

CONTRACT RENEWAL
ENGRAVED STATIONERY
CONTRACT: E194-413-VP
(Previously listed as E194413-10)

Document Id: 413

Title: 96628-05:KLB

Procurement Folder: 5886

Procurement Type: Unassigned

Effective Begin Date: 11/1/2010

Expiration Date: 10/31/2011

Minimum Order Amount: \$0.00

Maximum Order Amount: \$0.00

Description: ENGRAVED STATIONERY

CONTRACT OFFICER:

Kirby Battle

Phone: 804-786-5414

Email: Kirby.Battle@dgs.virginia.gov

ATTACHMENTS

Description: PRICING SCHEDULE (INCLUDED)

RENEWAL PERIODS

Line Number	Renewal Period Length	Renewal Period Unit	Effective Date	Expiration Date	Notification Days (Prior to Expiration)	Attachments (Name - Desc)
1	12	Months	11/1/2007	10/31/2008	90	Pricing Schedule
2	12	Months	11/1/2008	10/31/ 2009	90	Revised Pricing Schedule
3	12	Months	11/1/2009	10/31/2010	90	Revised Pricing Schedule
4	12	Months	11/1/2010	10/31/2011	90	Revised Pricing Schedule

AUTHORIZED DEPARTMENTS

Line Number	Department	Spending Limit	No Limit	Active	Exclude this Dept.	Ordered Amount	Attachments (Name - Desc)
1	ALL	\$0.00	Yes	Yes	No	\$0.00	

VENDOR

Legal Name: **Harper Engraving & Printing Co.**

Location Legal Name: Columbus - Harper Engraving & Printing Co.

Vendor eVA ID Number: **DE3075**

Contact Name(s): **Virginia Dempsey, (800) 954-2328** (email: Vmdempsey@aol.com)

Harper Engraving & Printing Co., (800) 848-5196 (email: sjacobs@harperengraving.com)

Master Agreement, MA Number: E194 - 413

Pricing Schedule

ENGRAVED STATIONERY PRICING			
Item	Description	2010 Price	Unit of Measure
RUSH CHARGE			
10	Rush Charges, for 48 hour turn	\$ 76.50	Each
PREPRESS			
20	Composition - offset Stationery, Envelopes, Note cards Lines of Type 1 to 10	\$ -	Each
21	Composition - offset Stationery, Envelopes, Note cards Lines of Type 11 and up	\$ -	Each
22	Compositiion - 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
ENGRAVING DIES - Includes Composition			
Copper			
30	Chromed Copper engraving die Stationery, Envelopes, Note cards Line of Type 1 to 10 (includes a Seal of same color)	\$ 17.85	Each
31	Chromed Copper engraving die Stationery, Envelopes, Note cards Line of Type 11 and up (includes a Seal of same color)	\$ 28.46	Each

ENGRAVED STATIONERY PRICING			
Item	Description	2010 Price	Unit of Measure
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
39	Chromed Copper engraving dies State Seal six color front/back view 2-9/16" X 1-3/8"	\$ 15.40	Set
Steel			
40	Chromed Steel engraving die Stationery, Envelopes, Note cards Lines of Type 1 to 10 (includes a Seal of same color)	\$ -	Each
41	Chromed Steel engraving die Stationery, Envelopes, Note cards 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

ENGRAVED STATIONERY PRICING			
Item	Description	2010 Price	Unit of Measure
ENGRAVED STATIONERY AND NOTE CARDS			
Letterhead 8-1/2" X 11"			
One Color			
50	Engraved letterheads 8-1/2" X 11" on 24lb Cranes Crest Natural White Wove, Fluorescent White Wove, or Azure Blue Wove 1 color - one die header only	\$ 81.43	lot of 250
51	Engraved letterheads 8-1/2" X 11" on 24lb Cranes Crest Natural White Wove, Fluorescent White Wove, or Azure Blue Wove 1 color - one die header only	\$ 106.19	lot of 500
51A	Engraved letterheads 8-1/2" x 11" on 32lb Cranes Ecru Kid Finish, 1 color - one die header only	\$ 160.29	lot of 500
52	Engraved letterheads 8-1/2" X 11" on 24lb Cranes Crest Natural White Wove, Fluorescent White Wove, or Azure Blue Wove 1 color - one die header only	\$ 163.73	lot of 1,000
53	Engraved letterheads 8-1/2" X 11" on 24lb Cranes Crest Natural White Wove, Fluorescent White Wove, or Azure Blue Wove 1 color - one die header only	\$ 355.93	lot of 2,500
54	Engraved letterheads 8-1/2" X 11" on 24lb Cranes Crest Natural White Wove, Fluorescent White Wove, or Azure Blue Wove 1 color - one die header only	\$ 585.85	lot of 5,000
55	Engraved letterheads 8-1/2" X 11" on 24lb Cranes Crest Natural White Wove, Fluorescent White Wove, or Azure Blue Wove 1 color - one die header only	\$ 1,048.17	lot of 10,000
Two Color			
60	Engraved lettehead 8-1/2" X 11" on 24lb Cranes Crest Natural White Wove, Fluorescent White Wove, or Azure Blue Wove, 1 color - two dies header and footer	\$ 88.72	lot of 250
61	Engraved lettehead 8-1/2" X 11" on 24lb Cranes Crest Natural White Wove, Fluorescent White Wove, or Azure Blue Wove, 1 color - two dies header and footer	\$ 120.58	lot of 500
61A	Engraved letterhead 8-1/2" x 11" on 32lb Cranes Ecru Kid Finish, 1 color - two dies header and footer	\$ 174.68	lot of 500
62	Engraved lettehead 8-1/2" X 11" on 24lb Cranes Crest Natural White Wove, Fluorescent White Wove, or Azure Blue Wove, 1 color - two dies header and footer	\$ 188.21	lot of 1,000
63	Engraved lettehead 8-1/2" X 11" on 24lb Cranes Crest Natural White Wove, Fluorescent White Wove, or Azure Blue Wove, 1 color - two dies header and footer	\$ 398.57	lot of 2,500
64	Engraved lettehead 8-1/2" X 11" on 24lb Cranes Crest Natural White Wove, Fluorescent White Wove, or Azure Blue Wove, 1 color - two dies header and footer	\$ 724.92	lot of 5,000
65	Engraved lettehead 8-1/2" X 11" on 24lb Cranes Crest Natural White Wove, Fluorescent White Wove, or Azure Blue Wove, 1 color - two dies header and footer	\$ 1,377.93	lot of 10,000
Two Color			
70	Engraved letterheads 8-1/2" X 11" on 24lb Cranes Crest Natural White Wove, Fluorescent White Wove, or Azure Blue Wove, 1 color - one die and Gold Seal	\$ 90.20	lot of 250

