

CONTRACT DOCUMENTS

**CITY OF LINCOLN-NEBRASKA
LANCASTER COUNTY
LINCOLN-LANCASTER COUNTY
PUBLIC BUILDING COMMISSION**

**Business Card and Letterhead Printing
Bid No. 09-219**

**Cornerstone Printing & Imaging
201 North 14th St.
Lincoln, NE 68508
402-437-0000**

**CITY OF LINCOLN, NEBRASKA, LANCASTER COUNTY, NEBRASKA AND
LINCOLN-LANCASTER COUNTY PUBLIC BUILDING COMMISSION
CONTRACT AGREEMENT**

THIS CONTRACT, made and entered into this _____ day of _____ 2009, by and between Cornerstone Printing & Imaging, 201 N. 14th St., Lincoln, NE 68508 hereinafter called "Contractor", and the City of Lincoln, Nebraska, a municipal corporation, and the County of Lancaster, Nebraska, a political subdivision of the State of Nebraska, and the Lincoln-Lancaster County Public Building Commission hereinafter called the "Owners".

WHEREAS, the Owners has caused to be prepared, in accordance with law, Specifications, Plans, and other Contract Documents for the Work herein described, and has approved and adopted said documents and has caused to be published an advertisement for and in connection with said Work, to-wit:

For providing **Business Card and Letterhead Printing, Bid No. 09-219**

and,

WHEREAS, the Contractor, in response to such advertisement, has submitted to the Owners, in the manner and at the time specified, a sealed Proposal in accordance with the terms of said advertisement; and,

WHEREAS, the Owners, in the manner prescribed by law has publicly opened, read aloud, examined, and canvassed the Proposals submitted in response to such advertisement, and as a result of such canvass have determined and declared the Contractor to be the lowest responsible bidder(s) for the said services for the sum or sums named in the Contractor's Proposal/Response and Attachment A of Contractor's Proposal/Response, a copy of which is attached hereto and made a part of this Contract;

NOW, THEREFORE, in consideration of the sums to be paid to the Contractor and the agreements herein contained, the Contractor and the Owners have agreed and hereby agree as follows:

1. The Contractor agrees to (a) furnish all tools, equipment, supplies, superintendence, transportation, and other accessories, services, and facilities; (b) furnish all materials, supplies, and equipment specified to be incorporated into and form a permanent part of the complete work; (c) provide and perform all necessary labor in a substantial and workmanlike manner and in accordance with the provisions of the Contract Documents; and (d) execute and complete all Work included in and covered by the Owners' award of this Contract to the Contractor, such award being based on the acceptance by the Owner of the Contractor's Proposal/Response, or part thereof, as follows:

Agreement to full proposal and Attachment A

2. The Owners agree to pay to the Contractor for the performance of the Work embraced in this Contract, the Contractor agrees to accept as full compensation therefor, the following sums and prices for all Work covered by and included in the Contract award and designated above, payment thereof to be made in the manner provided by the Owners:

Owners will pay for products and performance of the Work according to the pricing as listed in Contractors Accepted Proposal and Attachment A, a copy thereof being attached to and made a part of this Contract. Owners shall order on as an needed basis using the Vendor's on-line ordering system for the duration of the contract.

3. **EQUAL EMPLOYMENT OPPORTUNITY:** In connection with the carrying out of this project, the contractor shall not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, ancestry, disability, age or marital status. The Contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, sex, national origin, ancestry, disability, age or marital status. Such action shall include, but not be limited to, the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other compensation; and selection for training, including apprenticeship.

