seal six color front/back view 2-9/16" X 1-3/8"	\$ -	/Set
<b>GROUP II: ENGRAVED STATIONERY AND NOTECARDS</b>			
<b>Letterhead 8-1/2" X11"</b>			
<b>ONE COLOR</b>			
50	Engraved letterhead 8-1/2" X11" on 24lb Cranes Crest Natural White Wove, Fluorescent White Wove, or Azure Blue Wove 1 color - one die header only	\$ 90.00	/lot of 250
51	Engraved letterhead 8-1/2" X11" on 24lb Cranes Crest Natural White Wove, Fluorescent White Wove, or Azure Blue Wove 1 color - one die header only	\$ 115.00	/lot of 500
51A	Engraved letterhead 8-1/2" X11" on 32lb Cranes Ecru Kid Finish, 1 color - one die header only	\$ 175.00	/lot of 500
52	Engraved letterhead 8-1/2" X11" on 24lb Cranes Crest Natural White Wove, Fluorescent White Wove, or Azure Blue Wove 1 color - one die header only	\$ 180.00	/lot of 1,000
53	Engraved letterhead 8-1/2" X11" on 24lb Cranes Crest Natural White Wove, Fluorescent White Wove, or Azure Blue Wove 1 color - one die header only	\$ 390.00	/lot of 2,500
54	Engraved letterhead 8-1/2" X11" on 24lb Cranes Crest Natural White Wove, Fluorescent White Wove, or Azure Blue Wove 1 color - one die header only	\$ 645.00	/lot of 5,000

<b>Item</b>	<b>Description</b>	<b>Price</b>	<b>Unit of Measure</b>
55	Engraved letterhead 8-1/2" X11" on 24lb Cranes Crest Natural White Wove, Fluorescent White Wove, or Azure Blue Wove 1 color - one die header only	\$ 1,153.00	/lot of 10,000
60	Engraved letterhead 8-1/2" X11" on 24lb Cranes Crest Natural White Wove, Fluorescent White Wove, or Azure Blue Wove 1 color - two dies header and footer	\$ 95.00	/lot of 250
61	Engraved letterhead 8-1/2" X11" on 24lb Cranes Crest Natural White Wove, Fluorescent White Wove, or Azure Blue Wove 1 color - two dies header and footer	\$ 125.00	/lot of 500
61A	Engraved letterhead 8-1/2" X11" on 32lb Cranes Ecrú Kid Finish, 1 color - two dies header and footer	\$ 184.50	/lot of 500
62	Engraved letterhead 8-1/2" X11" on 24lb Cranes Crest Natural White Wove, Fluorescent White Wove, or Azure Blue Wove 1 color - two dies header and footer	\$ 198.00	/lot of 1,000
63	Engraved letterhead 8-1/2" X11" on 24lb Cranes Crest Natural White Wove, Fluorescent White Wove, or Azure Blue Wove 1 color - two dies header and footer	\$ 425.00	/lot of 2,500
64	Engraved letterhead 8-1/2" X11" on 24lb Cranes Crest Natural White Wove, Fluorescent White Wove, or Azure Blue Wove 1 color - two dies header and footer	\$ 743.50	/lot of 5,000
65	Engraved letterhead 8-1/2" X11" on 24lb Cranes Crest Natural White Wove, Fluorescent White Wove, or Azure Blue Wove 1 color - two dies header and footer	\$ 1,306.50	/lot of 10,000
<b>TWO COLOR</b>			
70	Engraved letterhead 8-1/2" X11" on 24lb Cranes Crest Natural White Wove, Fluorescent White Wove, or Azure Blue Wove 2 color - two dies header and Gold Seal	\$ 100.00	/lot of 250
71	Engraved letterhead 8-1/2" X11" on 24lb Cranes Crest Natural White Wove, Fluorescent White Wove, or Azure Blue Wove 2 color - two dies header and Gold Seal	\$ 135.00	/lot of 500
71A	Engraved letterhead 8-1/2" X11" on 32lb Cranes Ecrú Kid Finish, 2 color - two dies header and Gold Seal	\$ 194.00	/lot of 500
72	Engraved letterhead 8-1/2" X11" on 24lb Cranes Crest Natural White Wove, Fluorescent White Wove, or Azure Blue Wove 2 color - two dies header and Gold Seal	\$ 216.00	/lot of 1,000
73	Engraved letterhead 8-1/2" X11" on 24lb Cranes Crest Natural White Wove, Fluorescent White Wove, or Azure Blue Wove 2 color - two dies header and Gold Seal	\$ 460.00	/lot of 2,500
74	Engraved letterhead 8-1/2" X11" on 24lb Cranes Crest Natural White Wove, Fluorescent White Wove, or Azure Blue Wove 2 color - two dies header and Gold Seal	\$ 842.00	/lot of 5,000

<b>Item</b>	<b>Description</b>	<b>Price</b>	<b>Unit of Measure</b>
75	Engraved letterhead 8-1/2" X11" on 24lb Cranes Crest Natural White Wove, Fluorescent White Wove, or Azure Blue Wove 2 color - two dies header and Gold Seal	\$ 1,460.00	/lot of 10,000
80	Engraved letterhead 8-1/2" X11" on 24lb Cranes Crest Natural White Wove, Fluorescent White Wove, or Azure Blue Wove 2 color - three dies header, Gold Seal, and footer	\$ 105.00	/lot of 250
81	Engraved letterhead 8-1/2" X11" on 24lb Cranes Crest Natural White Wove, Fluorescent White Wove, or Azure Blue Wove 2 color - three dies header, Gold Seal, and footer	\$ 145.00	/lot of 500
81A	Engraved letterhead 8-1/2" X11" on 32lb Cranes Ecrú Kid Finish, 2 color - three dies header, Gold Seal, and footer	\$ 203.50	/lot of 500
82	Engraved letterhead 8-1/2" X11" on 24lb Cranes Crest Natural White Wove, Fluorescent White Wove, or Azure Blue Wove 2 color - three dies header, Gold Seal, and footer	\$ 234.00	/lot of 1,000
83	Engraved letterhead 8-1/2" X11" on 24lb Cranes Crest Natural White Wove, Fluorescent White Wove, or Azure Blue Wove 2 color - three dies header, Gold Seal, and footer	\$ 495.00	/lot of 2,500
84	Engraved letterhead 8-1/2" X11" on 24lb Cranes Crest Natural White Wove, Fluorescent White Wove, or Azure Blue Wove 2 color - three dies header, Gold Seal, and footer	\$ 940.50	/lot of 5,000
85	Engraved letterhead 8-1/2" X11" on 24lb Cranes Crest Natural White Wove, Fluorescent White Wove, or Azure Blue Wove 2 color - three dies header, Gold Seal, and footer	\$ 1,613.50	/lot of 10,000
<b>FOUR COLOR</b>			
90	Engraved letterhead 8-1/2" X11" on 24lb Cranes Crest Natural White Wove, Fluorescent White Wove, or Azure Blue Wove 4 color - four dies header and 3-color Crossed flags state seal	\$ 117.00	/lot of 250
91	Engraved letterhead 8-1/2" X11" on 24lb Cranes Crest Natural White Wove, Fluorescent White Wove, or Azure Blue Wove 4 color - four dies header and 3-color Crossed flags state seal	\$ 165.00	/lot of 500
92	Engraved letterhead 8-1/2" X11" on 24lb Cranes Crest Natural White Wove, Fluorescent White Wove, or Azure Blue Wove 4 color - four dies header and 3-color Crossed flags state seal	\$ 272.00	/lot of 1,000
93	Engraved letterhead 8-1/2" X11" on 24lb Cranes Crest Natural White Wove, Fluorescent White Wove, or Azure Blue Wove 4 color - four dies header and 3-color Crossed flags state seal	\$ 606.00	/lot of 2,500
94	Engraved letterhead 8-1/2" X11" on 24lb Cranes Crest Natural White Wove, Fluorescent White Wove, or Azure Blue Wove 4 color - four dies header and 3-color Crossed flags state seal	\$ 1,140.00	/lot of 5,000
95	Engraved letterhead 8-1/2" X11" on 24lb Cranes Crest Natural White Wove, Fluorescent White Wove, or Azure Blue Wove 4 color - four dies header and 3-color Crossed flags state seal	\$ 2,207.50	/lot of 10,000

<b>Item</b>	<b>Description</b>	<b>Price</b>	<b>Unit of Measure</b>
100	Engraved letterhead 8-1/2" X11" on 24lb Cranes Crest Natural White Wove, Fluorescent White Wove, or Azure Blue Wove 4 color - five dies header, footer and 3-color Crossed flags state seal	\$ 152.00	/lot of 250
101	Engraved letterhead 8-1/2" X11" on 24lb Cranes Crest Natural White Wove, Fluorescent White Wove, or Azure Blue Wove 4 color - five dies header, footer and 3-color Crossed flags state seal	\$ 253.00	/lot of 500
102	Engraved letterhead 8-1/2" X11" on 24lb Cranes Crest Natural White Wove, Fluorescent White Wove, or Azure Blue Wove 4 color - five dies header, footer and 3-color Crossed flags state seal	\$ 467.50	/lot of 1,000
103	Engraved letterhead 8-1/2" X11" on 24lb Cranes Crest Natural White Wove, Fluorescent White Wove, or Azure Blue Wove 4 color - five dies header, footer and 3-color Crossed flags state seal	\$ 1,105.00	/lot of 2,500
104	Engraved letterhead 8-1/2" X11" on 24lb Cranes Crest Natural White Wove, Fluorescent White Wove, or Azure Blue Wove 4 color - five dies header, footer and 3-color Crossed flags state seal	\$ 2,142.50	/lot of 5,000
105	Engraved letterhead 8-1/2" X11" on 24lb Cranes Crest Natural White Wove, Fluorescent White Wove, or Azure Blue Wove 4 color - five dies header, footer and 3-color Crossed flags state seal	\$ 4,220.00	/lot of 10,000
<b>SEVEN COLOR</b>			
110	Engraved letterhead 8-1/2" X11" on 24lb Cranes Crest Natural White Wove, Fluorescent White Wove, or Azure Blue Wove 7 color - seven dies header and 6-color front and back view state seal	\$ 229.00	/lot of 250
111	Engraved letterhead 8-1/2" X11" on 24lb Cranes Crest Natural White Wove, Fluorescent White Wove, or Azure Blue Wove 7 color - seven dies header and 6-color front and back view state seal	\$ 413.75	/lot of 500
112	Engraved letterhead 8-1/2" X11" on 24lb Cranes Crest Natural White Wove, Fluorescent White Wove, or Azure Blue Wove 7 color - seven dies header and 6-color front and back view state seal	\$ 791.50	/lot of 1,000
113	Engraved letterhead 8-1/2" X11" on 24lb Cranes Crest Natural White Wove, Fluorescent White Wove, or Azure Blue Wove 7 color - seven dies header and 6-color front and back view state seal	\$ 1,906.50	/lot of 2,500
114	Engraved letterhead 8-1/2" X11" on 24lb Cranes Crest Natural White Wove, Fluorescent White Wove, or Azure Blue Wove 7 color - seven dies header and 6-color front and back view state seal	\$ 3,750.00	/lot of 5,000
115	Engraved letterhead 8-1/2" X11" on 24lb Cranes Crest Natural White Wove, Fluorescent White Wove, or Azure Blue Wove 7 color - seven dies header and 6-color front and back view state seal	\$ 7,435.00	/lot of 10,000
120	Engraved letterhead 8-1/2" X11" on 24lb Cranes Crest Natural White Wove, Fluorescent White Wove, or Azure Blue Wove 7 color - eight dies header, footer and 6-color front and back view state seal	\$ 240.00	/lot of 250