ENGRAVED STATIONERY PRICING			
Item	Description	2010 Price	Unit of Measure
71	Engraved letterheads 8-1/2" X 11" on 24lb Cranes Crest Natural White Wove, Fluorescent White Wove, or Azure Blue Wove, 1 color - one die and Gold Seal	\$ 122.56	lot of 500
71A	Engraved letterheads 8-1/2" x 11" on 32lb Cranes Ecru Kid Finish, 2 color - two dies header and Gold Seal	\$ 176.66	lot of 500
72	Engraved letterheads 8-1/2" X 11" on 24lb Cranes Crest Natural White Wove, Fluorescent White Wove, or Azure Blue Wove, 1 color - one die and Gold Seal	\$ 196.37	lot of 1,000
73	Engraved letterheads 8-1/2" X 11" on 24lb Cranes Crest Natural White Wove, Fluorescent White Wove, or Azure Blue Wove, 1 color - one die and Gold Seal	\$ 418.82	lot of 2,500
74	Engraved letterheads 8-1/2" X 11" on 24lb Cranes Crest Natural White Wove, Fluorescent White Wove, or Azure Blue Wove, 1 color - one die and Gold Seal	\$ 765.47	lot of 5,000
75	Engraved letterheads 8-1/2" X 11" on 24lb Cranes Crest Natural White Wove, Fluorescent White Wove, or Azure Blue Wove, 1 color - one die and Gold Seal	\$ 1,459.02	lot of 10,000
Three Color			
80	Engraved letterheads 8-1/2" X 11" on 24lb Cranes Crest Natural White Wove, Fluorescent White Wove, or Azure Blue Wove, 2 color - three dies, header, Gold Seal, and footer.	\$ 95.96	lot of 250
81	Engraved letterheads 8-1/2" X 11" on 24lb Cranes Crest Natural White Wove, Fluorescent White Wove, or Azure Blue Wove, 2 color - three dies, header, Gold Seal, and footer.	\$ 134.04	lot of 500
81A	Engraved letterheads 8-1/2" x 11" on 32lb Cranes Ecru Kid Finish, 2 color - three dies header, Gold Seal, and footer	\$ 188.14	lot of 500
82	Engraved letterheads 8-1/2" X 11" on 24lb Cranes Crest Natural White Wove, Fluorescent White Wove, or Azure Blue Wove, 2 color - three dies, header, Gold Seal, and footer.	\$ 220.85	lot of 1,000
83	Engraved letterheads 8-1/2" X 11" on 24lb Cranes Crest Natural White Wove, Fluorescent White Wove, or Azure Blue Wove, 2 color - three dies, header, Gold Seal, and footer.	\$ 480.17	lot of 2,500
84	Engraved letterheads 8-1/2" X 11" on 24lb Cranes Crest Natural White Wove, Fluorescent White Wove, or Azure Blue Wove, 2 color - three dies, header, Gold Seal, and footer.	\$ 888.17	lot of 5,000
85	Engraved letterheads 8-1/2" X 11" on 24lb Cranes Crest Natural White Wove, Fluorescent White Wove, or Azure Blue Wove, 2 color - three dies, header, Gold Seal, and footer.	\$ 1,703.93	lot of 10,000
Four Color			
90	Engraved letterheads 8-1/2" X 11" 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	\$ 130.08	lot of 250
91	Engraved letterheads 8-1/2" X 11" 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	\$ 183.36	lot of 500
92	Engraved letterheads 8-1/2" X 11" 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	\$ 302.04	lot of 1,000

ENGRAVED STATIONERY PRICING			
Item	Description	2010 Price	Unit of Measure
93	Engraved letterheads 8-1/2" X 11" 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	\$ 673.15	lot of 2,500
94	Engraved letterheads 8-1/2" X 11" 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	\$ 1,266.85	lot of 5,000
95	Engraved letterheads 8-1/2" X 11" 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	\$ 2,452.71	lot of 10,000
100	Engraved letterheads 8-1/2" X 11" 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	\$ 168.84	lot of 250
101	Engraved letterheads 8-1/2" X 11" 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	\$ 281.38	lot of 500
102	Engraved letterheads 8-1/2" X 11" 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	\$ 519.46	lot of 1,000
103	Engraved letterheads 8-1/2" X 11" 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	\$ 1,226.91	lot of 2,500
104	Engraved letterheads 8-1/2" X 11" 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	\$ 2,380.33	lot of 5,000
105	Engraved letterheads 8-1/2" X 11" 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	\$ 4,690.18	lot of 10,000
Seven color			
110	Engraved letterheads 8-1/2" X 11" 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	\$ 254.57	lot of 250
111	Engraved letterheads 8-1/2" X 11" 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	\$ 459.73	lot of 500
112	Engraved letterheads 8-1/2" X 11" 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	\$ 879.31	lot of 1,000
113	Engraved letterheads 8-1/2" X 11" 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	\$ 2,118.65	lot of 2,500
114	Engraved letterheads 8-1/2" X 11" 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	\$ 4,165.08	lot of 5,000
115	Engraved letterheads 8-1/2" X 11" 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	\$ 8,258.14	lot of 10,000

ENGRAVED STATIONERY PRICING			
Item	Description	2010 Price	Unit of Measure
120	Engraved letterheads 8-1/2" X 11" 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	\$ 266.00	lot of 250
121	Engraved letterheads 8-1/2" X 11" 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	\$ 481.81	lot of 500
122	Engraved letterheads 8-1/2" X 11" 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	\$ 920.83	lot of 1,000
123	Engraved letterheads 8-1/2" X 11" 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	\$ 2,234.62	lot of 2,500
124	Engraved letterheads 8-1/2" X 11" 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	\$ 4,395.75	lot of 5,000
125	Engraved letterheads 8-1/2" X 11" 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	\$ 8,719.28	lot of 10,000
Envelopes #10			
130	Engraved Envelopes #10 (pointed) on 24lb Cranes Crest Natural White Wove, Fluorescent White Wove, or Azure Blue Wove, 1 color - one engraving die (front engraved)	\$ 95.45	lot of 250
131	Engraved Envelopes #10 (pointed) on 24lb Cranes Crest Natural White Wove, Fluorescent White Wove, or Azure Blue Wove, 1 color - one engraving die (front engraved)	\$ 120.63	lot of 500
132	Engraved Envelopes #10 (pointed) on 24lb Cranes Crest Natural White Wove, Fluorescent White Wove, or Azure Blue Wove, 1 color - one engraving die (front engraved)	\$ 194.59	lot of 1,000
133	Engraved Envelopes #10 (pointed) on 24lb Cranes Crest Natural White Wove, Fluorescent White Wove, or Azure Blue Wove, 1 color - one engraving die (front engraved)	\$ 414.58	lot of 2,500
134	Engraved Envelopes #10 (pointed) on 24lb Cranes Crest Natural White Wove, Fluorescent White Wove, or Azure Blue Wove, 1 color - one engraving die (front engraved)	\$ 756.64	lot of 5,000
135	Engraved Envelopes #10 (pointed) on 24lb Cranes Crest Natural White Wove, Fluorescent White Wove, or Azure Blue Wove, 1 color - one engraving die (front engraved)	\$ 1,465.04	lot of 10,000
Letterhead Monarch			
One Color			
140	Engraved letterhead Monarch on 32lb Cranes Kid Ecu White, 1 color - one die header only	\$ 100.01	lot of 250
141	Engraved letterhead Monarch on 32lb Cranes Kid Ecu White, 1 color - one die header only	\$ 144.08	lot of 500