4. Contract Term. This Contract shall be effective upon execution by both parties. The Work included in this Contract shall begin upon execution by both parties. The term of the Contract shall be a two (2) year term from the date of execution by both parties. The parties shall have the option to renew the Contract for one (1) additional two (2) year term upon the written mutual consent of the parties.
5. Owner Inclusion. It is understood and agreed by all parties that "Owner/s" shall include the City of Lincoln, Lancaster County, Nebraska and Lincoln-Lancaster County Public Building Commission. Whenever in the Contract documents, including the instructions to bidders, specifications, insurance requirements, bonds, and terms and conditions of any other documents which are a part of the Contract, a singular entity is referenced (i.e., "the City" or "the County" or "Building Commission") it shall mean the "Owners" encompassing the City of Lincoln, Lancaster County and Lincoln-Lancaster County Public Building Commission.
6. E-Verify. In accordance with Neb. Rev. Stat. 4-108 through 4-114, the contractor agrees to register with and use a federal immigration verification system, to determine the work eligibility status of new employees performing services within the state of Nebraska. A federal immigration verification system means the electronic verification of the work authorization program of the Illegal Immigration Reform and Immigrant Responsibility Act of 1996, 8 USC 1324a, otherwise known as the E-Verify Program, or an equivalent federal program designated by the United States Department of Homeland Security or other federal agency authorized to verify the work eligibility status of a newly hired employee pursuant to the Immigration Reform and Control Act of 1986. The Contractor shall not discriminate against any employee or applicant for employment to be employed in the performance of this section pursuant to the requirements of state law and 8 U.S.C.A. 1324b. The contractor shall require any subcontractor to comply with the provisions of this section.
7. Termination. This Contract may be terminated by the following:
 - 7.1) Termination for Convenience. Either party may terminate this Contract upon thirty (30) days written notice to the other party for any reason without penalty.
 - 7.2) Termination for Cause. The Owners may terminate the Contract for cause if the Contractor:
 - 7.2.1) Refuses or fails to supply the proper labor, materials and equipment necessary to provide Business Card Printing.
 - 7.2.2) Disregards Federal, State or local laws, ordinances, regulations, resolutions or orders.
 - 7.2.3) Otherwise commits a substantial breach or default of any provision of the Contract Document. In the event of a substantial breach or default the Owners will provide the Contractor written notice of said breach or default and allow the Contractor ten (10) days from the date of the written notice to cure such breach or default. If said breach or default is not cured within ten (10) days from the date of notice, then the contract shall terminate.
8. Independent Contractor It is the express intent of the parties that this contract shall not create an employer-employee relationship. Employees of the Contractor shall not be deemed to be employees of the Owners and employees of the Owners shall not be deemed to be employees of the Contractor. The Contractor and the Owners shall be responsible to their respective employees for all salary and benefits. Neither the Contractor's employees nor the Owners' employees shall be entitled to any salary, wages, or benefits from the other party, including but not limited to overtime, vacation, retirement benefits, workers' compensation, sick leave or injury leave. Contractor shall also be responsible for maintaining workers' compensation insurance, unemployment insurance for its employees, and for payment of all federal, state, local and any other payroll taxes with respect to its employees' compensation.

9. The Contract Documents comprise the Contract, and consist of the following:

- 1. The Instructions to Bidders
- 2. The Insurance Clause
- 3. Special Provisions
- 4. Accepted Proposal,/Response
- 5. Attachment A
- 6. The Contract Agreement
- 7. The Specifications for Bid No. 09-219
- 8. Sales Tax Exemption Form 13

These Contract Agreements, together with the other Contract Documents herein above mentioned, form this Contract, and they are as fully a part of the Contract as if hereto attached or herein repeated.

The Contractor and the Owners hereby agree that all the terms and conditions of this Contract shall be binding upon themselves, and their heirs, administrators, executors, legal and personal representatives, successors, and assigns.

IN WITNESS WHEREOF, the contractor and the Owners do hereby execute this contract:

Dated this ____ day of _____, 2009.

Lancaster County, Nebraska

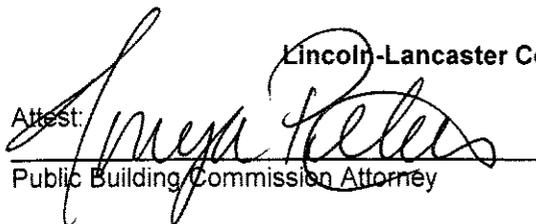
Contract Approved as to Form:

The Board of County Commissioners of
Lancaster, Nebraska

Lancaster County Attorney

Dated _____

Lincoln-Lancaster County Public Building Commission

Attest: 
Public Building Commission Attorney


Chairperson, Public Building Commission

Dated 12.08.09

City of Lincoln, Nebraska

Attest

City Clerk

Mayor

Dated _____

Contractor

Cornerstone Printing & Imaging
Company Name

Kevin Thomas
By:

201 W. 14th St.
Street Address

Thomas
Name (Print)
[Signature]
Signature

Lincoln NE 68508
City State Zip Code

Co-Owner/CM
Title

402/437-0000
Telephone Number(s)

12/21/09
Dated

City of Lincoln/Lancaster County (Lincoln Purchasing) Supplier Response

Bid Information		Contact Information		Ship to Information
Bid Creator	Robert Walla Asst. Purchasing Agent	Address	Purchasing\City & County 440 S. 8th St. Lincoln, NE 68508	Address
Email		Contact	Robert Walla Asst. Purchasing Agent	Contact
Phone	1 (402) 441-8309	Department		Department
Fax	1 (402) 441-6513	Building		Building
Bid Number	09-219	Floor/Room		Floor/Room
Title	Business Card and Letterhead Printing	Telephone	1 (402) 441-8309	Telephone
Bid Type	Bid	Fax	1 (402) 441-6513	Fax
Issue Date	09/16/2009	Email	rwalla@lincoln.ne.gov	Email
Close Date	9/30/2009 12:00:00 PM CST			
Need by Date				

Supplier Information

Company Cornerstone Printing & Imaging
 Address 201 North 14th Street

 Lincoln, NE 68508

Contact
 Department
 Building
 Floor/Room
 Telephone 1 (402) 4370000
 Fax 1 (402) 4370001
 Email
 Submitted 9/29/2009 2:44:51 PM CST
 Total \$2.6729

Signature _____

Supplier Notes

Bid Notes

Only bids from companies with a Web-Based Ordering System will be considered.

 See Specifications for additional requirements.

Bid Messages

Please review the following and respond where necessary

#	Name	Note	Response
1	Specifications	I acknowledge reading and understanding the specifications.	Yes

2	Electronic Signature	Please check here for your electronic signature.	Yes
3	Instructions to Bidders	I acknowledge reading and understanding the Instructions to Bidders.	Yes
4	Contact	Name of person submitting this bid:	Kevin Thomas
5	Annual Requirements	I acknowledge reading and understanding the Annual Requirements.	Yes
6	City/County Specialty Letterhead	List the additional cost for letterhead with colored or specialty paper and/or additional logos and print from the Standard Design.	Unique projects will be priced separately upon request.
7	Raised Lettering and Logos	List the additional cost to the standard business card and standard letterhead if the customer chooses raised lettering or a raised gold stamp.	Many variables will contribute to costs. We will be happy to bid this on a project by project basis
8	Online Ordering Requirement	How many years have you been serving customers with an online ordering system as listed in the Specifications?	Over 7 years.
9	References	List the company name, contact name, address and phone number for at least 2 companies that have utilized your online ordering system in the last 2 years.	Olsen Associates, Suzy Thompson; 458-5947 and Sue Craft with Duncan Aviation, 475-2611
10	Custom Orders	Will your company provide quantity pricing to the departments, and include that pricing in the department's online system, as listed in the Line Items below for custom Letterhead and Business Cards?	Yes. We can customize each portal to have pricing for multiple quantity options.
11	Emergency Card Orders	Do you have a process in place which allows departments to order small quantities of cards prior to receiving a printed order of 500? YES or NO If yes, what is the cost per card for 50 cards using standard paper and PMS-286 blue ink?	Yes. Standard City Quick Copy pricing would apply. Approximately \$15.
12	Layout and Design Fee - Business Cards	What is the cost per hour for layout and design of business cards? How much time does will it take to layout and design a standard business card?	\$45 per hour. Typically 10-15 minutes.
13	Layout and Design Fee - Letterhead	What is the cost per hour for layout and design of letterhead? How long does it normally take for the layout and design of standard letterhead?	\$45 per hour. Typically 10-15 minutes per department
14	Orders Below Minimum Order Penalty Fee	What is the penalty fee for agencies ordering cards or letterhead prior to the minimum order being met?	Minimum press cost for letterhead or business runs are \$49.