<b>Item</b>	<b>Description</b>	<b>Price</b>	<b>Unit of Measure</b>
121	Engraved letterhead 8-1/2" X11" on 24lb Cranes Crest Natural White Wove, Fluorescent White Wove, or Azure Blue Wove 7 color - eight dies header, footer and 6-color front and back view state seal	\$ 435.00	/lot of 500
122	Engraved letterhead 8-1/2" X11" on 24lb Cranes Crest Natural White Wove, Fluorescent White Wove, or Azure Blue Wove 7 color - eight dies header, footer and 6-color front and back view state seal	\$ 830.00	/lot of 1,000
123	Engraved letterhead 8-1/2" X11" on 24lb Cranes Crest Natural White Wove, Fluorescent White Wove, or Azure Blue Wove 7 color - eight dies header, footer and 6-color front and back view state seal	\$ 2,011.00	/lot of 2,500
124	Engraved letterhead 8-1/2" X11" on 24lb Cranes Crest Natural White Wove, Fluorescent White Wove, or Azure Blue Wove 7 color - eight dies header, footer and 6-color front and back view state seal	\$ 3,956.00	/lot of 5,000
125	Engraved letterhead 8-1/2" X11" on 24lb Cranes Crest Natural White Wove, Fluorescent White Wove, or Azure Blue Wove 7 color - eight dies header, footer and 6-color front and back view state seal	\$ 7,847.00	/lot of 10,000
<b>ENVELOPES No. 10</b>			
130	Engraved Envelopes No. 10 (pointed) on 24lb Cranes Crest Natural White Wove, Fluorescent White Wove, or Azure Blue Wove 1 color - one engraving die (front engraved)	\$ 86.00	/lot of 250
131	Engraved Envelopes No. 10 (pointed) on 24lb Cranes Crest Natural White Wove, Fluorescent White Wove, or Azure Blue Wove 1 color - one engraving die (front engraved)	\$ 133.00	/lot of 500
132	Engraved Envelopes No. 10 (pointed) on 24lb Cranes Crest Natural White Wove, Fluorescent White Wove, or Azure Blue Wove 1 color - one engraving die (front engraved)	\$ 214.00	/lot of 1,000
133	Engraved Envelopes No. 10 (pointed) on 24lb Cranes Crest Natural White Wove, Fluorescent White Wove, or Azure Blue Wove 1 color - one engraving die (front engraved)	\$ 456.00	/lot of 2,500
134	Engraved Envelopes No. 10 (pointed) on 24lb Cranes Crest Natural White Wove, Fluorescent White Wove, or Azure Blue Wove 1 color - one engraving die (front engraved)	\$ 832.00	/lot of 5,000
135	Engraved Envelopes No. 10 (pointed) on 24lb Cranes Crest Natural White Wove, Fluorescent White Wove, or Azure Blue Wove 1 color - one engraving die (front engraved)	\$ 1,612.00	/lot of 10,000
<b>Letterhead Monarch</b>			
<b>ONE COLOR</b>			
140	Engraved letterhead Monarch on 32lb Cranes Kid Ecruwhite 1 color - one die header only	\$ 90.00	/lot of 250
141	Engraved letterhead Monarch on 32lb Cranes Kid Ecruwhite 1 color - one die header only	\$ 130.00	/lot of 500

<b>Item</b>	<b>Description</b>	<b>Price</b>	<b>Unit of Measure</b>
142	Engraved letterhead Monarch on 32lb Cranes Kid Ecruwhite 1 color - one die header only	\$ 217.00	/lot of 1,000
143	Engraved letterhead Monarch on 32lb Cranes Kid Ecruwhite 1 color - one die header only	\$ 479.00	/lot of 2,500
144	Engraved letterhead Monarch on 32lb Cranes Kid Ecruwhite 1 color - one die header only	\$ 893.00	/lot of 5,000
145	Engraved letterhead Monarch on 32lb Cranes Kid Ecruwhite 1 color - one die header only	\$ 1,705.00	/lot of 10,000
<b>TWO COLORS</b>			
150	Engraved letterhead Monarch on 32lb Cranes Kid Ecruwhite 1 color - two dies header and footer	\$ 142.00	/lot of 250
151	Engraved letterhead Monarch on 32lb Cranes Kid Ecruwhite 1 color - two dies header and footer	\$ 188.00	/lot of 500
152	Engraved letterhead Monarch on 32lb Cranes Kid Ecruwhite 1 color - two dies header and footer	\$ 297.00	/lot of 1,000
153	Engraved letterhead Monarch on 32lb Cranes Kid Ecruwhite 1 color - two dies header and footer	\$ 613.00	/lot of 2,500
154	Engraved letterhead Monarch on 32lb Cranes Kid Ecruwhite 1 color - two dies header and footer	\$ 1,096.00	/lot of 5,000
155	Engraved letterhead Monarch on 32lb Cranes Kid Ecruwhite 1 color - two dies header and footer	\$ 2,063.00	/lot of 10,000
160	Engraved letterhead Monarch on 32lb Cranes Kid Ecruwhite 2 color - two dies header and Gold Seal	\$ 181.00	/lot of 250
161	Engraved letterhead Monarch on 32lb Cranes Kid Ecruwhite 2 color - two dies header and Gold Seal	\$ 203.00	/lot of 500
162	Engraved letterhead Monarch on 32lb Cranes Kid Ecruwhite 2 color - two dies header and Gold Seal	\$ 326.00	/lot of 1,000
163	Engraved letterhead Monarch on 32lb Cranes Kid Ecruwhite 2 color - two dies header and Gold Seal	\$ 684.00	/lot of 2,500
164	Engraved letterhead Monarch on 32lb Cranes Kid Ecruwhite 2 color - two dies header and Gold Seal	\$ 1,239.00	/lot of 5,000
165	Engraved letterhead Monarch on 32lb Cranes Kid Ecruwhite 2 color - two dies header and Gold Seal	\$ 2,349.00	/lot of 10,000
170	Engraved letterhead Monarch on 32lb Cranes Kid Ecruwhite 2 color - three dies header, Gold Seal, and footer	\$ 233.00	/lot of 250

<b>Item</b>	<b>Description</b>	<b>Price</b>	<b>Unit of Measure</b>
171	Engraved letterhead Monarch on 32lb Cranes Kid Ecruwhite 2 color - three dies header, Gold Seal, and footer	\$ 262.00	/lot of 500
172	Engraved letterhead Monarch on 32lb Cranes Kid Ecruwhite 2 color - three dies header, Gold Seal, and footer	\$ 350.00	/lot of 1,000
173	Engraved letterhead Monarch on 32lb Cranes Kid Ecruwhite 2 color - three dies header, Gold Seal, and footer	\$ 819.00	/lot of 2,500
174	Engraved letterhead Monarch on 32lb Cranes Kid Ecruwhite 2 color - three dies header, Gold Seal, and footer	\$ 1,443.00	/lot of 5,000
175	Engraved letterhead Monarch on 32lb Cranes Kid Ecruwhite 2 color - three dies header, Gold Seal, and footer	\$ 2,691.00	/lot of 10,000
<b>FOUR COLOR</b>			
180	Engraved letterhead Monarch on 32lb Cranes Kid Ecruwhite 4 color - four dies header and 3-color Crossed flags state seal	\$ 285.00	/lot of 250
181	Engraved letterhead Monarch on 32lb Cranes Kid Ecruwhite 4 color - four dies header and 3-color Crossed flags state seal	\$ 320.00	/lot of 500
182	Engraved letterhead Monarch on 32lb Cranes Kid Ecruwhite 4 color - four dies header and 3-color Crossed flags state seal	\$ 429.00	/lot of 1,000
183	Engraved letterhead Monarch on 32lb Cranes Kid Ecruwhite 4 color - four dies header and 3-color Crossed flags state seal	\$ 953.00	/lot of 2,500
184	Engraved letterhead Monarch on 32lb Cranes Kid Ecruwhite 4 color - four dies header and 3-color Crossed flags state seal	\$ 1,646.00	/lot of 5,000
185	Engraved letterhead Monarch on 32lb Cranes Kid Ecruwhite 4 color - four dies header and 3-color Crossed flags state seal	\$ 3,034.00	/lot of 10,000
190	Engraved letterhead Monarch on 32lb Cranes Kid Ecruwhite 4 color - five dies header, footer and 3-color Crossed flags state seal	\$ 336.00	/lot of 250
191	Engraved letterhead Monarch on 32lb Cranes Kid Ecruwhite 4 color - five dies header, footer and 3-color Crossed flags state seal	\$ 372.00	/lot of 500
192	Engraved letterhead Monarch on 32lb Cranes Kid Ecruwhite 4 color - five dies header, footer and 3-color Crossed flags state seal	\$ 487.00	/lot of 1,000
193	Engraved letterhead Monarch on 32lb Cranes Kid Ecruwhite 4 color - five dies header, footer and 3-color Crossed flags state seal	\$ 1,087.00	/lot of 2,500
194	Engraved letterhead Monarch on 32lb Cranes Kid Ecruwhite 4 color - five dies header, footer and 3-color Crossed flags state seal	\$ 1,852.00	/lot of 5,000
195	Engraved letterhead Monarch on 32lb Cranes Kid Ecruwhite 4 color - five dies header, footer and 3-color Crossed flags state seal	\$ 3,376.00	/lot of 10,000