ENGRAVED STATIONERY PRICING			
Item	Description	2010 Price	Unit of Measure
142	Engraved letterhead Monarch on 32lb Cranes Kid Ecru White, 1 color - one die header only	\$ 241.59	lot of 1,000
143	Engraved letterhead Monarch on 32lb Cranes Kid Ecru White, 1 color - one die header only	\$ 531.93	lot of 2,500
144	Engraved letterhead Monarch on 32lb Cranes Kid Ecru White, 1 color - one die header only	\$ 991.85	lot of 5,000
145	Engraved letterhead Monarch on 32lb Cranes Kid Ecru White, 1 color - one die header only	\$ 1,894.34	lot of 10,000
150	Engraved letterhead Monarch on 32lb Cranes Kid Ecru White, 1 color - two dies header and footer	\$ 157.64	lot of 250
151	Engraved letterhead Monarch on 32lb Cranes Kid Ecru White, 1 color - two dies header and footer	\$ 209.05	lot of 500
152	Engraved letterhead Monarch on 32lb Cranes Kid Ecru White, 1 color - two dies header and footer	\$ 330.12	lot of 1,000
153	Engraved letterhead Monarch on 32lb Cranes Kid Ecru White, 1 color - two dies header and footer	\$ 681.26	lot of 2,500
154	Engraved letterhead Monarch on 32lb Cranes Kid Ecru White, 1 color - two dies header and footer	\$ 1,218.24	lot of 5,000
155	Engraved letterhead Monarch on 32lb Cranes Kid Ecru White, 1 color - two dies header and footer	\$ 2,292.14	lot of 10,000
Two Color			
160	Engraved letterhead Monarch on 32lb Cranes Kid Ecru White, 2 color - two dies header and Gold Seal	\$ 200.89	lot of 250
161	Engraved letterhead Monarch on 32lb Cranes Kid Ecru White, 2 color - two dies header and Gold Seal	\$ 225.73	lot of 500
162	Engraved letterhead Monarch on 32lb Cranes Kid Ecru White, 2 color - two dies header and Gold Seal	\$ 361.90	lot of 1,000
163	Engraved letterhead Monarch on 32lb Cranes Kid Ecru White, 2 color - two dies header and Gold Seal	\$ 760.46	lot of 2,500
164	Engraved letterhead Monarch on 32lb Cranes Kid Ecru White, 2 color - two dies header and Gold Seal	\$ 1,376.80	lot of 5,000
165	Engraved letterhead Monarch on 32lb Cranes Kid Ecru White, 2 color - two dies header and Gold Seal	\$ 2,609.47	lot of 10,000

ENGRAVED STATIONERY PRICING			
Item	Description	2010 Price	Unit of Measure
170	Engraved letterhead Monarch on 32lb Cranes Kid Ecru White, 2 color - three dies header and Gold Seal, and footer	\$ 258.57	lot of 250
171	Engraved letterhead Monarch on 32lb Cranes Kid Ecru White, 2 color - three dies header and Gold Seal, and footer	\$ 290.60	lot of 500
172	Engraved letterhead Monarch on 32lb Cranes Kid Ecru White, 2 color - three dies header and Gold Seal, and footer	\$ 388.37	lot of 1,000
173	Engraved letterhead Monarch on 32lb Cranes Kid Ecru White, 2 color - three dies header and Gold Seal, and footer	\$ 909.69	lot of 2,500
174	Engraved letterhead Monarch on 32lb Cranes Kid Ecru White, 2 color - three dies header and Gold Seal, and footer	\$ 1,603.13	lot of 5,000
175	Engraved letterhead Monarch on 32lb Cranes Kid Ecru White, 2 color - three dies header and Gold Seal, and footer	\$ 2,990.03	lot of 10,000
Four Color			
180	Engraved letterhead Monarch on 32lb Cranes Kid Ecru White, 4 color - four dies, header and 3-color Crossed flags state seal	\$ 316.25	lot of 250
181	Engraved letterhead Monarch on 32lb Cranes Kid Ecru White, 4 color - four dies, header and 3-color Crossed flags state seal	\$ 355.47	lot of 500
182	Engraved letterhead Monarch on 32lb Cranes Kid Ecru White, 4 color - four dies, header and 3-color Crossed flags state seal	\$ 476.34	lot of 1,000
183	Engraved letterhead Monarch on 32lb Cranes Kid Ecru White, 4 color - four dies, header and 3-color Crossed flags state seal	\$ 1,058.91	lot of 2,500
184	Engraved letterhead Monarch on 32lb Cranes Kid Ecru White, 4 color - four dies, header and 3-color Crossed flags state seal	\$ 1,829.12	lot of 5,000
185	Engraved letterhead Monarch on 32lb Cranes Kid Ecru White, 4 color - four dies, header and 3-color Crossed flags state seal	\$ 3,370.59	lot of 10,000
190	Engraved letterhead Monarch on 32lb Cranes Kid Ecru White, 4 color - five dies, header, footer, and 3-color Crossed flags state seal	\$ 372.91	lot of 250
191	Engraved letterhead Monarch on 32lb Cranes Kid Ecru White, 4 color - five dies, header, footer, and 3-color Crossed flags state seal	\$ 412.79	lot of 500
192	Engraved letterhead Monarch on 32lb Cranes Kid Ecru White, 4 color - five dies, header, footer, and 3-color Crossed flags state seal	\$ 541.21	lot of 1,000

ENGRAVED STATIONERY PRICING			
Item	Description	2010 Price	Unit of Measure
193	Engraved letterhead Monarch on 32lb Cranes Kid Ecru White, 4 color - five dies, header, footer, and 3-color Crossed flags state seal	\$ 1,208.09	lot of 2,500
194	Engraved letterhead Monarch on 32lb Cranes Kid Ecru White, 4 color - five dies, header, footer, and 3-color Crossed flags state seal	\$ 2,057.24	lot of 5,000
195	Engraved letterhead Monarch on 32lb Cranes Kid Ecru White, 4 color - five dies, header, footer, and 3-color Crossed flags state seal	\$ 3,751.15	lot of 10,000
Seven Color			
200	Engraved letterhead Monarch on 32lb Cranes Kid Ecru White, 7 color - seven dies, header and 6-color front and back view state seal	\$ 487.51	lot of 250
201	Engraved letterhead Monarch on 32lb Cranes Kid Ecru White, 7 color - seven dies, header and 6-color front and back view state seal	\$ 542.54	lot of 500
202	Engraved letterhead Monarch on 32lb Cranes Kid Ecru White, 7 color - seven dies, header and 6-color front and back view state seal	\$ 718.49	lot of 1,000
203	Engraved letterhead Monarch on 32lb Cranes Kid Ecru White, 7 color - seven dies, header and 6-color front and back view state seal	\$ 1,506.49	lot of 2,500
204	Engraved letterhead Monarch on 32lb Cranes Kid Ecru White, 7 color - seven dies, header and 6-color front and back view state seal	\$ 2,509.20	lot of 5,000
205	Engraved letterhead Monarch on 32lb Cranes Kid Ecru White, 7 color - seven dies, header and 6-color front and back view state seal	\$ 4,512.38	lot of 10,000
Eight Color			
210	Engraved letterhead Monarch on 32lb Cranes Kid Ecru White, 7 color - eight dies, header, footer and 6-color front and back view state seal	\$ 602.11	lot of 250
211	Engraved letterhead Monarch on 32lb Cranes Kid Ecru White, 7 color - eight dies, header, footer and 6-color front and back view state seal	\$ 672.28	lot of 500
212	Engraved letterhead Monarch on 32lb Cranes Kid Ecru White, 7 color - eight dies, header, footer and 6-color front and back view state seal	\$ 895.82	lot of 1,000
213	Engraved letterhead Monarch on 32lb Cranes Kid Ecru White, 7 color - eight dies, header, footer and 6-color front and back view state seal	\$ 1,506.49	lot of 2,500
214	Engraved letterhead Monarch on 32lb Cranes Kid Ecru White, 7 color - eight dies, header, footer and 6-color front and back view state seal	\$ 4,268.29	lot of 5,000
215	Engraved letterhead Monarch on 32lb Cranes Kid Ecru White, 7 color - eight dies, header, footer and 6-color front and back view state seal	\$ 5,292.98	lot of 10,000
Envelopes Monarch			

