

CONTRACT RENEWAL: E194647-10
 PRINTING & MAILING: CVCC CLASS SCHEDULES

(Master Agreement - E194 - 674)

Procurement Folder: 44556	Procurement Type: Complex IFB
Effective Begin Date: 8/1/2010	Expiration Date: 7/31/2011
Minimum Order Amount: \$0.00	Maximum Order Amount: \$0.00

Description: **PRINTING AND MAILING - 2011 SPRING/SUMMER AND FALL
 CVCC CLASS SCHEDULES**

CONTACT INFORMATION

Kirby Battle	Phone: 804/786-5414
Email: Kirby.Battle@dgs.virginia.gov	Fax: 804/ 786-0223

RENEWAL PERIODS

Line Number	Renewal Period Length	Renewal Period Unit	Effective Date	Expiration Date	Notification Days (Prior to Expiration)	Attachments(Name - Desc)
1	1	Years	8/1/2010	7/31/2011	90	
2	1	Years	8/1/2011	7/31/2012	90	
3	1	Years	8/1/2012	7/31/2013	90	
4	1	Years	8/1/2013	7/31/2014	90	

RENEWAL OF CONTRACT: There are three (3) remaining optional one-year periods on this contract. At the sole discretion of the Division of Purchases and Supply, and at a reasonable time (approximately 90 days) prior to its expiration date, this contract may be renewed upon agreement of both parties.

AUTHORIZED DEPARTMENTS

Line Number	Department	Spending Limit	No Limit	Active	Exclude this Dept.	Ordered Amount	Attachments(Name - Desc)
1	A292	\$0.00	Yes	Yes	No	\$0.00	

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Line: 2

Line Type: Item

NIGP Code: 96660

DESCRIPTION:

Printing: Additional **1,000's Overruns** For **Spring/Summer Class Schedules**

Quantity: 1

Unit Price: **\$174.50**

Unit: lot

Estimated Delivery Days: 12

Delivery Type: Per Specifications

Free On Board Name: FOB Destination-Freight Prepaid

Line: 3

Line Type: Item

NIGP Code: 96660

DESCRIPTION:

Printing: Additional **4-Page Signature** For **Spring/Summer Class Schedules** (1,000 Per Lot)

Quantity: 1

Unit Price: **\$2,087.22**

Unit: lot

Estimated Delivery Days: 12

Delivery Type: Per Specifications

Free On Board Name: FOB Destination-Freight Prepaid

Line: 4

Line Type: Item

NIGP Code: 96660

DESCRIPTION:

Printing: Additional 1,000's Overruns Of **4-Page Signature** For **Spring/Summer Class Schedules**

Quantity: 1

Unit Price: **\$189.96**

Unit: lot

Estimated Delivery Days: 12

Delivery Type: Per Specifications

Free On Board Name: FOB Destination-Freight Prepaid

Line: 5

Line Type: Item

NIGP Code: 96660

DESCRIPTION:

Printing: Additional **8-Page Signature** For **Spring/Summer Class Schedules** (1,000 Per Lot)

Quantity: 1

Unit Price: **\$3,651.91**

Unit: lot

Estimated Delivery Days: 12

Delivery Type: Per Specifications

Free On Board Name: FOB Destination-Freight Prepaid

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Line: 6

Line Type: Item

NIGP Code: 96660

DESCRIPTION:

Printing: Additional 1,000's Overruns Of **8-Page Signature** For **Spring/Summer Class Schedules**

Quantity: 1

Unit Price: **\$201.95**

Unit: lot

Estimated Delivery Days: 12

Delivery Type: Per Specifications

Free On Board Name: FOB Destination-Freight Prepaid

Line: 7

Line Type: Item

NIGP Code: 96660

DESCRIPTION:

Handling And Mailing: 40 Page 2011 Spring/Summer Class Schedules Per Specification (Excluding Postage)

Quantity: 116

Unit Price: \$7.75

Unit: thousand

Estimated Delivery Days: 12

Delivery Type: Per Specifications

Free On Board Name: FOB Destination-Freight Prepaid

Line: 8

Line Type: Item

NIGP Code: 96660

DESCRIPTION:

Charges For Delivery To College: 2011 Spring/Summer Class Schedules Per Specification

Quantity: 7.5

Unit Price: \$30.00

Unit: thousand

Estimated Delivery Days: 12

Delivery Type: Per Specifications

Free On Board Name: FOB Destination-Freight Prepaid

Line: 9

Line Type: Item

NIGP Code: 96660

DESCRIPTION:

Printing: **36 page 2011 Fall Class Schedules** per specification

Quantity: 123.5

Unit Price: **\$198.61**

Unit: thousand

Estimated Delivery Days: 12

Delivery Type: Per Specifications

Free On Board Name: FOB Destination-Freight Prepaid

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Line: 10

Line Type: Item

NIGP Code: 96660

DESCRIPTION:

Printing: Additional **1,000's Overruns** For **Fall Class Schedules**

Quantity: 1

Unit Price: **\$161.58**

Unit: lot

Estimated Delivery Days: 12

Delivery Type: Per Specifications

Free On Board Name: FOB Destination-Freight Prepaid

Line: 11

Line Type: Item

NIGP Code: 96660

DESCRIPTION:

Printing: Additional **4-Page Signature** For **Fall Class Schedules** (1,000 Per Lot)

Quantity: 1

Unit Price: **\$2,416.14**

Unit: lot

Estimated Delivery Days: 12

Delivery Type: Per Specifications

Free On Board Name: FOB Destination-Freight Prepaid

Line: 12

Line Type: Item

NIGP Code: 96660

DESCRIPTION:

Printing: Additional **1,000's Overruns Of 4-Page Signature** For **Fall Class Schedules**

Quantity: 1

Unit Price: **\$174.50**

Unit: lot

Estimated Delivery Days: 12

Delivery Type: Per Specifications

Free On Board Name: FOB Destination-Freight Prepaid

Line: 13

Line Type: Item

NIGP Code: 96660

DESCRIPTION:

Printing: Additional **8-Page Signature** For **Fall Class Schedules** (1,000 Per Lot)

Quantity: 1

Unit Price: **\$4,503.36**

Unit: lot

Estimated Delivery Days: 12

Delivery Type: Per Specifications

Free On Board Name: FOB Destination-Freight Prepaid

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Line: 14

Line Type: Item

NIGP Code: 96660

DESCRIPTION:

Printing: Additional 1,000's Overruns Of 8-Page Signature For **Fall Class Schedules**

Quantity: 1

Unit Price: **\$189.96**

Unit: lot

Estimated Delivery Days: 12

Delivery Type: Per Specifications

Free On Board Name: FOB Destination-Freight Prepaid

Line: 15

Line Type: Item

NIGP Code: 96660

DESCRIPTION:

Handling And Mailing: 36 Page 2011 Fall Class Schedules Per Specification (Excluding Postage)

Quantity: 116

Unit Price: \$7.75

Unit: thousand

Estimated Delivery Days: 12

Delivery Type: Per Specifications

Free On Board Name: FOB Destination-Freight Prepaid

Line: 16

Line Type: Item

NIGP Code: 96660

DESCRIPTION:

Charges For Delivery To College: 2011 Fall Class Schedules Per Specification

Quantity: 7.5

Unit Price: \$26.00

Unit: thousand

Estimated Delivery Days: 12

Delivery Type: Per Specifications

Free On Board Name: FOB Destination-Freight Prepaid

Line: 17

Line Type: Item

NIGP Code: 96660

DESCRIPTION:

Author Alterations Per Hour

Quantity: 1

Unit Price: \$125.00

Unit: hour

Estimated Delivery Days: 12

Delivery Type: Per Specifications

Free On Board Name: FOB Destination-Freight Prepaid

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S P E C I F I C A T I O N

Quantity: 123,500 copies for Spring/Summer 2011 semester and 123,500 copies for Fall 2011 semester to be produced through April 20, 2011. A *maximum* of 3% overrun will be accepted per issue.

Pages: 40 pages Spring/Summer 2011 and 36 pages Fall 2011.

Trim Size: Acceptable page size shall be 8-1/2" X **10.875"** – allow for bleeds on all edges. Critical registration is required.