Line Items

#	Qty	UOM	Description	Response
1	1	EA	8.5"x11" Standard City Letterhead - Horizontal YOU MUST BID PER SHEET (PAPER & PRINTING) BID QUANTITY - 100 - 500 SHEETS	\$0.49
Item Notes: To be printed on 60# Text White Exact Offset Opaque paper. One color (PMS-286 blue ink). Price must include delivery to locations throughout the City of Lincoln. Letterhead will be shrink wrapped in bundles of 500 or less. Minimum order shall be 100 sheets. A disk will be provided with page layout and locations of all agencies.				
Supplier Notes: Price listed is for 100				
2	1	EA	8.5"x11" Standard City Letterhead - Horizontal YOU MUST BID PER SHEET (PAPER & PRINTING) BID QUANTITY - 501 - 2000 SHEETS	\$0.11
Item Notes: To be printed on 60# Text White Exact Offset Opaque paper. One color (PMS-286 blue ink). Price must include delivery to locations throughout the City of Lincoln. Letterhead will be shrink wrapped in bundles of 500 or less. Minimum order shall be 500 sheets. A disk will be provided with page layout and locations of all agencies.				
Supplier Notes: Price for 501 sheets				
3	1	EA	8.5"x11" Standard City Letterhead - Horizontal YOU MUST BID PER SHEET (PAPER & PRINTING) BID QUANTITY - 2,001 - 5,000 SHEETS	\$0.043
Item Notes: To be printed on 60# Text White Exact Offset Opaque paper. One color (PMS-286 blue ink). Price must include delivery to locations throughout the City of Lincoln. Letterhead will be shrink wrapped in bundles of 500. Minimum order shall be 2000 sheets. A disk will be provided with page layout and locations of all agencies.				
Supplier Notes:				
4	1	EA	8.5"x11" Standard City Letterhead - Horizontal YOU MUST BID PER SHEET (PAPER & PRINTING) BID QUANTITY - 5,001 - 15,000 SHEETS	\$0.0292
Item Notes: To be printed on 60# Text White Exact Offset Opaque paper. One color (PMS-286 blue ink). Price must include delivery to locations throughout the City of Lincoln. Letterhead will be shrink wrapped in bundles of 500. Minimum order shall be 5001 sheets. A disk will be provided with page layout and locations of all agencies.				
Supplier Notes:				
5	1	EA	8.5"x11" Standard City Letterhead - Vertical YOU MUST BID PER SHEET (PAPER & PRINTING) BID QUANTITY 100-500 SHEETS	\$0.49
Item Notes: To be printed on 60# Text White Exact Offset Opaque paper. One color (PMS-286 blue ink). Price must include delivery to locations throughout the City of Lincoln. Letterhead will be shrink wrapped in bundles of 500 or less. Minimum order shall be 100 sheets. A disk will be provided with page layout and locations of all agencies				

Supplier Notes:

6	1	EA	8.5"x11" Standard City Letterhead - Vertical YOU MUST BID PER SHEET (PAPER & PRINTING) BID QUANTITY - 501 - 2000 SHEETS	\$0.11
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Item Notes: To be printed on 60# Text White Exact Offset Opaque paper.
 One color (PMS-286 blue ink).
 Price must include delivery to locations throughout the City of Lincoln.
 Letterhead will be shrink wrapped in bundles of 500 or less.
 Minimum order shall be 500 sheets.
 A disk will be provided with page layout and locations of all agencies.

Supplier Notes:

7	1	EA	8.5"x11" Standard City Letterhead - Vertical YOU MUST BID PER SHEET (PAPER & PRINTING) BID QUANTITY - 2,001 - 5,000 SHEETS	\$0.043
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Item Notes: To be printed on 60# Text White Exact Offset Opaque paper.
 One color (PMS-286 blue ink).
 Price must include delivery to locations throughout the City of Lincoln.
 Letterhead will be shrink wrapped in bundles of 500.
 Minimum order shall be 2000 sheets.
 A disk will be provided with page layout and locations of all agencies.