<u>Item</u>	<u>Description</u>	<u>Price</u>	<u>Unit of Measure</u>
<b>SEVEN COLOR</b>			
200	Engraved letterhead Monarch on 32lb Cranes Kid Ecrwhite 7 color - seven dies header and 6-color front and back view state seal	\$ 439.00	/lot of 250
201	Engraved letterhead Monarch on 32lb Cranes Kid Ecrwhite 7 color - seven dies header and 6-color front and back view state seal	\$ 488.00	/lot of 500
202	Engraved letterhead Monarch on 32lb Cranes Kid Ecrwhite 7 color - seven dies header and 6-color front and back view state seal	\$ 647.00	/lot of 1,000
203	Engraved letterhead Monarch on 32lb Cranes Kid Ecrwhite 7 color - seven dies header and 6-color front and back view state seal	\$ 1,356.00	/lot of 2,500
204	Engraved letterhead Monarch on 32lb Cranes Kid Ecrwhite 7 color - seven dies header and 6-color front and back view state seal	\$ 2,258.00	/lot of 5,000
205	Engraved letterhead Monarch on 32lb Cranes Kid Ecrwhite 7 color - seven dies header and 6-color front and back view state seal	\$ 4,061.00	/lot of 10,000
210	Engraved letterhead Monarch on 32lb Cranes Kid Ecrwhite 7 color - eight dies header, footer and 6-color front and back view state seal	\$ 542.00	/lot of 250
211	Engraved letterhead Monarch on 32lb Cranes Kid Ecrwhite 7 color - eight dies header, footer and 6-color front and back view state seal	\$ 605.00	/lot of 500
212	Engraved letterhead Monarch on 32lb Cranes Kid Ecrwhite 7 color - eight dies header, footer and 6-color front and back view state seal	\$ 806.00	/lot of 1,000
213	Engraved letterhead Monarch on 32lb Cranes Kid Ecrwhite 7 color - eight dies header, footer and 6-color front and back view state seal	\$ 1,356.00	/lot of 2,500
214	Engraved letterhead Monarch on 32lb Cranes Kid Ecrwhite 7 color - eight dies header, footer and 6-color front and back view state seal	\$ 3,841.00	/lot of 5,000
215	Engraved letterhead Monarch on 32lb Cranes Kid Ecrwhite 7 color - eight dies header, footer and 6-color front and back view state seal	\$ 4,764.00	/lot of 10,000

<u>Item</u>	<u>Description</u>	<u>Price</u>	<u>Unit of Measure</u>
<b>ENVELOPES MONARCH</b>			
220	Engraved Envelopes Monarch (pointed) on 32lb Cranes Kid Ecruwhite 1 color - one engraving die (front engraved)	\$ 100.00	/lot of 250
221	Engraved Envelopes Monarch (pointed) on 32lb Cranes Kid Ecruwhite 1 color - one engraving die (front engraved)	\$ 151.00	/lot of 500
222	Engraved Envelopes Monarch (pointed) on 32lb Cranes Kid Ecruwhite 1 color - one engraving die (front engraved)	\$ 272.00	/lot of 1,000
223	Engraved Envelopes Monarch (pointed) on 32lb Cranes Kid Ecruwhite 1 color - one engraving die (front engraved)	\$ 583.00	/lot of 2,500
224	Engraved Envelopes Monarch (pointed) on 32lb Cranes Kid Ecruwhite 1 color - one engraving die (front engraved)	\$ 1,102.00	/lot of 5,000
225	Engraved Envelopes Monarch (pointed) on 32lb Cranes Kid Ecruwhite 1 color - one engraving die (front engraved)	\$ 2,164.00	/lot of 10,000
<b>NOTECARDS WITH MATCHING ENVELOPES</b>			
<b>ONE COLOR</b>			
230	Engraved Notecard 5" X 7" on 110lb Cranes Crest Cover Natural White or Fluorescent White Card 1 color - one die, Envelope (announcement) 1 color engraved on flap	\$ 222.00	/lot of 250
231	Engraved Notecard 5" X 7" on 110lb Cranes Crest Cover Natural White or Fluorescent White Card 1 color - one die, Envelope (announcement) 1 color engraved on flap	\$ 307.00	/lot of 500
232	Engraved Notecard 5" X 7" on 110lb Cranes Crest Cover Natural White or Fluorescent White Card 1 color - one die, Envelope (announcement) 1 color engraved on flap	\$ 472.00	/lot of 1,000
233	Engraved Notecard 5" X 7" on 110lb Cranes Crest Cover Natural White or Fluorescent White Card 1 color - one die, Envelope (announcement) 1 color engraved on flap	\$ 1,030.00	/lot of 2,500
234	Engraved Notecard 5" X 7" on 110lb Cranes Crest Cover Natural White or Fluorescent White Card 1 color - one die, Envelope (announcement) 1 color engraved on flap	\$ 1,841.00	/lot of 5,000
235	Engraved Notecard 5" X 7" on 110lb Cranes Crest Cover Natural White or Fluorescent White Card 1 color - one die, Envelope (announcement) 1 color engraved on flap	\$ 3,634.00	/lot of 10,000
<b>TWO COLOR</b>			
240	Engraved Notecard 5" X 7" on 110lb Cranes Crest Cover Natural White or Fluorescent White Card 2 color - two dies Text and Gold Seal, Envelope (announcement) 1 color engraved on flap	\$ 229.00	/lot of 250

<b>Item</b>	<b>Description</b>	<b>Price</b>	<b>Unit of Measure</b>
241	Engraved Notecard 5" X 7" on 110lb Cranes Crest Cover Natural White or Fluorescent White Card 2 color - two dies Text and Gold Seal, Envelope (announcement) 1 color engraved on flap	\$ 316.00	/lot of 500
242	Engraved Notecard 5" X 7" on 110lb Cranes Crest Cover Natural White or Fluorescent White Card 2 color - two dies Text and Gold Seal, Envelope (announcement) 1 color engraved on flap	\$ 491.00	/lot of 1,000
243	Engraved Notecard 5" X 7" on 110lb Cranes Crest Cover Natural White or Fluorescent White Card 2 color - two dies Text and Gold Seal, Envelope (announcement) 1 color engraved on flap	\$ 1,078.00	/lot of 2,500
244	Engraved Notecard 5" X 7" on 110lb Cranes Crest Cover Natural White or Fluorescent White Card 2 color - two dies Text and Gold Seal, Envelope (announcement) 1 color engraved on flap	\$ 1,936.00	/lot of 5,000
245	Engraved Notecard 5" X 7" on 110lb Cranes Crest Cover Natural White or Fluorescent White Card 2 color - two dies Text and Gold Seal, Envelope (announcement) 1 color engraved on flap	\$ 3,825.00	/lot of 10,000
<b>FOUR COLOR</b>			
250	Engraved Notecard 5" X 7" on 110lb Cranes Crest Cover Natural White or Fluorescent White Card 4 color - four dies Text and 3-color Crossed Flags state seal, Envelope (announcement) 1 color engraved on flap	\$ 235.00	/lot of 250
251	Engraved Notecard 5" X 7" on 110lb Cranes Crest Cover Natural White or Fluorescent White Card 4 color - four dies Text and 3-color Crossed Flags state seal, Envelope (announcement) 1 color engraved on flap	\$ 345.00	/lot of 500
252	Engraved Notecard 5" X 7" on 110lb Cranes Crest Cover Natural White or Fluorescent White Card 4 color - four dies Text and 3-color Crossed Flags state seal, Envelope (announcement) 1 color engraved on flap	\$ 565.00	/lot of 1,000
253	Engraved Notecard 5" X 7" on 110lb Cranes Crest Cover Natural White or Fluorescent White Card 4 color - four dies Text and 3-color Crossed Flags state seal, Envelope (announcement) 1 color engraved on flap	\$ 1,276.00	/lot of 2,500
254	Engraved Notecard 5" X 7" on 110lb Cranes Crest Cover Natural White or Fluorescent White Card 4 color - four dies Text and 3-color Crossed Flags state seal, Envelope (announcement) 1 color engraved on flap	\$ 2,355.00	/lot of 5,000
255	Engraved Notecard 5" X 7" on 110lb Cranes Crest Cover Natural White or Fluorescent White Card 4 color - four dies Text and 3-color Crossed Flags state seal, Envelope (announcement) 1 color engraved on flap	\$ 4,278.00	/lot of 10,000
<b>SEVEN COLOR</b>			
260	Engraved Notecard 5" X 7" on 110lb Cranes Crest Cover Natural White or Fluorescent White Card 7 color - seven dies Text and 6-color front and back view state seal, Envelope (announcement) 1 color engraved on flap	\$ 279.00	/lot of 250

<b>Item</b>	<b>Description</b>	<b>Price</b>	<b>Unit of Measure</b>
261	Engraved Notecard 5" X 7" on 110lb Cranes Crest Cover Natural White or Fluorescent White Card 7 color - seven dies Text and 6-color front and back view state seal, Envelope (announcement) 1 color engraved on flap	\$ 432.00	/lot of 500
262	Engraved Notecard 5" X 7" on 110lb Cranes Crest Cover Natural White or Fluorescent White Card 7 color - seven dies Text and 6-color front and back view state seal, Envelope (announcement) 1 color engraved on flap	\$ 739.00	/lot of 1,000
263	Engraved Notecard 5" X 7" on 110lb Cranes Crest Cover Natural White or Fluorescent White Card 7 color - seven dies Text and 6-color front and back view state seal, Envelope (announcement) 1 color engraved on flap	\$ 1,707.00	/lot of 2,500
264	Engraved Notecard 5" X 7" on 110lb Cranes Crest Cover Natural White or Fluorescent White Card 7 color - seven dies Text and 6-color front and back view state seal, Envelope (announcement) 1 color engraved on flap	\$ 3,210.00	/lot of 5,000
265	Engraved Notecard 5" X 7" on 110lb Cranes Crest Cover Natural White or Fluorescent White Card 7 color - seven dies Text and 6-color front and back view state seal, Envelope (announcement) 1 color engraved on flap	\$ 6,372.00	/lot of 10,000
270	Engraved Notecard Additional for Burnishing, Embossing, Stamping, scoring	\$ 5.00	/lot of 100

**GROUP III: OFFSET STATIONERY AND NOTECARDS**

**Letterhead 8-1/2" X11"**

**ONE COLOR**

280	Letterhead 8-1/2" X11" on 24lb Cranes Crest Natural White Wove, Fluorescent White Wove, or Azure Blue Wove 1 color	\$ 56.00	/lot of 250
281	Letterhead 8-1/2" X11" on 24lb Cranes Crest Natural White Wove, Fluorescent White Wove, or Azure Blue Wove 1 color	\$ 77.00	/lot of 500
282	Letterhead 8-1/2" X11" on 24lb Cranes Crest Natural White Wove, Fluorescent White Wove, or Azure Blue Wove 1 color	\$ 125.00	/lot of 1,000
283	Letterhead 8-1/2" X11" on 24lb Cranes Crest Natural White Wove, Fluorescent White Wove, or Azure Blue Wove 1 color	\$ 280.00	/lot of 2,500
284	Letterhead 8-1/2" X11" on 24lb Cranes Crest Natural White Wove, Fluorescent White Wove, or Azure Blue Wove 1 color	\$ 534.00	/lot of 5,000
285	Letterhead 8-1/2" X11" on 24lb Cranes Crest Natural White Wove, Fluorescent White Wove, or Azure Blue Wove 1 color	\$ 1,026.00	/lot of 10,000