ENGRAVED STATIONERY PRICING			
Item	Description	2010 Price	Unit of Measure
220	Engraved Envelopes Monarch (pointed) on 32lb Cranes Kid Ecu White, 1 color - one engraving die (front engraved)	\$ 111.59	lot of 250
221	Engraved Envelopes Monarch (pointed) on 32lb Cranes Kid Ecu White, 1 color - one engraving die (front engraved)	\$ 167.33	lot of 500
222	Engraved Envelopes Monarch (pointed) on 32lb Cranes Kid Ecu White, 1 color - one engraving die (front engraved)	\$ 302.53	lot of 1,000
223	Engraved Envelopes Monarch (pointed) on 32lb Cranes Kid Ecu White, 1 color - one engraving die (front engraved)	\$ 648.01	lot of 2,500
224	Engraved Envelopes Monarch (pointed) on 32lb Cranes Kid Ecu White, 1 color - one engraving die (front engraved)	\$ 1,224.10	lot of 5,000
225	Engraved Envelopes Monarch (pointed) on 32lb Cranes Kid Ecu White, 1 color - one engraving die (front engraved)	\$ 2,404.96	lot of 10,000
NOTE CARDS WITH MATCHING ENVELOPES			
One Color			
230	Engraved Notecard 5" X 7" on 110lb Cranes Crest Cover Kid Natural White or Fluorescent White Card 1 color - one die, Envelope (announcement) 1 color engraved on flap	\$ 222.41	lot of 250
231	Engraved Notecard 5" X 7" on 110lb Cranes Crest Cover Kid Natural White or Fluorescent White Card 1 color - one die, Envelope (announcement) 1 color engraved on flap	\$ 306.56	lot of 500
232	Engraved Notecard 5" X 7" on 110lb Cranes Crest Cover Kid Natural White or Fluorescent White Card 1 color - one die, Envelope (announcement) 1 color engraved on flap	\$ 472.42	lot of 1,000
233	Engraved Notecard 5" X 7" on 110lb Cranes Crest Cover Kid Natural White or Fluorescent White Card 1 color - one die, Envelope (announcement) 1 color engraved on flap	\$ 1,030.16	lot of 2,500
234	Engraved Notecard 5" X 7" on 110lb Cranes Crest Cover Kid Natural White or Fluorescent White Card 1 color - one die, Envelope (announcement) 1 color engraved on flap	\$ 1,840.87	lot of 5,000
235	Engraved Notecard 5" X 7" on 110lb Cranes Crest Cover Kid Natural White or Fluorescent White Card 1 color - one die, Envelope (announcement) 1 color engraved on flap	\$ 3,634.10	lot of 10,000
Two Color			
240	Engraved Notecard 5" X 7" on 110lb Cranes Cover Kid Natural White or Fluorescent White Card 2 color - two dies Text and Gold Seal, Envelope (announcement) 1 color engraved on flap	\$ 228.89	lot of 250
241	Engraved Notecard 5" X 7" on 110lb Cranes Cover Kid Natural White or Fluorescent White Card 2 color - two dies Text and Gold Seal, Envelope (announcement) 1 color engraved on flap	\$ 315.90	lot of 500
242	Engraved Notecard 5" X 7" on 110lb Cranes Cover Kid Natural White or Fluorescent White Card 2 color - two dies Text and Gold Seal, Envelope (announcement) 1 color engraved on flap	\$ 491.44	lot of 1,000

ENGRAVED STATIONERY PRICING			
Item	Description	2010 Price	Unit of Measure
243	Engraved Notecard 5" X 7" on 110lb Cranes Cover Kid Natural White or Fluorescent White Card 2 color - two dies Text and Gold Seal, Envelope (announcement) 1 color engraved on flap	\$ 1,078.20	lot of 2,500
244	Engraved Notecard 5" X 7" on 110lb Cranes Cover Kid Natural White or Fluorescent White Card 2 color - two dies Text and Gold Seal, Envelope (announcement) 1 color engraved on flap	\$ 1,936.13	lot of 5,000
245	Engraved Notecard 5" X 7" on 110lb Cranes Cover Kid Natural White or Fluorescent White Card 2 color - two dies Text and Gold Seal, Envelope (announcement) 1 color engraved on flap	\$ 3,824.73	lot of 10,000
Four Color			
250	Engraved Notecard 5" X 7" on 110lb Cranes Cover Kid 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	\$ 261.33	lot of 250
251	Engraved Notecard 5" X 7" on 110lb Cranes Cover Kid 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	\$ 382.81	lot of 500
252	Engraved Notecard 5" X 7" on 110lb Cranes Cover Kid 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	\$ 627.56	lot of 1,000
253	Engraved Notecard 5" X 7" on 110lb Cranes Cover Kid 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	\$ 1,417.96	lot of 2,500
254	Engraved Notecard 5" X 7" on 110lb Cranes Cover Kid 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	\$ 2,616.78	lot of 5,000
255	Engraved Notecard 5" X 7" on 110lb Cranes Cover Kid 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	\$ 4,753.65	lot of 10,000
Seven Color			
260	Engraved Notecard 5" X 7" on 110lb Cranes Cover Kid 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	\$ 309.98	lot of 250
261	Engraved Notecard 5" X 7" on 110lb Cranes Cover Kid 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	\$ 480.12	lot of 500
262	Engraved Notecard 5" X 7" on 110lb Cranes Cover Kid 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	\$ 821.51	lot of 1,000
263	Engraved Notecard 5" X 7" on 110lb Cranes Cover Kid 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	\$ 1,896.65	lot of 2,500
264	Engraved Notecard 5" X 7" on 110lb Cranes Cover Kid 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	\$ 3,566.25	lot of 5,000
265	Engraved Notecard 5" X 7" on 110lb Cranes Cover Kid 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	\$ 7,079.66	lot of 10,000

ENGRAVED STATIONERY PRICING			
Item	Description	2010 Price	Unit of Measure
270	Engraved Notecard Additional for Burnishing, Embossing, Stamping, scoring	\$ 4.85	lot of 100
OFFSET STATIONERY AND NOTE CARDS			
Letterheads 8-1/2" X 11"			
One Color			
280	Letterheads 8-1/2" X 11" on 24lb Cranes Crest Natural White Wove, Fluorescent White Wove, or Azure Blue Wove 1 color	\$ 62.30	lot of 250
281	Letterheads 8-1/2" X 11" on 24lb Cranes Crest Natural White Wove, Fluorescent White Wove, or Azure Blue Wove 1 color	\$ 70.34	lot of 500
282	Letterheads 8-1/2" X 11" on 24lb Cranes Crest Natural White Wove, Fluorescent White Wove, or Azure Blue Wove 1 color	\$ 113.85	lot of 1,000
283	Letterheads 8-1/2" X 11" on 24lb Cranes Crest Natural White Wove, Fluorescent White Wove, or Azure Blue Wove 1 color	\$ 254.80	lot of 2,500
284	Letterheads 8-1/2" X 11" on 24lb Cranes Crest Natural White Wove, Fluorescent White Wove, or Azure Blue Wove 1 color	\$ 485.02	lot of 5,000
285	Letterheads 8-1/2" X 11" on 24lb Cranes Crest Natural White Wove, Fluorescent White Wove, or Azure Blue Wove 1 color	\$ 932.50	lot of 10,000
Two Color			
286	Letterheads 8-1/2" X 11" on 24lb Fox River Select (25%) Writing Recycled Warm White, Offset 1 Color (reflex blue)	\$ 100.25	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)	\$ 217.50	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)	\$ 406.00	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)	\$ 770.00	lot 10,000
Two Color			
290	Letterhead 8-1/2" X 11" on 24lb Cranes Crest Natural White Wove, Fluorescent White Wove, or Azure Blue Wove 2 Color - Text and Gold Seal	\$ 72.40	lot of 250
291	Letterhead 8-1/2" X 11" on 24lb Cranes Crest Natural White Wove, Fluorescent White Wove, or Azure Blue Wove 2 Color - Text and Gold Seal	\$ 82.63	lot of 500
292	Letterhead 8-1/2" X 11" on 24lb Cranes Crest Natural White Wove, Fluorescent White Wove, or Azure Blue Wove 2 Color - Text and Gold Seal	\$ 123.95	lot of 1,000