Supplier Notes:

8	1	EA	8.5"x11" Standard City Letterhead - Vertical YOU MUST BID PER SHEET (PAPER & PRINTING) BID QUANTITY - 5,001 - 15,000 SHEETS	\$0.292
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Item Notes: To be printed on 60# Text White Exact Offset Opaque paper.
 One color (PMS-286 blue ink).
 Price must include delivery to locations throughout the City of Lincoln.
 Letterhead will be shrink wrapped in bundles of 500.
 Minimum order shall be 5001 sheets.
 A disk will be provided with page layout and locations of all agencies.

Supplier Notes:

9	1	EA	8.5"x11" Standard County Letterhead - Horizontal Printing YOU MUST BID PER SHEET (PAPER & PRINTING) BID QUANTITY 100-500	\$0.49
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Item Notes: To be printed on 60# Text White Exact Offset Opaque paper.
 One color (PMS-286 blue ink).
 Price must include delivery to locations throughout Lancaster County.
 Letterhead will be shrink wrapped in bundles of 500 or less.
 Minimum order shall be 100 sheets.
 A disk will be provided with page layout and locations of agencies.

Supplier Notes:

10	1	EA	8.5"x11" Standard County Letterhead - Horizontal Printing YOU MUST BID PER SHEET (PAPER & PRINTING) BID QUANTITY 501 - 2,000	\$0.11
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Item Notes: To be printed on 60# Text White Exact Offset Opaque paper.
 One color (PMS-286 blue ink).
 Price must include delivery to locations throughout Lancaster County.
 Letterhead will be shrink wrapped in bundles of 500.
 Minimum order shall be 500 sheets.
 A disk will be provided with page layout and locations of agencies.

Supplier Notes:

11	1	EA	8.5"x11" Standard County Letterhead - Horizontal Printing YOU MUST BID PER SHEET (PAPER & PRINTING) BID QUANTITY 2,001 - 5,000	\$0.043
Item Notes: To be printed on 60# Text White Exact Offset Opaque paper. One color (PMS-286 blue ink). Price must include delivery to locations throughout Lancaster County. Letterhead will be shrink wrapped in bundles of 500. Minimum order shall be 2000 sheets. A disk will be provided with page layout and locations of agencies.				
Supplier Notes:				
12	1	EA	8.5"x11" Standard County Letterhead - Horizontal Printing YOU MUST BID PER SHEET (PAPER & PRINTING) BID QUANTITY 5,001 - 15,000	\$0.0292
Item Notes: To be printed on 60# Text White Exact Offset Opaque paper. One color (PMS-286 blue ink). Price must include delivery to locations throughout Lancaster County. Letterhead will be shrink wrapped in bundles of 500. Minimum order shall be 5000 sheets. A disk will be provided with page layout and locations of agencies.				
Supplier Notes:				
13	1	EA	City of Lincoln Standard Business Card Blue PMS-286 Ink	\$0.0185
Item Notes:				
Supplier Notes: This price is based on a minimum of 8 names of 500 cards printed together. Or, a total of 4000 cards per order. Multiple divisions may be ganged together. Minimum press price for an order is \$50.00.				
14	1	EA	City of Lincoln Police Department - Custom Business Card - Double Sided PMS Blue 286 Ink	\$0.03
Item Notes:				
Supplier Notes: This price is based on a minimum of 4 names of 500 cards printed together, or a total of 2000 cards per order. Minimum press price for an order of double sided cards will be \$60. May be ganged with other departments double-sided PMS 286 cards				
15	1	EA	City of Lincoln Fire Department Business Card - Double Sided - PMS 286 Blue Ink 	\$0.03
Item Notes:				
Supplier Notes: This price is based on a minimum of 4 names of 500 cards printed together, or a total of 2000 cards per order. Minimum press price for an order of double sided cards will be \$60. May be ganged with other departments double-sided PMS 286 cards				
16	1	EA	Lancaster County Standard Business Card Blue PMS-286 Ink	\$0.0185
Item Notes:				
Supplier Notes: This price is based on a minimum of 8 names of 500 cards printed together. Or, a total of 4000 cards per order. Multiple divisions using PMS 286 ink may be ganged together. Minimum press price for an order is \$50.00.				