<b>Item</b>	<b>Description</b>	<b>Price</b>	<b>Unit of Measure</b>
<b>RECYCLED LETTERHEADS 8-1/2" X 11"</b>			
286	Letterheads 8-1/2" X 11" on 24lb Fox River Select (25%) Writing Recycled Warm White, Offset 1 Color (reflex blue)	\$ 101.00	lot of 1,000
287	Letterheads 8-1/2" X 11" on 24lb Fox River Select (25%) Writing Recycled Warm White, Offset 1 Color (reflex blue)	\$ 220.50	lot of 2,500
288	Letterheads 8-1/2" X 11" on 24lb Fox River Select (25%) Writing Recycled Warm White, Offset 1 Color (reflex blue)	\$ 411.00	lot of 5,000
289	Letterheads 8-1/2" X 11" on 24lb Fox River Select (25%) Writing Recycled Warm White, Offset 1 Color (reflex blue)	\$ 780.00	lot 10,000
<b>TWO COLOR</b>			
290	Letterhead 8-1/2" X11" on 24lb Cranes Crest Natural White Wove, Fluorescent White Wove, or Azure Blue Wove 2 color - Text and Gold Seal	\$ 65.00	/lot of 250
291	Letterhead 8-1/2" X11" on 24lb Cranes Crest Natural White Wove, Fluorescent White Wove, or Azure Blue Wove 2 color - Text and Gold Seal	\$ 74.00	/lot of 500
292	Letterhead 8-1/2" X11" on 24lb Cranes Crest Natural White Wove, Fluorescent White Wove, or Azure Blue Wove 2 color - Text and Gold Seal	\$ 112.00	/lot of 1,000
293	Letterhead 8-1/2" X11" on 24lb Cranes Crest Natural White Wove, Fluorescent White Wove, or Azure Blue Wove 2 color - Text and Gold Seal	\$ 239.00	/lot of 2,500
294	Letterhead 8-1/2" X11" on 24lb Cranes Crest Natural White Wove, Fluorescent White Wove, or Azure Blue Wove 2 color - Text and Gold Seal	\$ 447.00	/lot of 5,000
295	Letterhead 8-1/2" X11" on 24lb Cranes Crest Natural White Wove, Fluorescent White Wove, or Azure Blue Wove 2 color - Text and Gold Seal	\$ 849.00	/lot of 10,000
<b>FOUR COLOR</b>			
300	Letterhead 8-1/2" X11" on 24lb Cranes Crest Natural White Wove, Fluorescent White Wove, or Azure Blue Wove 4 color -Text and 3-color Crossed flags state seal	\$ 65.00	/lot of 250
301	Letterhead 8-1/2" X11" on 24lb Cranes Crest Natural White Wove, Fluorescent White Wove, or Azure Blue Wove 4 color -Text and 3-color Crossed flags state seal	\$ 83.00	/lot of 500
302	Letterhead 8-1/2" X11" on 24lb Cranes Crest Natural White Wove, Fluorescent White Wove, or Azure Blue Wove 4 color -Text and 3-color Crossed flags state seal	\$ 129.00	/lot of 1,000

<b>Item</b>	<b>Description</b>	<b>Price</b>	<b>Unit of Measure</b>
303	Letterhead 8-1/2" X11" on 24lb Cranes Crest Natural White Wove, Fluorescent White Wove, or Azure Blue Wove 4 color -Text and 3-color Crossed flags state seal	\$ 282.00	/lot of 2,500
304	Letterhead 8-1/2" X11" on 24lb Cranes Crest Natural White Wove, Fluorescent White Wove, or Azure Blue Wove 4 color -Text and 3-color Crossed flags state seal	\$ 533.00	/lot of 5,000
305	Letterhead 8-1/2" X11" on 24lb Cranes Crest Natural White Wove, Fluorescent White Wove, or Azure Blue Wove 4 color -Text and 3-color Crossed flags state seal	\$ 1,022.00	/lot of 10,000
<b>SEVEN COLOR</b>			
310	Letterhead 8-1/2" X11" on 24lb Cranes Crest Natural White Wove, Fluorescent White Wove, or Azure Blue Wove 7 color - Text and 6-color front and back view state seal	\$ 78.00	/lot of 250
311	Letterhead 8-1/2" X11" on 24lb Cranes Crest Natural White Wove, Fluorescent White Wove, or Azure Blue Wove 7 color - Text and 6-color front and back view state seal	\$ 100.00	/lot of 500
312	Letterhead 8-1/2" X11" on 24lb Cranes Crest Natural White Wove, Fluorescent White Wove, or Azure Blue Wove 7 color - Text and 6-color front and back view state seal	\$ 161.00	/lot of 1,000
313	Letterhead 8-1/2" X11" on 24lb Cranes Crest Natural White Wove, Fluorescent White Wove, or Azure Blue Wove 7 color - Text and 6-color front and back view state seal	\$ 364.00	/lot of 2,500
314	Letterhead 8-1/2" X11" on 24lb Cranes Crest Natural White Wove, Fluorescent White Wove, or Azure Blue Wove 7 color - Text and 6-color front and back view state seal	\$ 695.00	/lot of 5,000
315	Letterhead 8-1/2" X11" on 24lb Cranes Crest Natural White Wove, Fluorescent White Wove, or Azure Blue Wove 7 color - Text and 6-color front and back view state seal	\$ 1,346.00	/lot of 10,000

<b>ENVELOPES NO. 10</b>			
320	Envelopes No. 10 (pointed) on 24lb Cranes Crest Natural White Wove, Fluorescent White Wove, or Azure Blue Wove 1 color - front printed	\$ 63.00	/lot of 250
321	Envelopes No. 10 (pointed) on 24lb Cranes Crest Natural White Wove, Fluorescent White Wove, or Azure Blue Wove 1 color - front printed	\$ 112.00	/lot of 500
322	Envelopes No. 10 (pointed) on 24lb Cranes Crest Natural White Wove, Fluorescent White Wove, or Azure Blue Wove 1 color - front printed	\$ 195.00	/lot of 1,000
323	Envelopes No. 10 (pointed) on 24lb Cranes Crest Natural White Wove, Fluorescent White Wove, or Azure Blue Wove 1 color - front printed	\$ 430.00	/lot of 2,500
324	Envelopes No. 10 (pointed) on 24lb Cranes Crest Natural White Wove, Fluorescent White Wove, or Azure Blue Wove 1 color - front printed	\$ 825.00	/lot of 5,000

<b>Item</b>	<b>Description</b>	<b>Price</b>	<b>Unit of Measure</b>
325	Envelopes No. 10 (pointed) on 24lb Cranes Crest Natural White Wove, Fluorescent White Wove, or Azure Blue Wove 1 color - front printed	\$ 1,575.00	/lot of 10,000
<b>RECYCLED No. 10 ENVELOPES</b>			
326	Envelopes No.10 on 24lb Fox River Select (25%) Writing Recycled Warm White, Offset, 1 color (Reflex Blue)	\$ 168.00	/lot of 1,000
327	Envelopes No.10 on 24lb Fox River Select (25%) Writing Recycled Warm White, Offset, 1 color (Reflex Blue)	\$ 364.00	/lot of 2,500
328	Envelopes No.10 on 24lb Fox River Select (25%) Writing Recycled Warm White, Offset, 1 color (Reflex Blue)	\$ 697.00	/lot of 5,000
329	Envelopes No.10 on 24lb Fox River Select (25%) Writing Recycled Warm White, Offset, 1 color (Reflex Blue)	\$ 1,327.00	/lot of 10,000
<b>LETTERHEAD MONARCH</b>			
<b>ONE COLOR</b>			
330	Letterhead Monarch on 32lb Cranes Kid Ecruwhite 1 color	\$ 73.00	/lot of 250
331	Letterhead Monarch on 32lb Cranes Kid Ecruwhite 1 color	\$ 106.00	/lot of 500
332	Letterhead Monarch on 32lb Cranes Kid Ecruwhite 1 color	\$ 179.00	/lot of 1,000
333	Letterhead Monarch on 32lb Cranes Kid Ecruwhite 1 color	\$ 412.00	/lot of 2,500
334	Letterhead Monarch on 32lb Cranes Kid Ecruwhite 1 color	\$ 795.00	/lot of 5,000
335	Letterhead Monarch on 32lb Cranes Kid Ecruwhite 1 color	\$ 1,569.00	/lot of 10,000
<b>TWO COLOR</b>			
340	Letterhead Monarch on 32lb Cranes Kid Ecruwhite 2 color - Text and Gold Seal	\$ 76.00	/lot of 250
341	Letterhead Monarch on 32lb Cranes Kid Ecruwhite 2 color - Text and Gold Seal	\$ 109.00	/lot of 500
342	Letterhead Monarch on 32lb Cranes Kid Ecruwhite 2 color - Text and Gold Seal	\$ 182.00	/lot of 1,000
343	Letterhead Monarch on 32lb Cranes Kid Ecruwhite 2 color - Text and Gold Seal	\$ 415.00	/lot of 2,500
344	Letterhead Monarch on 32lb Cranes Kid Ecruwhite 2 color - Text and Gold Seal	\$ 798.00	/lot of 5,000
345	Letterhead Monarch on 32lb Cranes Kid Ecruwhite 2 color - Text and Gold Seal	\$ 1,571.00	/lot of 10,000