ENGRAVED STATIONERY PRICING			
Item	Description	2010 Price	Unit of Measure
293	Letterhead 8-1/2" X 11" on 24lb Cranes Crest Natural White Wove, Fluorescent White Wove, or Azure Blue Wove 2 Color - Text and Gold Seal	\$ 265.20	lot of 2,500
294	Letterhead 8-1/2" X 11" on 24lb Cranes Crest Natural White Wove, Fluorescent White Wove, or Azure Blue Wove 2 Color - Text and Gold Seal	\$ 496.24	lot of 5,000
295	Letterhead 8-1/2" X 11" on 24lb Cranes Crest Natural White Wove, Fluorescent White Wove, or Azure Blue Wove 2 Color - Text and Gold Seal	\$ 942.80	lot of 10,000
Four Color			
300	Letterhead 8-1/2" X 11" on 24lb Cranes Crest Natural White Wove, Fluorescent White Wove, or Azure Blue Wove 4 color - Text and 3-color Crossed flags State Seal	\$ 72.35	lot of 250
301	Letterhead 8-1/2" X 11" on 24lb Cranes Crest Natural White Wove, Fluorescent White Wove, or Azure Blue Wove 4 color - Text and 3-color Crossed flags State Seal	\$ 92.73	lot of 500
302	Letterhead 8-1/2" X 11" on 24lb Cranes Crest Natural White Wove, Fluorescent White Wove, or Azure Blue Wove 4 color - Text and 3-color Crossed flags State Seal	\$ 143.28	lot of 1,000
303	Letterhead 8-1/2" X 11" on 24lb Cranes Crest Natural White Wove, Fluorescent White Wove, or Azure Blue Wove 4 color - Text and 3-color Crossed flags State Seal	\$ 313.50	lot of 2,500
304	Letterhead 8-1/2" X 11" on 24lb Cranes Crest Natural White Wove, Fluorescent White Wove, or Azure Blue Wove 4 color - Text and 3-color Crossed flags State Seal.	\$ 592.37	lot of 5,000
305	Letterhead 8-1/2" X 11" on 24lb Cranes Crest Natural White Wove, Fluorescent White Wove, or Azure Blue Wove 4 color - Text and 3-color Crossed flags State Seal	\$ 1,135.79	lot of 10,000
Seven Color			
310	Letterhead 8-1/2" X 11" 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	\$ 86.78	lot of 250
311	Letterhead 8-1/2" X 11" 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	\$ 111.45	lot of 500
312	Letterhead 8-1/2" X 11" 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	\$ 179.39	lot of 1,000
313	Letterhead 8-1/2" X 11" 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	\$ 404.23	lot of 2,500
314	Letterhead 8-1/2" X 11" 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	\$ 772.25	lot of 5,000

ENGRAVED STATIONERY PRICING			
Item	Description	2010 Price	Unit of Measure
315	Letterhead 8-1/2" X 11" 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	\$ 1,495.85	lot of 10,000
Envelopes #10			
320	Envelopes #10 (pointed) on 24lb Cranes Crest Natural White Wove, Fluorescent White Wove, or Azure Blue Wove - 1 color front printed	\$ 69.49	lot of 250
321	Envelopes #10 (pointed) on 24lb Cranes Crest Natural White Wove, Fluorescent White Wove, or Azure Blue Wove - 1 color front printed	\$ 101.86	lot of 500
322	Envelopes #10 (pointed) on 24lb Cranes Crest Natural White Wove, Fluorescent White Wove, or Azure Blue Wove - 1 color front printed	\$ 177.35	lot of 1,000
323	Envelopes #10 (pointed) on 24lb Cranes Crest Natural White Wove, Fluorescent White Wove, or Azure Blue Wove - 1 color front printed	\$ 390.82	lot of 2,500
324	Envelopes #10 (pointed) on 24lb Cranes Crest Natural White Wove, Fluorescent White Wove, or Azure Blue Wove - 1 color front printed	\$ 749.71	lot of 5,000
325	Envelopes #10 (pointed) on 24lb Cranes Crest Natural White Wove, Fluorescent White Wove, or Azure Blue Wove - 1 color front printed	\$ 1,431.38	lot of 10,000
Envelopes #10 on 24lb Fox River Select (25%) Writing Recycled Warm White, Offset 1 color (reflex blue)			
326	Envelopes #10 on 24lb Fox River Select (25%) Writing Recycled Warm White, Offset 1 color (reflex blue)	\$ 168.20	lot of 1,000
327	Envelopes #10 on 24lb Fox River Select (25%) Writing Recycled Warm White, Offset 1 color (reflex blue)	\$ 363.97	lot of 2,500
328	Envelopes #10 on 24lb Fox River Select (25%) Writing Recycled Warm White, Offset 1 color (reflex blue)	\$ 696.65	lot of 5,000
329	Envelopes #10 on 24lb Fox River Select (25%) Writing Recycled Warm White, Offset 1 color (reflex blue)	\$ 1,326.60	lot of 10,000
Letterhead Monarch			
One Color			
330	Letterhead Monarch on 32lb Cranes Kid Ecu White - 1 color	\$ 81.24	lot of 250
331	Letterhead Monarch on 32lb Cranes Kid Ecu White - 1 color	\$ 118.22	lot of 500
332	Letterhead Monarch on 32lb Cranes Kid Ecu White - 1 color	\$ 199.26	lot of 1,000
333	Letterhead Monarch on 32lb Cranes Kid Ecu White - 1 color	\$ 457.73	lot of 2,500

ENGRAVED STATIONERY PRICING			
Item	Description	2010 Price	Unit of Measure
334	Letterhead Monarch on 32lb Cranes Kid Ecru White - 1 color	\$ 883.78	lot of 5,000
335	Letterhead Monarch on 32lb Cranes Kid Ecru White - 1 color	\$ 1,742.98	lot of 10,000
Two Color			
340	Letterhead Monarch on 32lb Cranes Kid Ecru White 2 color - Text and Gold Seal	\$ 84.15	lot of 250
341	Letterhead Monarch on 32lb Cranes Kid Ecru White 2 color - Text and Gold Seal	\$ 121.07	lot of 500
342	Letterhead Monarch on 32lb Cranes Kid Ecru White 2 color - Text and Gold Seal	\$ 202.11	lot of 1,000
343	Letterhead Monarch on 32lb Cranes Kid Ecru White 2 color - Text and Gold Seal	\$ 460.63	lot of 2,500
344	Letterhead Monarch on 32lb Cranes Kid Ecru White 2 color - Text and Gold Seal	\$ 886.69	lot of 5,000
345	Letterhead Monarch on 32lb Cranes Kid Ecru White 2 color - Text and Gold Seal	\$ 1,745.53	lot of 10,000
Four Color			
350	Letterhead Monarch on 32lb Cranes Kid Ecru White 4 color - Text and 3-color Crossed flags state seal	\$ 98.53	lot of 250
351	Letterhead Monarch on 32lb Cranes Kid Ecru White 4 color - Text and 3-color Crossed flags state seal	\$ 142.70	lot of 500
352	Letterhead Monarch on 32lb Cranes Kid Ecru White 4 color - Text and 3-color Crossed flags state seal	\$ 245.36	lot of 1,000
353	Letterhead Monarch on 32lb Cranes Kid Ecru White 4 color - Text and 3-color Crossed flags state seal	\$ 568.75	lot of 2,500
354	Letterhead Monarch on 32lb Cranes Kid Ecru White 4 color - Text and 3-color Crossed flags state seal	\$ 1,109.05	lot of 5,000
355	Letterhead Monarch on 32lb Cranes Kid Ecru White 4 color - Text and 3-color Crossed flags state seal	\$ 2,178.01	lot of 10,000
Seven Color			
360	Letterhead Monarch on 32lb Cranes Kid Ecru White 7 color - Text and 6-color front and back view state seal	\$ 127.40	lot of 250