17	1	EA	Lancaster County Sheriff Department Business Card Tan Paper - Black Ink - Double Sided	\$0.11
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Item Notes:

Supplier Notes: Volume discount would apply for multiple names. This is priced assuming 1 name ordering at a time. If 8 names were ganged together, price would drop to 0.06/card. Also, could be run digitally for a much reduced rate for small orders.

18	1	EA	Lancaster County Commissioners Business Card - Gold Seal 	No Bid
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Item Notes:

Supplier Notes: Will need to see printed sample to determine cost for gold foil die.

19	1	EA	Lancaster County Emergency Management Business Card 	No Bid
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Item Notes:

Supplier Notes: Would need to see card in order to bid it.

20	1	EA	Lancaster County Treasurers Department Business Card See attachment for color and design	\$0.11
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Item Notes:

Supplier Notes: Priced based on 500 cards for 1 name. If 4 names were ganged together (or 2000 cards), price would drop to \$0.032

21	1	EA	Area Agency on Aging - Standard Business Card See Bid Attachment for Design Blue PMS-286 Ink	\$0.0185
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Item Notes:

Supplier Notes: This price is based on a minimum of 8 names of 500 cards printed together. Or, a total of 4000 cards per order. Multiple divisions using PMS 286 ink may be ganged together. Minimum press price for an order is \$50.00.

22	1	EA	Area Agency on Aging - Custom Business Card Gray Paper/Black Lettering See bid attachment for design.	\$0.058
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Item Notes:

Supplier Notes: This card is typically run digitally and ordered in small quantities. Therefore, we priced it as if 500 were ordered and it was run digitally.

Response Total:				\$2.6729
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ATTACHMENT A



11/30/09

Robert L. Walla
City/County Purchasing
Finance Department
440 S. 8th Street
Suite 200; SW Wing
Lincoln, NE 68508

RE: Bid No. 09-219

Dear Mr. Walla-

Per your request, the following is a better breakdown of the price breaks that the city/county would have on the standard letterhead:

<u>Quantity:</u>	<u>Price per Sheet:</u>
100	\$0.49
250	\$0.21
500	\$0.11
750	\$0.078
1000	\$0.061
2000	\$0.043
3500	\$0.0325
5000	\$0.0292
7500	\$0.025
10000	\$0.023
15000	\$0.021

The pricing would automatically show the person ordering their end price and/or price per sheet. In addition, we would probably suggest that each portal have a graph that shows various price breaks to help them decipher the best quantity for their budget.

Let me know if you have any questions.

Regards,

A handwritten signature in black ink, appearing to read "K. Thomas".

Kevin Thomas
Owner/General Manager

SPECIFICATIONS BUSINESS CARD AND LETTERHEAD PRINTING

1. **SUPPLEMENTAL INSTRUCTIONS TO BIDDERS**
 - 1.1 The City of Lincoln and Lancaster County are requesting bids for the printing and delivery of business cards and letterhead.
 - 1.2 Bid price shall include the entire cost of printing and delivering business cards and letterhead to all City of Lincoln and Lancaster County agencies and departments, including labor, materials, accessories and any other expenses.
 - 1.3 Only vendors who can provide a proven online ordering system will be considered.
 - 1.4 Bidder shall submit bid documents and all supporting material via e-bid.
 - 1.5 All inquiries regarding these specifications shall be directed via e-mail or faxed request to Bob Walla, Asst. Purchasing Agent (rwalla@lincoln.ne.gov) Or Fax:(402)441-6513.
 - 1.5.1 These inquiries and/or responses shall be distributed to prospective bidders electronically as an addenda.
 - 1.5.2 The City/County Purchasing Office shall only reply to written inquiries received within five (5) calendar days of bid opening.
 - 1.6 Award for this bid will not be based on price alone.
 - 1.6.1 System functionality and ease of use will be evaluated when making award.
 - 1.7 The term of the contract will be for (2) two years with the option to renew for (1) one additional (2) two year period.