<u>Item</u>	<u>Description</u>	<u>Price</u>	<u>Unit of Measure</u>
<b>FOUR COLOR</b>			
350	Letterhead Monarch on 32lb Cranes Kid Ecruwhite 4 color - Text and 3-color Crossed flags state seal	\$ 89.00	/lot of 250
351	Letterhead Monarch on 32lb Cranes Kid Ecruwhite 4 color - Text and 3-color Crossed flags state seal	\$ 128.00	/lot of 500
352	Letterhead Monarch on 32lb Cranes Kid Ecruwhite 4 color - Text and 3-color Crossed flags state seal	\$ 221.00	/lot of 1,000
353	Letterhead Monarch on 32lb Cranes Kid Ecruwhite 4 color - Text and 3-color Crossed flags state seal	\$ 512.00	/lot of 2,500
354	Letterhead Monarch on 32lb Cranes Kid Ecruwhite 4 color - Text and 3-color Crossed flags state seal	\$ 998.00	/lot of 5,000
355	Letterhead Monarch on 32lb Cranes Kid Ecruwhite 4 color - Text and 3-color Crossed flags state seal	\$ 1,960.00	/lot of 10,000
<b>SEVEN COLOR</b>			
360	Letterhead Monarch on 32lb Cranes Kid Ecruwhite 7 color - Text and 6-color front and back view state seal	\$ 115.00	/lot of 250
361	Letterhead Monarch on 32lb Cranes Kid Ecruwhite 7 color - Text and 6-color front and back view state seal	\$ 167.00	/lot of 500
362	Letterhead Monarch on 32lb Cranes Kid Ecruwhite 7 color - Text and 6-color front and back view state seal	\$ 299.00	/lot of 1,000
363	Letterhead Monarch on 32lb Cranes Kid Ecruwhite 7 color - Text and 6-color front and back view state seal	\$ 706.00	/lot of 2,500
364	Letterhead Monarch on 32lb Cranes Kid Ecruwhite 7 color - Text and 6-color front and back view state seal	\$ 1,413.00	/lot of 5,000
365	Letterhead Monarch on 32lb Cranes Kid Ecruwhite 7 color - Text and 6-color front and back view state seal	\$ 2,739.00	/lot of 10,000
<b>ENVELOPES MONARCH</b>			
370	Envelopes Monarch (pointed) on 32lb Cranes Kid Ecruwhite 1 color - front printed	\$ 87.00	/lot of 250
371	Envelopes Monarch (pointed) on 32lb Cranes Kid Ecruwhite 1 color - front printed	\$ 131.00	/lot of 500
372	Envelopes Monarch (pointed) on 32lb Cranes Kid Ecruwhite 1 color - front printed	\$ 218.00	/lot of 1,000
373	Envelopes Monarch (pointed) on 32lb Cranes Kid Ecruwhite 1 color - front printed	\$ 499.00	/lot of 2,500
374	Envelopes Monarch (pointed) on 32lb Cranes Kid Ecruwhite 1 color - front printed	\$ 968.00	/lot of 5,000

<b>Item</b>	<b>Description</b>	<b>Price</b>	<b>Unit of Measure</b>
375	Envelopes Monarch (pointed) on 32lb Cranes Kid Ecruwhite 1 color - front printed	\$ 1,904.00	/lot of 10,000
<b>NOTECARDS WITH MATCHING ENVELOPE</b>			
<b>ONE COLOR</b>			
380	Notecard 5" X 7" on 110lb Cranes Crest Cover Natural White or Fluorescent White Card 1 color, Envelope (announcement) 1 color on flap	\$ 129.00	/lot of 250
381	Notecard 5" X 7" on 110lb Cranes Crest Cover Natural White or Fluorescent White Card 1 color, Envelope (announcement) 1 color on flap	\$ 187.00	/lot of 500
382	Notecard 5" X 7" on 110lb Cranes Crest Cover Natural White or Fluorescent White Card 1 color, Envelope (announcement) 1 color on flap	\$ 302.00	/lot of 1,000
383	Notecard 5" X 7" on 110lb Cranes Crest Cover Natural White or Fluorescent White Card 1 color, Envelope (announcement) 1 color on flap	\$ 674.00	/lot of 2,500

384	Notecard 5" X 7" on 110lb Cranes Crest Cover Natural White or Fluorescent White Card 1 color, Envelope (announcement) 1 color on flap	\$ 1,290.00	/lot of 5,000
385	Notecard 5" X 7" on 110lb Cranes Crest Cover Natural White or Fluorescent White Card 1 color, Envelope (announcement) 1 color on flap	\$ 2,506.00	/lot of 10,000
<b>TWO COLOR</b>			
390	Notecard 5" X 7" on 110lb Cranes Crest Cover Natural White or Fluorescent White Card 2 color - Text and Gold Seal, Envelope (announcement) 1 color on flap	\$ 144.00	/lot of 250
391	Notecard 5" X 7" on 110lb Cranes Crest Cover Natural White or Fluorescent White Card 2 color - Text and Gold Seal, Envelope (announcement) 1 color on flap	\$ 207.00	/lot of 500
392	Notecard 5" X 7" on 110lb Cranes Crest Cover Natural White or Fluorescent White Card 2 color - Text and Gold Seal, Envelope (announcement) 1 color on flap	\$ 339.00	/lot of 1,000
393	Notecard 5" X 7" on 110lb Cranes Crest Cover Natural White or Fluorescent White Card 2 color - Text and Gold Seal, Envelope (announcement) 1 color on flap	\$ 767.00	/lot of 2,500
394	Notecard 5" X 7" on 110lb Cranes Crest Cover Natural White or Fluorescent White Card 2 color - Text and Gold Seal, Envelope (announcement) 1 color on flap	\$ 1,475.00	/lot of 5,000

<b>Item</b>	<b>Description</b>	<b>Price</b>	<b>Unit of Measure</b>
395	Notecard 5" X 7" on 110lb Cranes Crest Cover Natural White or Fluorescent White Card 2 color - Text and Gold Seal, Envelope (announcement) 1 color on flap	\$ 2,877.00	/lot of 10,000
<b>FOUR COLOR</b>			
400	Engraved Notecard 5" X 7" on 110lb Cranes Crest Cover Natural White or Fluorescent White Card 4 color - Text and 3-color Crossed Flags state seal, Envelope (announcement) 1 color on flap	\$ 136.00	/lot of 250
401	Engraved Notecard 5" X 7" on 110lb Cranes Crest Cover Natural White or Fluorescent White Card 4 color - Text and 3-color Crossed Flags state seal, Envelope (announcement) 1 color on flap	\$ 193.00	/lot of 500
402	Engraved Notecard 5" X 7" on 110lb Cranes Crest Cover Natural White or Fluorescent White Card 4 color - Text and 3-color Crossed Flags state seal, Envelope (announcement) 1 color on flap	\$ 331.00	/lot of 1,000
403	Engraved Notecard 5" X 7" on 110lb Cranes Crest Cover Natural White or Fluorescent White Card 4 color - Text and 3-color Crossed Flags state seal, Envelope (announcement) 1 color on flap	\$ 819.00	/lot of 2,500
404	Engraved Notecard 5" X 7" on 110lb Cranes Crest Cover Natural White or Fluorescent White Card 4 color - Text and 3-color Crossed Flags state seal, Envelope (announcement) 1 color on flap	\$ 1,456.00	/lot of 5,000
405	Engraved Notecard 5" X 7" on 110lb Cranes Crest Cover Natural White or Fluorescent White Card 4 color - Text and 3-color Crossed Flags state seal, Envelope (announcement) 1 color on flap	\$ 2,845.00	/lot of 10,000
<b>SEVEN COLOR</b>			
410	Notecard 5" X 7" on 110lb Cranes Crest Cover Natural White or Fluorescent White Card 7 color - Text and 6-color front and back view state seal, Envelope (announcement) 1 color on flap	\$ 149.00	/lot of 250
411	Notecard 5" X 7" on 110lb Cranes Crest Cover Natural White or Fluorescent White Card 7 color - Text and 6-color front and back view state seal, Envelope (announcement) 1 color on flap	\$ 224.00	/lot of 500
412	Notecard 5" X 7" on 110lb Cranes Crest Cover Natural White or Fluorescent White Card 7 color - Text and 6-color front and back view state seal, Envelope (announcement) 1 color on flap	\$ 382.00	/lot of 1,000
413	Notecard 5" X 7" on 110lb Cranes Crest Cover Natural White or Fluorescent White Card 7 color - Text and 6-color front and back view state seal, Envelope (announcement) 1 color on flap	\$ 918.00	/lot of 2,500
414	Notecard 5" X 7" on 110lb Cranes Crest Cover Natural White or Fluorescent White Card 7 color - Text and 6-color front and back view state seal, Envelope (announcement) 1 color on flap	\$ 1,711.00	/lot of 5,000
415	Notecard 5" X 7" on 110lb Cranes Crest Cover Natural White or Fluorescent White Card 7 color - Text and 6-color front and back view state seal, Envelope (announcement) 1 color on flap	\$ 3,356.00	/lot of 10,000

<u>Item</u>	<u>Description</u>	<u>Price</u>	<u>Unit of Measure</u>
420	Notecard Additional for Embossing, Stamping, scoring	\$ 5.00	/lot of 100

**GROUP IV: BUSINESS CARDS**

**ENGRAVED**

440	Engraved Business Card 3-1/2" X 2" on Cranes Crest Cover 110lb Fluorescent White 2 color - two dies - Black Text and Gold Seal	\$ 57.00	/lot of 250
441	Engraved Business Card 3-1/2" X 2" on Cranes Crest Cover 110lb Fluorescent White 2 color - two dies - Black Text and Gold Seal	\$ 80.00	/lot of 500

**ENGRAVED SEAL AND THERMOGRAPHED TEXT**

450	Business Card 3-1/2" X 2" on Cranes Crest Cover 110lb Fluorescent White 2 color - Thermographed Black Text and Engraved Gold Seal	\$ 47.00	/lot of 250
451	Business Card 3-1/2" X 2" on Cranes Crest Cover 110lb Fluorescent White 2 color - Thermographed Black Text and Engraved Gold Seal	\$ 70.00	/lot of 500

**GROUP V: Second Sheets (paper)**

460	Letterhead 8-1/2" X11" on 24lb Cranes Crest Natural White Wove, Fluorescent White Wove, or Azure Blue Wove Second sheets Blank	\$ 29.00	/lot of 250
461	Letterhead 8-1/2" X11" on 24lb Cranes Crest Natural White Wove, Fluorescent White Wove, or Azure Blue Wove Second sheets Blank	\$ 48.00	/lot of 500
461A	Letterhead 8-1/2" X11" on 32lb Cranes Ecu Kid Finish, Second sheets Blank	\$ 69.00	/lot of 500
462	Letterhead 8-1/2" X11" on 24lb Cranes Crest Natural White Wove, Fluorescent White Wove, or Azure Blue Wove Second sheets Blank	\$ 89.00	/lot of 1,000
462A	Letterhead 8-1/2" X11" on 32lb Cranes Ecu Kid Finish, Second sheets Blank	\$ 138.00	/lot of 1,000
463	Letterhead 8-1/2" X11" on 24lb Cranes Crest Natural White Wove, Fluorescent White Wove, or Azure Blue Wove Second sheets Blank	\$ 223.00	/lot of 2,500
463A	Letterhead 8-1/2" X11" on 32lb Cranes Ecu Kid Finish, Second sheets Blank	\$ 345.00	/lot of 2,500
464	Letterhead 8-1/2" X11" on 24lb Cranes Crest Natural White Wove, Fluorescent White Wove, or Azure Blue Wove Second sheets Blank	\$ 447.00	/lot of 5,000