Copy: Agency will provide Macintosh files saved using "In Design" or press-quality PDF files created to contracto-supplied specifications, contractor's choice. RR Donnelley uses "InSite" system. Allow for graphic elements such as heavy solids, standard screens, graduated screens, critical traps, and overprinted/reverse type throughout. All graphic elements will be incorporated into the "In Design" file and appropriate images and fonts delivered with the job. RR Donnelley uses "InSite" system.

Files will be available from the college either electronically via FTP files, or on a CD – contractor's choice. If a CD is sent it will be done so using an overnight delivery service of contractor's choice, and using the contractor's account number.

Material will be available by October 22, 2010 for the Spring/Summer Issue and by March 25, 2011 for the Fall Issue. If material is not available by these specified dates, the contractor may adjust the production schedule by one day for each day material is not available.

Proof: Within two business days of receipt of files the contractor shall submit to the college a one-piece high resolution color proof. College corrections will be made as necessary and revised file(s) e-mailed to the contractor. College will advise the contractor by telephone and in writing of any contractor errors that must be corrected before printing. Such notifications (and revised files) will be submitted to the contractor within two business days of the proofs' receipt.

Should additional proof(s) be required due to contractor's errors, such proofs shall be furnished at no additional charge. Delivery by the specified date shall be required. Proofs shall be submitted to Julie Loving and/or Judy Graves, Records and Admissions Office, Central Virginia Community College, 3506 Wards Road, Lynchburg, VA 24502.

Ink: Four-color process throughout.

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Stock: 50# white Husky Offset.

Binding: Saddle stitch on the long side.

Packaging: Schedules that deliver to the college (approximately 7,500) shall be bundled and tied in groups of 50. Bundles shall be shrink wrapped or strapped to industry-standard four-way pallets. Placement, preparation and presentation of labels, schedules, bundling and pallets shall comply with the current Post Office regulations and standards in a manner that allows for expeditious processing.

Delivery: 7,500 copies of the 2011 Spring/Summer Schedules shall be delivered to the college and 116,000 copies of the Schedules shall be delivered to the Post Office no later than November 3, 2010.

7,500 copies of the 2011 Fall Schedules shall be delivered to the college no later than April 6, 2011. 116,000 copies of the Schedules, which will be mailed, shall be stored by the contractor and delivered to the post office on June 29, 2011.

At the college, contractor's truck shall be backed to the building and college personnel will unload it using a forklift. Contractor shall move loaded pallets to rear of truck for unloading. Contractor shall contact college 24 hours prior to delivery. The specific contact person and telephone number will be provided after award.

Delivery hours at the college are Monday – Friday, 8am – 4:30pm.

Mailing: The college will use their own indicia. The contractor shall mail from the Lynchburg Post Office and charge postage to the College deposit bulk account. The contractor shall submit a copy of the Post Office mailing certifications with invoice; and shall provide the College with backup documentation, i.e., Post Office "Statement of Mailing /Weighing", "Dispatch Certificate" and /or mail house delivery tickets

Contractor or sub-contractor shall provide any necessary mailing labels, label, sort, bag/tie, as appropriate. Mailing labels shall be affixed on each schedule in the appropriate place. Each label shall have the notation "Residential Customer". Contractor shall provide acceptable proof of mailing, itemized by quantity per zone (urban, rural, PO box, star) and route. *Placement of labels and preparation of schedule shall comply with current postal regulations.*

In-city copies shall be mailed as per current postal regulations using address labels which contractor shall furnish; rural area copies shall be mailed in accordance with current postal regulations for non-labeled mail.

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Residential*** City and rural designation zip codes are as follows
(exclude boxes in city codes):

23939	Evergreen
23958	Pamplin
24104	Huddleston; Leesville
24121	Moneta
24122	Montvale; Blue Ridge
24174	Thaxton
24179	Stewartsville; Camblissburg
24501	Lynchburg
24502	Lynchburg
24503	Lynchburg
24504	Lynchburg
24517	Altavista
24521	Amherst
24522	Appomattox
24523	Bedford
24526	Big Island; Pdalar Mills
24528	Brookneal
24533	Clifford
24536	Coleman Falls
24538	Concord
24550	Evington
24551	Forest
24554	Gladys
24556	Goode
24569	Long Island
24570	Lowry
24571	Lynch Station
24572	Madison Heights
24574	Monroe
24588	Rustburg
24593	Spout Spring
24595	Sweet Briar

List of zip codes shall be updated and purchased within 90 days of mailing.