ENGRAVED STATIONERY PRICING			
Item	Description	2010 Price	Unit of Measure
361	Letterhead Monarch on 32lb Cranes Kid Ecru White 7 color - Text and 6-color front and back view state seal	\$ 185.95	lot of 500
362	Letterhead Monarch on 32lb Cranes Kid Ecru White 7 color - Text and 6-color front and back view state seal	\$ 331.86	lot of 1,000
363	Letterhead Monarch on 32lb Cranes Kid Ecru White 7 color - Text and 6-color front and back view state seal	\$ 784.99	lot of 2,500
364	Letterhead Monarch on 32lb Cranes Kid Ecru White 7 color - Text and 6-color front and back view state seal	\$ 1,569.98	lot of 5,000
365	Letterhead Monarch on 32lb Cranes Kid Ecru White 7 color - Text and 6-color front and back view state seal	\$ 3,043.37	lot of 10,000
Envelopes Monarch			
370	Envelopes Monarch (pointed) on 32lb Cranes Kid Ecru White 1 color - front printed	\$ 96.90	lot of 250
371	Envelopes Monarch (pointed) on 32lb Cranes Kid Ecru White 1 color - front printed	\$ 145.45	lot of 500
372	Envelopes Monarch (pointed) on 32lb Cranes Kid Ecru White 1 color - front printed	\$ 242.51	lot of 1,000
373	Envelopes Monarch (pointed) on 32lb Cranes Kid Ecru White 1 color - front printed	\$ 554.52	lot of 2,500
374	Envelopes Monarch (pointed) on 32lb Cranes Kid Ecru White 1 color - front printed	\$ 1,075.34	lot of 5,000
375	Envelopes Monarch (pointed) on 32lb Cranes Kid Ecru White 1 color - front printed	\$ 2,115.17	lot of 10,000
NOTE CARDS WITH MATCHING ENVELOPE			
One Color			
380	Note cards 5" X 7" on 110lb Cranes Cover Kid Natural White or Fluorescent White Card 1 color, Envelope (announcement) 1 color on flap	\$ 128.57	lot of 250
381	Note cards 5" X 7" on 110lb Cranes Cover Kid Natural White or Fluorescent White Card 1 color, Envelope (announcement) 1 color on flap	\$ 187.43	lot of 500
382	Note cards 5" X 7" on 110lb Cranes Cover Kid Natural White or Fluorescent White Card 1 color, Envelope (announcement) 1 color on flap	\$ 302.03	lot of 1,000
383	Note cards 5" X 7" on 110lb Cranes Cover Kid Natural White or Fluorescent White Card 1 color, Envelope (announcement) 1 color on flap	\$ 674.23	lot of 2,500

ENGRAVED STATIONERY PRICING			
Item	Description	2010 Price	Unit of Measure
384	Note cards 5" X 7" on 110lb Cranes Cover Kid Natural White or Fluorescent White Card 1 color, Envelope (announcement) 1 color on flap	\$ 1,289.61	lot of 5,000
385	Note cards 5" X 7" on 110lb Cranes Cover Kid Natural White or Fluorescent White Card 1 color, Envelope (announcement) 1 color on flap	\$ 2,505.87	lot of 10,000
Two Color			
390	Note cards 5" X 7" on 110lb Cranes Cover Kid Natural White or Fluorescent White Card 2 color, Text and Gold Seal, Envelope (announcement) 1 color on flap	\$ 143.72	lot of 250
391	Note cards 5" X 7" on 110lb Cranes Cover Kid Natural White or Fluorescent White Card 2 color, Text and Gold Seal, Envelope (announcement) 1 color on flap	\$ 206.65	lot of 500
392	Note cards 5" X 7" on 110lb Cranes Cover Kid Natural White or Fluorescent White Card 2 color, Text and Gold Seal, Envelope (announcement) 1 color on flap	\$ 339.15	lot of 1,000
393	Note cards 5" X 7" on 110lb Cranes Cover Kid Natural White or Fluorescent White Card 2 color, Text and Gold Seal, Envelope (announcement) 1 color on flap	\$ 767.05	lot of 2,500
394	Note cards 5" X 7" on 110lb Cranes Cover Kid Natural White or Fluorescent White Card 2 color, Text and Gold Seal, Envelope (announcement) 1 color on flap	\$ 1,475.14	lot of 5,000
395	Note cards 5" X 7" on 110lb Cranes Cover Kid Natural White or Fluorescent White Card 2 color, Text and Gold Seal, Envelope (announcement) 1 color on flap	\$ 2,877.15	lot of 10,000
Four Color			
400	Note cards 5" X 7" on 110lb Cranes Cover Kid Natural White or Fluorescent White Card 4 color, Text and 3-colored Crossed Flag state seal, Envelope (announcement) 1 color on flap	\$ 150.91	lot of 250
401	Note cards 5" X 7" on 110lb Cranes Cover Kid Natural White or Fluorescent White Card 4 color, Text and 3-colored Crossed Flag state seal, Envelope (announcement) 1 color on flap	\$ 214.92	lot of 500
402	Note cards 5" X 7" on 110lb Cranes Cover Kid Natural White or Fluorescent White Card 4 color, Text and 3-colored Crossed Flag state seal, Envelope (announcement) 1 color on flap	\$ 367.66	lot of 1,000
403	Note cards 5" X 7" on 110lb Cranes Cover Kid Natural White or Fluorescent White Card 4 color, Text and 3-colored Crossed Flag state seal, Envelope (announcement) 1 color on flap	\$ 909.54	lot of 2,500
404	Note cards 5" X 7" on 110lb Cranes Cover Kid Natural White or Fluorescent White Card 4 color, Text and 3-colored Crossed Flag state seal, Envelope (announcement) 1 color on flap	\$ 1,617.59	lot of 5,000
405	Note cards 5" X 7" on 110lb Cranes Cover Kid Natural White or Fluorescent White Card 4 color, Text and 3-colored Crossed Flag state seal, Envelope (announcement) 1 color on flap	\$ 3,160.77	lot of 10,000
Seven Color			
410	Note cards 5" X 7" on 110lb Cranes Cover Kid Natural White or Fluorescent White Card 7 color, Text and 6-colored front and back view state seal, Envelope (announcement) 1 color on flap	\$ 165.09	lot of 250