<b>Item</b>	<b>Description</b>	<b>Price</b>	<b>Unit of Measure</b>
464A	Letterhead 8-1/2" X11" on 32lb Cranes Ecru Kid Finish, Second sheets Blank	\$ 690.00	/lot of 5,000
465	Letterhead 8-1/2" X11" on 24lb Cranes Crest Natural White Wove, Fluorescent White Wove, or Azure Blue Wove Second sheets Blank	\$ 893.00	/lot of 10,000
465A	Letterhead 8-1/2" X11" on 32lb Cranes Ecru Kid Finish, Second sheets Blank	\$1,379.00	/lot of 10,000
470	Letterhead Monarch on 32lb Cranes Kid Ecruwhite Second sheets Blank	\$ 49.00	/lot of 250
471	Letterhead Monarch on 32lb Cranes Kid Ecruwhite Second sheets Blank	\$ 91.00	/lot of 500
472	Letterhead Monarch on 32lb Cranes Kid Ecruwhite Second sheets Blank	\$ 176.00	/lot of 1,000
473	Letterhead Monarch on 32lb Cranes Kid Ecruwhite Second sheets Blank	\$ 439.00	/lot of 2,500
474	Letterhead Monarch on 32lb Cranes Kid Ecruwhite Second sheets Blank	\$ 878.00	/lot of 5,000
475	Letterhead Monarch on 32lb Cranes Kid Ecruwhite Second sheets Blank	\$1,763.00	/lot of 10,000

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## 6. GENERAL TERMS AND CONDITIONS

**A. VENDORS MANUAL:** This solicitation is subject to the provisions of the Commonwealth of Virginia *Vendors Manual* and any changes or revisions thereto, which are hereby incorporated into this contract in their entirety. The procedure for filing contractual claims is in section 7.19 of the *Vendors Manual*. A copy of the manual is normally available for review at the purchasing office and is accessible on the Internet at [www.eva.virginia.gov](http://www.eva.virginia.gov) under "Vendors Manual" on the vendors tab.

**B. APPLICABLE LAWS AND COURTS:** This solicitation and any resulting contract shall be governed in all respects by the laws of the Commonwealth of Virginia and any litigation with respect thereto shall be brought in the courts of the Commonwealth. The agency and the contractor are encouraged to resolve any issues in controversy arising from the award of the contract or any contractual dispute using Alternative Dispute Resolution (ADR) procedures (*Code of Virginia*, § 2.2-4366). ADR procedures are described in Chapter 9 of the *Vendors Manual*. The contractor shall comply with all applicable federal, state and local laws, rules and regulations.

**C. ANTI-DISCRIMINATION:** By submitting their (bids/proposals), (bidders/offerors) certify to the Commonwealth that they will conform to the provisions of the Federal Civil Rights Act of 1964, as amended, as well as the Virginia Fair Employment Contracting Act of 1975, as amended, where applicable, the Virginians With Disabilities Act, the Americans With Disabilities Act and § 2.2-4311 of the *Virginia Public Procurement Act (VPPA)*. If the award is made to a faith-based organization, the organization shall not discriminate against any recipient of goods, services, or disbursements made pursuant to the contract on the basis of the recipient's religion, religious belief, refusal to participate in a religious practice, or on the basis of race, age, color, gender or national origin and shall be subject to the same rules as other organizations that contract with public bodies to account for the use of the funds provided; however, if the faith-based organization segregates public funds into separate accounts, only the accounts and programs funded with public funds shall be subject to audit by the public body. (*Code of Virginia*, § 2.2-4343.1E). In every contract over \$10,000 the provisions in 1. and 2. below apply:

1. During the performance of this contract, the contractor agrees as follows:
  - a. The contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment, except where there is a bona fide occupational qualification reasonably necessary to the normal operation of the contractor. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.
  - b. The contractor, in all solicitations or advertisements for employees placed by or on behalf of the contractor, will state that such contractor is an equal opportunity employer.
  - c. Notices, advertisements and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient for the purpose of meeting these requirements.
2. The contractor will include the provisions of 1. above in every subcontract or purchase order over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.

**D. ETHICS IN PUBLIC CONTRACTING:** By submitting their (bids/proposals), (bidders/offerors) certify that their (bids/proposals) are made without collusion or fraud and that they have not offered or received any kickbacks or inducements from any other (bidder/offeror), supplier, manufacturer or subcontractor in connection with their (bid/proposal), and that they have not conferred on any public employee having official responsibility for this procurement transaction any payment, loan, subscription, advance, deposit of money, services or anything of more than nominal value, present or promised, unless consideration of substantially equal or greater value was exchanged.

**E. IMMIGRATION REFORM AND CONTROL ACT OF 1986:** By entering into a written contract with the Commonwealth of Virginia, the Contractor certifies that the Contractor does not, and shall not during the performance of the contract for goods and services in the Commonwealth, knowingly employ an unauthorized alien as defined in the federal Immigration Reform and Control Act of 1986.

**F. DEBARMENT STATUS:** By submitting their (bids/proposals), (bidders/offerors) certify that they are not currently debarred by the Commonwealth of Virginia from submitting bids or proposals on contracts for the type of goods and/or services covered by this solicitation, nor are they an agent of any person or entity that is currently so debarred.

**G. ANTITRUST:** By entering into a contract, the contractor conveys, sells, assigns, and transfers to the Commonwealth of Virginia all rights, title and interest in and to all causes of action it may now have or hereafter acquire under the antitrust laws of the United States and the Commonwealth of Virginia, relating to the particular goods or services purchased or acquired by the Commonwealth of Virginia under said contract.

**H. MANDATORY USE OF STATE FORM AND TERMS AND CONDITIONS FOR IFBs AND RFPs:**

1. (For Invitation For Bids): Failure to submit a bid on the official state form provided for that purpose shall be a cause for rejection of the bid. Modification of or additions to any portion of the Invitation for Bids may be cause for rejection of the bid; however, the Commonwealth reserves the right to decide, on a case by case basis, in its sole discretion, whether to reject such a bid as nonresponsive. As a precondition to its acceptance, the Commonwealth may, in its sole discretion, request that the bidder withdraw or modify nonresponsive portions of a bid which do not affect quality, quantity, price, or delivery. No modification of or addition to the provisions of the contract shall be effective unless reduced to writing and signed by the parties.
2. (For Request For Proposals): Failure to submit a proposal on the official state form provided for that purpose may be a cause for rejection of the proposal. Modification of or additions to the General Terms and Conditions of the solicitation may be cause for rejection of the proposal; however, the Commonwealth reserves the right to decide, on a case by case basis, in its sole discretion, whether to reject such a proposal.

**I. CLARIFICATION OF TERMS:** If any prospective (bidder/offeror) has questions about the specifications or other solicitation documents, the prospective (bidder/offeror) should contact the buyer whose name appears on the face of the solicitation no later than five working days before the due date. Any revisions to the solicitation will be made only by addendum issued by the buyer.

**J. PAYMENT:**

1. To Prime Contractor:

- a. Invoices for items ordered, delivered and accepted shall be submitted by the contractor directly to the payment address shown on the purchase order/contract. All invoices shall show the state contract number and/or purchase order number; social security number (for individual contractors) or the federal employer identification number (for proprietorships, partnerships, and corporations).
- b. Any payment terms requiring payment in less than 30 days will be regarded as requiring payment 30 days after invoice or delivery, whichever occurs last. This shall not affect offers of discounts for payment in less than 30 days, however.
- c. All goods or services provided under this contract or purchase order, that are to be paid for with public funds, shall be billed by the contractor at the contract price, regardless of which public agency is being billed.
- d. The following shall be deemed to be the date of payment: the date of postmark in all cases where payment is made by mail, or the date of offset when offset proceedings have been instituted as authorized under the Virginia Debt Collection Act.
- e. **Unreasonable Charges.** Under certain emergency procurements and for most time and material purchases, final job costs cannot be accurately determined at the time orders are placed. In such cases, contractors should be put on notice that final payment in full is contingent on a determination of reasonableness with respect to all invoiced charges. Charges which appear to be unreasonable will be researched and challenged, and that portion of the invoice held in abeyance until a settlement can be reached. Upon determining that invoiced charges are not reasonable, the Commonwealth shall promptly notify the contractor, in writing, as to those charges which it considers unreasonable and the basis for the determination. A contractor may not institute legal action unless a settlement cannot be reached within thirty (30) days of notification. The provisions of this section do not relieve an agency of its prompt payment obligations with respect to those charges which are not in dispute (*Code of Virginia*, § 2.2-4363).

2. To Subcontractors:

- a. A contractor awarded a contract under this solicitation is hereby obligated:
  - (1) To pay the subcontractor(s) within seven (7) days of the contractor's receipt of payment from the Commonwealth for the proportionate share of the payment received for work performed by the subcontractor(s) under the contract; or
  - (2) To notify the agency and the subcontractor(s), in writing, of the contractor's intention to withhold payment and the reason.
- b. The contractor is obligated to pay the subcontractor(s) interest at the rate of one percent per month (unless otherwise provided under the terms of the contract) on all amounts owed by the contractor that remain unpaid seven (7) days following receipt of payment from the Commonwealth, except for amounts withheld as stated in (2) above. The date of mailing of any payment by U. S. Mail is deemed to be payment to the addressee. These provisions apply to each sub-tier contractor performing under the primary contract. A contractor's obligation to pay an interest charge to a subcontractor may not be construed to be an obligation of the Commonwealth.

3. Each prime contractor who wins an award in which provision of a SWAM procurement plan is a condition to the award, shall deliver to the contracting agency or institution, on or before request for final payment, evidence and certification of compliance (subject only to insubstantial shortfalls and to shortfalls arising from subcontractor default) with the SWAM procurement plan. Final payment under the contract in question may be withheld until such certification is delivered and, if necessary, confirmed by the agency or institution, or other appropriate penalties may be assessed in lieu of withholding such payment.
4. The Commonwealth of Virginia encourages contractors and subcontractors to accept electronic and credit card payments.

**K. PRECEDENCE OF TERMS:** The following General Terms and Conditions *VENDORS MANUAL*, *APPLICABLE LAWS AND COURTS*, *ANTI-DISCRIMINATION*, *ETHICS IN PUBLIC CONTRACTING*, *IMMIGRATION REFORM AND CONTROL ACT OF 1986*, *DEBARMENT STATUS*, *ANTITRUST*, *MANDATORY USE OF STATE FORM AND TERMS AND CONDITIONS*, *CLARIFICATION OF TERMS*, *PAYMENT* shall apply in all instances. In the event there is a conflict between any of the other General Terms and Conditions and any Special Terms and Conditions in this solicitation, the Special Terms and Conditions shall apply.