2. **ONLINE ORDERING REQUIREMENTS**
 - 2.1 Vendor must have a web-based online ordering system that has been utilized by other customers for at least one year.
 - 2.2 System requirements shall include, but not be limited to, the following functions:
 - 2.2.1 Easy to read instructions and prompts from one screen to the next.
 - 2.2.2 Numerous logins and passwords for departments based on style and type of card used.
 - 2.2.3 Ability to enter Name, 1-3 Phone Numbers, Email Address, Title and Website into template for each employee.
 - 2.2.4 Ability to enter the number of cards for purchase.
 - 2.2.5 Ability to track card order via website or directly to one individual at vendor location.
 - 2.2.6 Security options available to protect against unauthorized orders.
 - 2.2.7 Ability to proof card while online before giving approval for printing.
 - 2.2.8 A standard or customized card template for each department or agency that has been approved by a City/County representative.
 - 2.2.9 Price for cards will appear on the proof sheet based on the quantity and style of card ordered.
 - 2.2.10 Other capabilities that may be available which would be a benefit to the City and County.
 - 2.3 Vendor must be able to demonstrate their system upon request by the City/County Purchasing office.

3. **BUSINESS CARD PRINTING REQUIREMENTS**

- 3.1 It is estimated that there are approximately 1,800 business card users in the City and County.
- 3.2 There are standard cards for City and County use and specialized cards for certain departments.
- 3.3 Standard cards use 80 lb Cover - Exact Offset Opaque white paper with Blue PMS-286 Ink.
 - 3.3.1 All other cards shall be 80 lb Cover paper with various colored paper and ink.
 - 3.3.2 Vendor will provide pricing in their ebid response for various types of cards ordered.
- 3.4 Standard City cards will bleed in the upper left hand corner.
- 3.5 Current files for most cards will be made available to the selected vendor in the form of a Corel Draw file.
 - 3.5.1 Vendor must have the ability to layout and design cards that currently do not have a file.
 - 3.5.2 Vendor shall provide a cost per card for layout and design in their ebid response.
- 3.6 No agency or individual will be allowed to change, alter or totally revise any cards without the consent and approval of the City and/or County representative.
- 3.7 Business cards shall have a minimum of 10% recycled content paper.
- 3.8 Business cards will be quoted based on an order of 500 cards.
 - 3.8.1 Vendor may provide quotes to departments for other quantities as requested.
- 3.9 Vendor shall have a process in place to print or copy cards for new employees to use until their new order is complete.
 - 3.9.1 Vendor shall provide a quote for these cards which will be used on an as-needed basis.

4. **LETTERHEAD PRINTING REQUIREMENTS**

- 4.1 It is estimated that there are approximately 50 different letterheads printed in the City and County.
- 4.2 There are standard letterhead for City and County use with specialized letterhead for certain departments.
- 4.3 Standard letterhead uses 60 lb - Exact Offset Opaque white paper with Blue PMS-286 Ink.
 - 4.3.1 All other letterhead shall be 60 lb paper with various colored paper and ink.
 - 4.3.2 Vendor will provide pricing in their ebid response for various types and quantities of letterhead ordered.
- 4.4 Current files for some letterhead will be made available to the selected vendor in the form of a Corel Draw file.
 - 4.4.1 Vendor must have the ability to layout and design letterhead that currently do not have a file.
 - 4.4.2 Vendor shall provide a cost per letterhead for layout and design in their ebid response.
- 4.5 No agency or individual will be allowed to change, alter or totally revise any letterhead without the consent and approval of the City and/or County representative.
- 4.6 Letterhead shall have a minimum of 10% recycled content paper.

5. **ORDERS AND DELIVERY**

- 5.1 City and County agencies shall order cards and letterhead from the online ordering program in various quantities at a price which will be listed in the Vendors ebid response.
- 5.2 The total minimum order for the best pricing available shall be a total of 2,000 cards or letterhead.
 - 5.2.1 Agencies who wish to order before the minimum quantity is met shall have the option to pay an additional fee for cards or letterhead.
- 5.3 Vendor shall provide desktop delivery to all City and County agencies within the Lincoln City Limits.