Invoice: College must receive the "Statement of Mailing with Permit Imprints -- Third Class mail (non-profit rates only)" form before invoices will be processed. Disks/artwork must be returned to the college before invoice will be processed. Contractor must provide an itemized invoice/statement to show all the costs invoiced in the particular issue. It will be compared to the quantity received at the college and the receipt from the post office.

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TERMS AND CONDITIONS

Section 01

SCOPE

The purpose of this invitation for bid is to solicit SEALED bids whereby a contract may be established for furnishing printed Class Schedules, and necessary services described herein and per attached specification, for the Central Virginia Community College in Lynchburg, Virginia. The contract will be for a complete turnkey printing project: proofs, printing, folding/saddle stitched, mail preparation, mailing and delivery of spring/summer 2010 and fall 2010 semester schedules according to timelines and specifications. The contract will be for one (1) year with four (4) optional one-year renewal periods. The award will be made by GRAND TOTAL. Bidders are strongly encouraged to submit bids electronically through eVA. However, you may submit your bids in writing as described in the solicitation under Terms and Conditions – Section 02 (Paper Submission).

Section 02

PAPER SUBMISSION

PAPER SUBMISSION: When submitting a paper submission of the solicitation response the bidder shall return the response by mail (or hand deliver). All Bid Responses shall be submitted using the official state form provided for that purpose (No Exceptions). Bids shall be addressed as indicated below and should be identified in the following manner on the face of the envelope, Name of Bidder: __, Street or Box Number: __, City __, State __, Zip Code __; Solicitation Close Date and Time __, Solicitation No. __, Solicitation Description __, and Purchase Officer __. All Bids shall be delivered prior to bid closing (date and time) to the Division of Purchases and Supply, Attention: Bid Tabulation, 1111 East Broad Street (6th Floor), Richmond, VA 23219. No other un-requested correspondence or other bids should be placed in the envelope. It is the responsibility of the bidder to make sure that the bid response is delivered on time and to the correct location. The date and time recorded as stamped on the bid response at the receiving desk of the Department of Purchases and Supply shall be considered the official date and time of receipt. NO EXCEPTIONS! All persons delivering bid responses by hand must have proper identification with them. THIS IS A SEALED BID, NO FAXED RESPONSES TO THIS SOLICITATION WILL BE ACCEPTED!

Section 03

AWARD

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

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Section 04A

PRICE ESCALATION/DE-ESCALATION

Price adjustments may be permitted only for changes in the contractor's cost of paper. Price adjustments may also be allowed if the Commonwealth institutes an eVA transaction fee to be paid by vendors, effective eVA Terms and Conditions – Revised 6/12/2006. No price increases will be authorized during the first year of this contract, except for the eVA transaction fee. Price escalation may be permitted only at the end of this period and at each contract renewal thereafter and only when verified to the satisfaction of the purchasing office and supported by the Bureau of Labor and Statistics PPI index. The contract officer makes the decision to allow or deny a request for increase based upon the documentation submitted by the contractor. However, "across the board" price decreases are subject to implementation at any time and shall be immediately conveyed to the Commonwealth.

Section 04B

PRICE ESCALATION/DE-ESCALATION

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 of percentage of increase which is being passed on to the contractor by the contractor's suppliers.

Section 04C

PRICE ESCALATION/DE-ESCALATION

The purchasing office will notify the using agencies and the 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.

Section GEN

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.dgs.state.va.us/dps under "Manuals."

APP. LAWS AND COURTS

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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

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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.

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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

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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

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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/

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\$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

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time after the date of his objection, access to equivalent goods, services, or disbursements from an alternative provider.

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. DMBE-certified women- and minority-owned businesses are also considered small businesses when they have received DMBE small business certification. Small businesses must be certified by DMBE not later than the solicitation due date.

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).

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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

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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.

BID PRICE CURRENCY

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