**L. QUALIFICATIONS OF (BIDDERS/OFFERORS):** The Commonwealth may make such reasonable investigations as deemed proper and necessary to determine the ability of the (bidder/offeror) to perform the services/furnish the goods and the (bidder/offeror) shall furnish to the Commonwealth all such information and data for this purpose as may be requested. The Commonwealth reserves the right to inspect (bidder's/offeror's) physical facilities prior to award to satisfy questions regarding the (bidder's/offeror's) capabilities. The Commonwealth further reserves the right to reject any (bid/proposal) if the evidence submitted by, or investigations of, such (bidder/offeror) fails to satisfy the Commonwealth that such (bidder/offeror) is properly qualified to carry out the obligations of the contract and to provide the services and/or furnish the goods contemplated therein.

**M. TESTING AND INSPECTION:** The Commonwealth reserves the right to conduct any test/inspection it may deem advisable to assure goods and services conform to the specifications.

**N. ASSIGNMENT OF CONTRACT:** A contract shall not be assignable by the contractor in whole or in part without the written consent of the Commonwealth.

**O. CHANGES TO THE CONTRACT:** Changes can be made to the contract in any of the following ways:

1. The parties may agree in writing to modify the scope of the contract. An increase or decrease in the price of the contract resulting from such modification shall be agreed to by the parties as a part of their written agreement to modify the scope of the contract.
2. The Purchasing Agency may order changes within the general scope of the contract at any time by written notice to the contractor. Changes within the scope of the contract include, but are not limited to, things such as services to be performed, the method of packing or shipment, and the place of delivery or installation. The contractor shall comply with the notice upon receipt. The contractor shall be compensated for any additional costs incurred as the result of such order and shall give the Purchasing Agency a credit for any savings. Said compensation shall be determined by one of the following methods:
  - a. By mutual agreement between the parties in writing; or

- b. By agreeing upon a unit price or using a unit price set forth in the contract, if the work to be done can be expressed in units, and the contractor accounts for the number of units of work performed, subject to the Purchasing Agency's right to audit the contractor's records and/or to determine the correct number of units independently; or
- c. By ordering the contractor to proceed with the work and keep a record of all costs incurred and savings realized. A markup for overhead and profit may be allowed if provided by the contract. The same markup shall be used for determining a decrease in price as the result of savings realized. The contractor shall present the Purchasing Agency with all vouchers and records of expenses incurred and savings realized. The Purchasing Agency shall have the right to audit the records of the contractor as it deems necessary to determine costs or savings. Any claim for an adjustment in price under this provision must be asserted by written notice to the Purchasing Agency within thirty (30) days from the date of receipt of the written order from the Purchasing Agency. If the parties fail to agree on an amount of adjustment, the question of an increase or decrease in the contract price or time for performance shall be resolved in accordance with the procedures for resolving disputes provided by the Disputes Clause of this contract or, if there is none, in accordance with the disputes provisions of the Commonwealth of Virginia *Vendors Manual*. Neither the existence of a claim nor a dispute resolution process, litigation or any other provision of this contract shall excuse the contractor from promptly complying with the changes ordered by the Purchasing Agency or with the performance of the contract generally.

**P. DEFAULT:** In case of failure to deliver goods or services in accordance with the contract terms and conditions, the Commonwealth, after due oral or written notice, may procure them from other sources and hold the contractor responsible for any resulting additional purchase and administrative costs. This remedy shall be in addition to any other remedies which the Commonwealth may have.

**O. TAXES:** Sales to the Commonwealth of Virginia are normally exempt from State sales tax. State sales and use tax certificates of exemption, Form ST-12, will be issued upon request. Deliveries against this contract shall usually be free of Federal excise and transportation taxes. The Commonwealth's excise tax exemption registration number is 54-73- 0076K.

**R. USE OF BRAND NAMES:** Unless otherwise provided in this solicitation, the name of a certain brand, make or manufacturer does not restrict (bidders/offerors) to the specific brand, make or manufacturer named, but conveys the general style, type, character, and quality of the article desired. Any article which the public body, in its sole discretion, determines to be the equivalent of that specified, considering quality, workmanship, economy of operation, and suitability for the purpose intended, shall be accepted. The (bidder/offeror) is responsible to clearly and specifically identify the product being offered and to provide sufficient descriptive literature, catalog cuts and technical detail to enable the Commonwealth to determine if the product offered meets the requirements of the solicitation. This is required even if offering the exact brand, make or manufacturer specified. Normally in competitive sealed bidding only the information furnished with the bid will be considered in the evaluation. Failure to furnish adequate data for evaluation purposes may result in declaring a bid nonresponsive. Unless the (bidder/offeror) clearly indicates in its (bid/proposal) that the product offered is an equivalent product, such (bid/proposal) will be considered to offer the brand name product referenced in the solicitation.

**S. TRANSPORTATION AND PACKAGING:** By submitting their (bids/proposals), all (bidders/offerors) certify and warrant that the price offered for FOB destination includes only the actual freight rate costs at the lowest and best rate and is based upon the actual weight of the goods to be shipped. Except as otherwise specified herein, standard commercial packaging, packing and shipping

containers shall be used. All shipping containers shall be legibly marked or labeled on the outside with purchase order number, commodity description, and quantity.

**T. INSURANCE:** By signing and submitting a bid or proposal under this solicitation, the bidder or offeror certifies that if awarded the contract, it will have the following insurance coverage at the time the contract is awarded. For construction contracts, if any subcontractors are involved, the subcontractor will have workers' compensation insurance in accordance with §§ 2.2-4332 and 65.2-800 et seq. of the *Code of Virginia*. The bidder or offeror further certifies that the contractor and any subcontractors will maintain these insurance coverage during the entire term of the contract and that all insurance coverage will be provided by insurance companies authorized to sell insurance in Virginia by the Virginia State Corporation Commission.

**MINIMUM INSURANCE COVERAGES AND LIMITS REQUIRED FOR MOST CONTRACTS:**

1. Workers' Compensation - Statutory requirements and benefits. Coverage is compulsory for employers of three or more employees, to include the employer. Contractors who fail to notify the Commonwealth of increases in the number of employees that change their workers' compensation requirements under the *Code of Virginia* during the course of the contract shall be in noncompliance with the contract.

2. Employer's Liability - \$100,000.

3. Commercial General Liability - \$1,000,000 per occurrence. Commercial General Liability is to include bodily injury and property damage, personal injury and advertising injury, products and completed operations coverage. The Commonwealth of Virginia must be named as an additional insured and so endorsed on the policy.

**(Note to Agency/Institution):** When the requirement is for parking facilities and garages for motor vehicle maintenance contracts, the forgoing sentence should be changed to read: These coverage should include Garage Owner's Liability. Contracts with movers or truck transporters should also require motor carrier's liability. When in the judgment of a procurement officer, these limits and coverage are not warranted for the goods and services being procured, the Division of Risk Management should be contacted.

4. Automobile Liability - \$1,000,000 per occurrence. (Only used if motor vehicle is to be used in the contract.)

**NOTE: In addition, various Professional Liability/Errors and Omissions coverages are required when soliciting those services as follows:**

<b><u>Profession/Service</u></b>	<b><u>Limits</u></b>
Accounting	\$1,000,000 per occurrence, \$3,000,000 aggregate
Architecture	\$2,000,000 per occurrence, \$6,000,000 aggregate
Asbestos Design, Inspection or Abatement Contractors	\$1,000,000 per occurrence, \$3,000,000 aggregate
Health Care Practitioner (to include Dentists, Licensed Dental Hygienists, Optometrists, Registered or Licensed Practical Nurses, Pharmacists, Physicians, Podiatrists, Chiropractors, Physical Therapists, Physical Therapist Assistants, Clinical Psychologists, Clinical Social Workers, Professional Counselors, Hospitals, or Health Maintenance	

Organizations.)	\$1,925,000 per occurrence, \$3,000,000 aggregate
(Limits increase each July 1 through fiscal year 2008, as follows:	
July 1, 2008 - \$2,000,000. This complies with §8.01-581.15 of the <i>Code of Virginia</i> .	
Insurance/Risk Management	\$1,000,000 per occurrence, \$3,000,000 aggregate
Landscape/Architecture	\$1,000,000 per occurrence, \$1,000,000 aggregate
Legal	\$1,000,000 per occurrence, \$5,000,000 aggregate
Professional Engineer	\$2,000,000 per occurrence, \$6,000,000 aggregate
Surveying	\$1,000,000 per occurrence, \$1,000,000 aggregate

**U. ANNOUNCEMENT OF AWARD:** Upon the award or the announcement of the decision to award a contract as a result of this solicitation, the purchasing agency will publicly post such notice on the DGS/DPS eVA VBO ([www.eva.virginia.gov](http://www.eva.virginia.gov)) for a minimum of 10 days.

**V. DRUG-FREE WORKPLACE:** During the performance of this contract, the contractor agrees to (i) provide a drugfree workplace for the contractor's employees; (ii) post in conspicuous places, available to employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana is prohibited in the contractor's workplace and specifying the actions that will be taken against employees for violations of such prohibition; (iii) state in all solicitations or advertisements for employees placed by or on behalf of the contractor that the contractor maintains a drug-free workplace; and (iv) include the provisions of the foregoing clauses in every subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each subcontractor or vendor. For the purposes of this section, “*drug-free workplace*” means a site for the performance of work done in connection with a specific contract awarded to a contractor, the employees of whom are prohibited from engaging in the unlawful manufacture, sale, distribution, dispensation, possession or use of any controlled substance or marijuana during the performance of the contract.

**W. NONDISCRIMINATION OF CONTRACTORS:** A bidder, offeror, or contractor shall not be discriminated against in the solicitation or award of this contract because of race, religion, color, sex, national origin, age, disability, faithbased organizational status, any other basis prohibited by state law relating to discrimination in employment or because the bidder or offeror employs ex-offenders unless the state agency, department or institution has made a written determination that employing ex-offenders on the specific contract is not in its best interest. If the award of this contract is made to a faith-based organization and an individual, who applies for or receives goods, services, or disbursements provided pursuant to this contract objects to the religious character of the faith-based organization from which the individual receives or would receive the goods, services, or disbursements, the public body shall offer the individual, within a reasonable period of time after the date of his objection, access to equivalent goods, services, or disbursements from an alternative provider.