ENGRAVED STATIONERY PRICING			
Item	Description	2010 Price	Unit of Measure
411	Note cards 5" X 7" on 110lb Cranes Cover Kid Natural White or Fluorescent White Card 7 color, Text and 6-colored front and back view state seal, Envelope (announcement) 1 color on flap	\$ 248.68	lot of 500
412	Note cards 5" X 7" on 110lb Cranes Cover Kid Natural White or Fluorescent White Card 7 color, Text and 6-colored front and back view state seal, Envelope (announcement) 1 color on flap	\$ 424.43	lot of 1,000
413	Note cards 5" X 7" on 110lb Cranes Cover Kid Natural White or Fluorescent White Card 7 color, Text and 6-colored front and back view state seal, Envelope (announcement) 1 color on flap	\$ 1,019.81	lot of 2,500
414	Note cards 5" X 7" on 110lb Cranes Cover Kid Natural White or Fluorescent White Card 7 color, Text and 6-colored front and back view state seal, Envelope (announcement) 1 color on flap	\$ 1,901.56	lot of 5,000
415	Note cards 5" X 7" on 110lb Cranes Cover Kid Natural White or Fluorescent White Card 7 color, Text and 6-colored front and back view state seal, Envelope (announcement) 1 color on flap	\$ 3,729.06	lot of 10,000
420	Notecard Additional for Embossing, Stamping, scoring	\$ 4.85	lot of 100
BUSINESS CARDS			
Engraved			
440	Engraved Business Cards 3-1/2" X 2" on Cranes Cover 110lb Kid Fluorescent White 2 color - two dies - Black Text and Gold Seal	\$ 51.65	lot of 250
441	Engraved Business Cards 3-1/2" X 2" on Cranes Cover 110lb Kid Fluorescent White 2 color - two dies - Black Text and Gold Seal	\$ 72.65	lot of 500
450	Business Card 3-1/2" X 2" on Cranes Cover 110lb Kid Fluorescent White 2 Color - Thermographed Black Text and Engraved Gold Seal	\$ 42.32	lot of 250
451	Business Card 3-1/2" X 2" on Cranes Cover 110lb Kid Fluorescent White 2 Color - Thermographed Black Text and Engraved Gold Seal	\$ 63.31	lot of 500
Second Sheets (paper)			
Engraved Seal and Thermographed text			
460	Letterheads 8-1/2" X 11" on 24lb Cranes Crest Natural White Wove, Fluorescent White Wove, or Azure Blue Wove Second Sheets (blank)	\$ 32.52	lot of 250
461	Letterheads 8-1/2" X 11" on 24lb Cranes Crest Natural White Wove, Fluorescent White Wove, or Azure Blue Wove Second Sheets (blank)	\$ 43.57	lot of 500
461A	Letterheads 8-1/2" x 11" on 32lb Cranes Ecu Kid Finish, Second sheets Blank	\$ 62.73	lot of 500

ENGRAVED STATIONERY PRICING			
Item	Description	2010 Price	Unit of Measure
462	Letterheads 8-1/2" X 11" on 24lb Cranes Crest Natural White Wove, Fluorescent White Wove, or Azure Blue Wove Second Sheets (blank)	\$ 81.21	lot of 1,000
462A	Letterheads 8-1/2" x 11" on 32lb Cranes Ecu Kid Finish, Second sheets Blank	\$ 125.41	lot of 1,000
463	Letterheads 8-1/2" X 11" on 24lb Cranes Crest Natural White Wove, Fluorescent White Wove, or Azure Blue Wove Second Sheets (blank)	\$ 203.04	lot of 2,500
463A	Letterheads 8-1/2" x 11" on 32lb Cranes Ecu Kid Finish, Second sheets Blank	\$ 313.55	lot of 2,500
464	Letterheads 8-1/2" X 11" on 24lb Cranes Crest Natural White Wove, Fluorescent White Wove, or Azure Blue Wove Second Sheets (blank)	\$ 406.07	lot of 5,000
464A	Letterheads 8-1/2" x 11" on 32lb Cranes Ecu Kid Finish, Second sheets Blank	\$ 627.05	lot of 5,000
465	Letterheads 8-1/2" X 11" on 24lb Cranes Crest Natural White Wove, Fluorescent White Wove, or Azure Blue Wove Second Sheets (blank)	\$ 812.14	lot of 10,000
465A	Letterheads 8-1/2" x 11" on 32lb Cranes Ecu Kid Finish, Second sheets Blank	\$ 1,254.09	lot of 10,000
470	Letterheads Monarch on 32lb Cranes Kid Ecu White Second Sheets (blank)	\$ 44.17	lot of 250
471	Letterheads Monarch on 32lb Cranes Kid Ecu White Second Sheets (blank)	\$ 82.62	lot of 500
472	Letterheads Monarch on 32lb Cranes Kid Ecu White Second Sheets (blank)	\$ 160.40	lot of 1,000
473	Letterheads Monarch on 32lb Cranes Kid Ecu White Second Sheets (blank)	\$ 399.08	lot of 2,500
474	Letterheads Monarch on 32lb Cranes Kid Ecu White Second Sheets (blank)	\$ 798.25	lot of 5,000
475	Letterheads Monarch on 32lb Cranes Kid Ecu White Second Sheets (blank)	\$ 1,602.32	lot of 10,000

SPECIAL TERMS AND CONDITIONS

SCOPE

This is a one year term contract to furnish Engraved Stationery as described herein to institutions or agencies of the Commonwealth or Public bodies of the Commonwealth of Virginia as defined in section 11-37 of Virginia Public Procurement Act. according to terms, conditions and specifications provided herein. The purpose of the 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.

* REPORTS/SURCHARGE ADJUSTMENT FEE (SCA):

A. **CONTRACTOR'S MONTHLY REPORT OF SALES:** Contractors shall provide electronic reports in Microsoft Excel format on a monthly basis showing invoiced sales data. See Attachment ___ for the report template which identifies the information to be provided. Reports are to be provided no later the 10th of each month, reporting total invoiced sales and returns transactions that took place in the immediately prior month. Monthly reports shall be sent to the contract officer and to the following email address: vappreport@dgs.virginia.gov. Due to the high visibility of VaPP, consistent report tardiness may be cause for contract termination.

B. **SURCHARGE ADJUSTMENT:** The Contractor must pay the Department of General Services (DGS), a Surcharge Adjustment (SCA) fee under this Contract. The SCA fee reimburses the Commonwealth and defrays the costs for Spend Management procurements and the administration of the subsequent awards. The Contractor must remit the SCA fee within 30 days after the end of each calendar year quarter. It is the intent of the Commonwealth to capture 2% of all invoiced transactions under the Contract. The SCA fee equals two percent (2%) of the total invoiced sales as reported in the Contractor's monthly reports for the three previous months. The SCA fee amount due must be paid by check. The check stub or other remittance material must include "VAPP SCA fee", the contract number, and dates of the three-month reporting period. DGS may at its discretion, agree to an electronic funds transfer, in lieu of a check, however in the absence of an express written agreement from DGS that validates agreement, then the payment shall be made by check as described herein made payable to the Treasurer of Virginia.

* **Checks are to be payable to: Treasurer of Virginia.**

Checks are mailed to:
Department of General Services
P.O. Box 267
Richmond, VA 23218-0267

If the full amount of the SCA fee is not paid within 30 calendar days of due date, it shall constitute a Contract debt to the Commonwealth of Virginia, and the State may exercise all rights and remedies available under law. Failure to submit sales reports, falsification of sales reports, and or failure to pay the SCA fee in a timely manner may result in termination or cancellation of this Contract.

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.

DELIVERY POINT

Except when otherwise specified herein, all items shall be F.O.B delivered any point within the Commonwealth of Virginia as directed by the ordering department, institution or agency of the Commonwealth or Public bodies of the Commonwealth as defined in section 11-37 of Virginia Public Procurement Act.

PAPER STOCK (LIKE OR EQUAL)

Only mill brand papers listed in the most current edition of the Competitive Grade Finder, or as otherwise accepted by Grade Finders, Inc., for publication in subsequent editions will be considered. For products not listed in the current Competitive Grade Finder, a copy of Grade Finders' letter of acceptability must be included with your returned bid. Private brand papers will not be considered equal to mill brand papers. Samples shall be included and returned with bids.

PRINT QUALITY REQUIRED

PRINT QUALITY REQUIRED 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.

ADDITIONAL INFORMATION

The Commonwealth reserves the right to ask any bidder to submit information missing from its bid, to clarify its bid, and to submit additional information which the Commonwealth deems desirable.

REFERENCES AND SAMPLES

REFERENCES AND SAMPLES OF CRITICAL QUALITY ENGRAVING AND THERMOGRAPHY: As a verification of the bidder's ability to satisfactorily perform under any resulting contract and to establish to the Commonwealth its ability to produce critical quality engraving and thermography, the Division of Purchases and Supply reserves the right to request recent references and/or representative samples critical quality engraving and thermography as offered in this invitation. The award of any resulting contract may be based on an examination of the quality of sample publications and/or references submitted to the division within 7 calendar days after request for such information. Failure to submit samples and /or references within the specified calendar days may cause bid to be considered non responsive. Samples shall have been produced on the same equipment and in the same plant as bidder proposes for this work. The inspection, verification and acceptance by the Commonwealth of any samples or references prior to contract award shall not relieve the contractor for full performance under any part of this specification.