**X. eVA BUSINESS-TO-GOVERNMENT VENDOR REGISTRATION:** The eVA Internet electronic procurement solution, website portal [www.eVA.virginia.gov](http://www.eVA.virginia.gov), streamlines and automates government purchasing activities in the Commonwealth. The eVA portal is the gateway for vendors to conduct business with state agencies and public bodies. All vendors desiring to provide goods and/or services to the Commonwealth shall participate in the eVA Internet eprocurement solution either through the eVA Basic Vendor Registration Service or eVA Premium Vendor Registration Service. All bidders or offerors must register in eVA and pay the Vendor Transaction Fees specified below; failure to register will result in the bid/proposal being rejected.

Effective July 1, 2011, vendor registration and registration-renewal fees have been discontinued. Registration options are as follows:

- a. eVA Basic Vendor Registration Service: eVA Basic Vendor Registration Service includes electronic order receipt, vendor catalog posting, on-line registration, electronic bidding, and the ability to research historical procurement data available in the eVA purchase transaction data warehouse.
- b. eVA Premium Vendor Registration Service: eVA Premium Vendor Registration Service includes all benefits of the eVA Basic Vendor Registration Service plus automatic email or fax notification of solicitations and amendments.

Vendor transaction fees are determined by the date the original purchase order is issued and are as follows:

- a. For orders issued prior to August 16, 2006, the Vendor Transaction Fee is 1%, capped at a maximum of \$500 per order.
- b. For orders issued August 16, 2006 thru June 30, 2011, the Vendor Transaction Fee is:
  - (i) DMBE-certified Small Businesses: 1%, capped at \$500 per order.
  - (ii) Businesses that are not DMBE-certified Small Businesses: 1%, capped at \$1,500 per order.
- c. For orders issued July 1, 2011 thru June 30, 2013, the Vendor Transaction Fee is:
  - (i) DMBE-certified Small Businesses: 0.75%, capped at \$500 per order.
  - (ii) Businesses that are not DMBE-certified Small Businesses: 0.75%, capped at \$1,500 per order.
- d. For orders issued July 1, 2013 and after, the Vendor Transaction Fee is:
  - (i) DMBE-certified Small Businesses: 1%, capped at \$500 per order.
  - (ii) Businesses that are not DMBE-certified Small Businesses: 1%, capped at \$1,500 per order.

The specified vendor transaction fee will be invoiced, by the Commonwealth of Virginia Department of General Services, approximately 30 days after the corresponding purchase order is issued and payable 30 days after the invoice date. Any adjustments (increases/decreases) will be handled through purchase order changes.

**Y. AVAILABILITY OF FUNDS:** It is understood and agreed between the parties herein that the agency shall be bound hereunder only to the extent of the funds available or which may hereafter become available for the purpose of this agreement.

**Z. SET-ASIDES.** This solicitation is set-aside for DMBE-certified small business participation only when designated "SET-ASIDE FOR SMALL BUSINESSES" in the solicitation. DMBE-certified small businesses are those businesses that hold current small business certification from the Virginia Department of Minority Business Enterprise. This shall not exclude DMBE-certified women-owned and minority-owned businesses when they have received the DMBE small business certification. For purposes of award, bidders/offerors shall be deemed small businesses if and only if they are certified as such by DMBE on the due date for receipt of bids/proposals.

**AA. BID PRICE CURRENCY:** Unless stated otherwise in the solicitation, bidders/offerors shall state bid/offer prices in US dollars.

**BB. AUTHORIZATION TO CONDUCT BUSINESS IN THE COMMONWEALTH:** A contractor organized as a stock or nonstock corporation, limited liability company, business trust, or limited partnership or registered as a registered limited liability partnership shall be authorized to transact business in the Commonwealth as a domestic or foreign business entity if so required by Title 13.1 or

Title 50 of the *Code of Virginia* or as otherwise required by law. Any business entity described above that enters into a contract with a public body pursuant to the *Virginia Public Procurement Act* shall not allow its existence to lapse or its certificate of authority or registration to transact business in the Commonwealth, if so required under Title 13.1 or Title 50, to be revoked or cancelled at any time during the term of the contract. A public body may void any contract with a business entity if the business entity fails to remain in compliance with the provisions of this section.

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## 7. SPECIAL TERMS AND CONDITIONS

### SPECIAL TERMS AND CONTITIONS CONTRACT E194-1342 Engraved Stationery

#### **AWARD**

An award(s) will be made to the lowest responsive and responsible bidder(s) however; the award may be made to a reasonably priced DMBE-certified small business bidder(s) that is other than the lowest priced bidder(s). Evaluation will be based on net prices. Unit prices, extensions and grand total must be shown. In case of arithmetic errors, the unit price will govern. If cash discount for prompt payment is offered, it must be clearly shown in the space provided. Discounts for prompt payment will not be considered in making awards. The right is reserved to make a separate award of each item, a group of items or all items, and to make an award either in whole or in part, whichever is deemed in the best interest of the Commonwealth. The State reserves the right to reject any and all bids in whole or in part, to waive any informality, and to delete items prior to making an award

#### **RENEWAL CONTRACT**

**At the sole discretion of the Commonwealth of Virginia Department of Purchases and Supplies, and within a reasonable time (approximately 90 days) prior to the expiration date, this contract may be renewed for Two (2) successive OPTIONAL one year periods upon the agreement of both parties.**

#### **QUANTITIES**

Quantities set forth in this solicitation are estimates only, and the contractor shall supply at bid prices actual quantities as ordered, regardless of whether such total quantities are more or less than those shown.

#### **OVERRUNS/UNDERRUNS**

Bids for printing will be rejected if the quoted overrun cost equals or exceeds the base lot price quoted for the equivalent incremental unit quantity. On bids for multiple part forms, envelopes, and signage, the additional overrun quoted shall not exceed the base lot price quoted for the equivalent incremental quantity. The agency may at its discretion accept an underrun, provided credit is allowed the agency at the full base price per unit for the quantity of the underrun.

#### **ACCEPTABLE BRANDS**

Only papers designated as "mill brand" in the latest edition of the Competitive Grade Finder (published by Grade Finders, Inc.) will be used to determine the acceptable brands for the purpose of this bid invitation. Private brand papers and business equipment brand papers will not be considered equivalent to mill brand papers. Papers which have been accepted by Grade Finders, Inc., for publication in subsequent editions of any of its paper buyer guides will be considered. For products not listed in the current Competitive Grade Finder, a copy of Grade Finders' letter of acceptability should be included with your returned bid. Failure to provide this requested information as specified may be cause for your bid to be rejected.

#### **OWNERSHIP OF MATERIALS**

All artwork, camera-ready copy, negative, dies, photos, and similar materials used to produce a printing job shall become the property of the Commonwealth. Any furnished materials shall remain the property of the Commonwealth. All such items and materials shall be delivered to the ordering agency in usable condition after completion of the work, and prior to submission of the invoice for payment

## **PRINTING PICK-UPS/DELIVERIES**

PRINTING PICK-UPS/DELIVERIES: Contractor shall be responsible for all pick-ups and deliveries of all materials.

## **CRITICAL QUALITY PRINTING**

CLASS 1 - CRITICAL QUALITY PRINTING: This class shall be used for four-color process printing where critical color matches are necessary or where engraved and/or embossed invitations are required. Typical examples: matching artist's original paintings or sculptures, or product colors so that they represent true colors or materials used in creating the original are accurately represented, and reproduction of medical slides where true color may be critical. This is a step above "pleasing colors." Finishing and bindery operations shall be of this same critical quality.

## **RECYCLED PAPER**

The agency (or institution name) in determining the award of any contract for paper and paper products, shall procure using competitive bidding and shall award to the lowest responsive and responsible bidder bidding recycled paper and paper products of a quality suitable for the purpose intended, and in accordance with current EPA procurement guidelines for paper and paper products, so long as the bid price is not more than ten percent (10%) greater than the bid price of the lowest responsive and responsible bidder offering a product that does not contain recycled materials.

## **PRICE ESCALATION/DE-ESCALATION**

Price adjustments may be permitted for changes in the contractor's cost of paper only, not to exceed the increase in the following PPI index/indices: PCU322121322121 and/or PCU322222322222. Price adjustments may also be allowed if the Commonwealth institutes an eVA transaction fee to be paid by Vendors effective July 1, 2003. No price increases will be authorized for the first year of the contract and 365 calendar days after the effective date of each contract renewal, except for the eVA transaction fee. Price escalation may be permitted only at the end of this period and each 365 days thereafter and only where verified to the satisfaction of the purchasing office. However, "across the board" price decreases are subject to implementation at any time and shall be immediately conveyed to the Commonwealth.

Contractor shall give not less than 30 days advance notice of any price increase to the purchasing office. Any approved price changes will be effective only at the beginning of the calendar month following the end of the full 30 day notification period. The contractor shall document the amount and proposed effective date of any general change in the price of materials. Documentation shall be supplied with the contractor's request for increase which will: (1) verify that the requested price increase is general in scope and not applicable just to the Commonwealth of Virginia; and (2) verify the amount or percentage of increase which is being passed on to the contractor by the contractor's suppliers.

The purchasing office will notify the using agencies and contractor in writing of the effective date of any increase which it approves. However, the contractor shall fill all purchase orders received prior to the effective date of the price adjustment at the old contract prices. The contractor is further advised that decreases which affect the cost of materials are required to be communicated immediately to the purchasing office.

**FINANCIAL WARRANTY:** Contractor shall ensure that the prices, discounts, incentives, and other financial terms (collectively, the "financial deal") applicable to purchases under this Contract is always at least as favorable to the purchaser as the financial deal that the Contractor or its affiliates make available to any public body in Virginia for the same good(s)/service(s) outside this Contract. Throughout the term of this Contract, if Contractor (or any affiliate) makes a better financial deal available to a public body in Virginia for any good(s)/service(s) available under this Contract, Contractor shall immediately notify DGS of the details and, at DGS's option, sign an amendment to this Contract, so that an equivalent financial deal for the affected good(s)/service(s) is also available

as an option under this Contract. Contractor may request exemption if the better financial deal was for a spot purchase, and DGS shall grant such request if DGS in good faith finds that the spot purchase involved special circumstances affecting cost that would make it unfair to apply an equivalent financial deal outside of that spot purchase. Upon DGS's request (and annually on August 1), Contractor shall submit to DGS an affidavit certifying full compliance with this Section. The Contractor (and any affiliate) shall waive any contractual or other right that inhibits any public body in Virginia from disclosing to DGS or others the financial terms made available to the public body, and upon request from DGS, Contractor shall ensure that a signed confirmation of the waiver is provided to the public body and DGS. As used in this Section, an affiliate is any entity that controls, is controlled by, or is under common control with, the Contractor.