PRINTING PICK UPS/DELIVERIES

Contractor shall be responsible for all pick ups and deliveries of all materials.

OWNERSHIP OF PRINTING MATERIAL

All artwork, camera-ready copy, negatives, 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.

CANCELLATION OF CONTRACT

The purchasing agency reserves the right to cancel and terminate any resulting contract, in part or in whole, without penalty, upon 60 days written notice to the contractor. In the event the initial contract period is for more than 12 months, the resulting contract may be terminated by either party, without penalty, after the initial 12 months of the contract period upon 60 days written notice to the other party. Any contract cancellation notice shall not relieve the contractor of the obligation to deliver and/or perform on all outstanding orders issued prior to the effective date of cancellation.

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.

CHANGES TO THE CONTRACT

Any change (s) to the specifications, whether they are the suggestion of the agency or the contractor must be approved by the Agency and the Division of Purchases and Supply prior to execution of the change (s).

RENEWAL OF 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 is the final renewal option for this contract.**

PRICE ESCALATION/DE-ESCALATION (1/3)

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 index/indices: CPI and PPI. 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 180 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 90 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.

PRICE ESCALATION/DE-ESCALATION (2/3)

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.

PRICE ESCALATION/DE-ESCALATION (3/3)

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.

AUDIT

The contractor shall retain all books, records, and other documents relative to this contract for five (5) years after final payment, or until audited by the Commonwealth of Virginia, whichever is sooner. The agency, its authorized agents, and/or state auditors shall have full access to and the right to examine any of said materials during said period.

PURCHASE DOLLAR REPORT

The contractor shall furnish the Division of Purchases and Supply a statement covering the total dollar volume of purchases made under this contract at approximately 90 days prior to the contract expiration.

PURCHASE VOLUME REPORT

The contractor shall furnish the Division of Purchases and Supply a report of the total number of each contract item delivered under this contract at approximately 90 days prior to the contract expiration.

GENERAL TERMS AND CONDITIONS

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 under "Vendors Manual" on the "Vendor" tab.

APP. LAWS AND COURTS

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.

ANTI-DISCRIMINATION (1 of 2)

ANTI-DISCRIMINATION (part 1 of 2): 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).
(continued on part 2)

ANTI-DISCRIMINATION (2 of 2)

ANTI-DISCRIMINATION (part 2 of 2): 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.

ETHICS IN PUBLIC CONTRACTING

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.

IMMIGRATION REFORM

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.

DEBARMENT STATUS

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.

ANTITRUST

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.

MANDATORY USE OF STATE FORM

MANDATORY USE OF STATE FORM AND TERMS AND CONDITIONS FOR IFB's: 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.

CLARIFICATION OF TERMS

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.

PAYMENT (1 of 3)

PAYMENT (part 1 of 3): 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.(Continued on part 2)

PAYMENT (2 of 3)

PAYMENT (part 2 of 3): 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. (continued on part 3)

PAYMENT (3 of 3)

PAYMENT (part 3 of 3): 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.

PRECEDENCE OF TERMS

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.

QUALIFICATIONS

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.

TESTING AND INSPECTION

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.

ASSIGNMENT OF CONTRACT

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

CHANGES TO CONTRACT (1 of 2)

CHANGES TO THE CONTRACT (part 1 of 2): 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: (2a.) By mutual agreement between the parties in writing; or (2b.) 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 (continued on part 2)

CHANGES TO CONTRACT (2 of 2)

CHANGES TO THE CONTRACT (part 2 of 2): (2c.) 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.

DEFAULT

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.

TAXES

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.

USE OF BRAND NAMES

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.

TRANSPORTATION AND PACKAGING

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.

INSURANCE (1 of 3)

INSURANCE (part 1 of 3): 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. (continued in part 2)

INSURANCE (2 of 3)

INSURANCE (part 2 of 3) 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 4). Automobile Liability - \$1,000,000 per occurrence. (Only used if motor vehicle is to be used in the contract.). (continued in part 3)

INSURANCE (3 of 3)

INSURANCE (part 3 of 3): NOTE: In addition, various Professional Liability/Errors and Omissions coverage are required when soliciting those services as follows: Profession/Service /Limits, 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.) \$1,750,000 per occurrence, \$3,000,000 aggregate, (Limits increase each July 1 through fiscal year 2008, as follows: July 1, 2005 - \$1,800,000, July 1, 2006 - \$1,850,000, July 1, 2007 - \$1,925,000, July 1, 2008 - \$2,000,000. This complies with §8.01-581.15 of the Code of Virginia. 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

ANNOUNCEMENT OF AWARD

ANNOUNCEMENT OF AWARD: Upon the award or the announcement of the decision to award a contract over \$50,000, as a result of this solicitation, the purchasing agency will publicly post such notice on the DGS/DPS eVA website (www.eva.virginia.gov) for a minimum of 10 days.

DRUG-FREE WORKPLACE

DRUG-FREE WORKPLACE: During the performance of this contract, the contractor agrees to (i) provide a drug-free 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.

NONDISCRIMINATION

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, faith-based 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.

eVA REGISTRATION (1 of 2)

eVA BUSINESS-TO-GOVERNMENT VENDOR REGISTRATION: The eVA Internet electronic procurement solution, web site portal 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 e-procurement solution either through the eVA Basic Vendor Registration Service or eVA Premium Vendor Registration Service. All bidders or offerors must register in eVA; failure to register will result in the bid/proposal being rejected.

eVA REGISTRATION (2 of 2)

a.) eVA Basic Vendor Registration Service: \$25 Annual Fee plus the appropriate order Transaction Fee specified below. 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: \$25 Annual Fee plus the appropriate Transaction Fee specified below. 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. c.) For orders issued prior to August 16, 2006 the Vendor Transaction Fee is 1% capped at a maximum of \$500 per order. d.) For orders issued August 16, 2006 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.

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.

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.

PAYMENT (1 of 4)

PAYMENT (part 1 of 4): 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.(Continued on part 2)

PAYMENT (2 of 4)

PAYMENT (part 2 of 4): 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. (continued on part 3)

PAYMENT (3 of 4)

PAYMENT (part 3 of 4): 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.

PAYMENT (4 of 4)

PAYMENT (part 4 of 4): The Commonwealth of Virginia encourages contractors and subcontractors to accept electronic and credit card payments.

eVA REGISTRATION (1 of 2)

eVA BUSINESS-TO-GOVERNMENT VENDOR REGISTRATION (part 1 of 2): The eVA Internet electronic procurement solution, web site portal 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 e-procurement solution either through

the eVA Basic Vendor Registration Service or eVA Premium Vendor Registration Service. All bidders or offerors must register in eVA; failure to register will result in the bid/proposal being rejected. (Continued on part 2)

eVA REGISTRATION (2 of 2)

eVA BUSINESS-TO-GOVERNMENT VENDOR REGISTRATION (part 2 of 2): a. eVA Basic Vendor Registration Service: \$25 Annual Registration Fee plus the appropriate order Transaction Fee specified below. 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: \$25 Annual Registration Fee plus the appropriate order Transaction Fee specified below. 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. c. For orders issued prior to August 16, 2006, the Vendor Transaction Fee is 1%, capped at a maximum of \$500 per order. d. For orders issued August 16, 2006 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 eVA transaction fee will be invoiced 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.

BID PRICE CURRENCY:

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

BUSINESS AUTHORIZATION

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.