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LANCASTER COUNTY
CLERK

CONTRACT DOCUMENTS

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

**ANNUAL REQUIREMENTS
FOR
ENVELOPE SUPPLY AND PRINTING
FOR
CITY OF LINCOLN, LANCASTER COUNTY,
AND PUBLIC BUILDING COMMISSION
BID NO. 13-283**

**Nebraska Printing Center
2145 No. Cotner Blvd.
Lincoln, NE 68505
402.466.8521**

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

THIS CONTRACT, made and entered into this 29 day of October 2013, by and between **Nebraska Printing Center, 2145 No. Cotner Blvd, Lincoln, NE 68505**, 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 have 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 Annual Requirements for Envelope Supply and Printing for the City of Lincoln, Lancaster County, and Public Building Commission, Bid No. 13-283 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/Supplier Response 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/Supplier Responses submitted in response to such advertisement, and as a result of such canvass has determined and declared the Contractor to be the lowest responsible bidder for the said Work for the sum or sums named in the Contractor's Proposal/Supplier Responses, a copy thereof being attached to and made a part of this Contract;

NOW, THEREFORE, in consideration of the sums to be paid to the Contractor and the mutual covenants 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; provide and perform all necessary (c) vlabor 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, or part thereof, as follows:

Agreement to full proposal.

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 therefore, 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:

The Owners will pay for products/service, according to the Line Item pricing as listed in Contractors Proposal/Supplier Response, a copy thereof being attached to and made a part of this Contract. The Owners shall order on an as- needed basis for the duration of the contract. The total cost of products or services for County agencies shall not exceed \$16,000.00 during the contract term without approval by the Board of Commissioners. The total cost of products or services for City Departments shall not exceed \$24,000.00 during the contract term without approval. The total cost of products or services for the Public Building Commission shall not exceed \$1,700.00 during the contract term without approval by the Board of the Public Building Commission.

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. 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 U.S.C. 1324 a, 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.
5. Termination. This Contract may be terminated by the following:
 - 5.1) Termination for Convenience. Either party may terminate this Contract upon thirty (30) days written notice to the other party for any reason without penalty.
 - 5.2) Termination for Cause. The Owners may terminate the Contract for cause if the Contractor:
 - 5.2.1) Refuses or fails to supply the proper labor, materials and equipment necessary to provide services and/or commodities.
 - 5.2.2) Disregards Federal, State or local laws, ordinances, regulations, resolutions or orders.
 - 5.2.3) 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.
6. 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.
7. 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 or 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 Building Commission.

8. Contract Term. This Contract shall be effective upon execution by all parties. The term of the Contract will be for three (3) years with the option to renew for two (2) additional one (1) year periods. The term will be from **November 1, 2013 through October 31, 2016**.
9. The Contract Documents comprise the Contract, and consist of the following:
1. Contract Agreement
 2. Accepted Proposal/Response
 3. Specifications
 4. Addendum No. 1
 5. Special Provisions
 6. Insurance Requirements
 7. Instructions to Bidders
 8. Notice to Bidders
 9. 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.

EXECUTION BY THE CITY OF LINCOLN, NEBRASKA

ATTEST:

Teresa J. Meier
City Clerk



CITY OF LINCOLN, NEBRASKA

Shawn Hubbs
Finance Director

Approved by Directorial Order _____

dated 10/10/13

LINCOLN-LANCASTER COUNTY PUBLIC BUILDING COMMISSION

Attest:

Rod Cooper
Public Building Commission Attorney

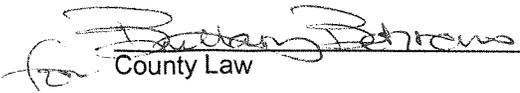
Kary Hubbs
Chairperson, Public Building Commission

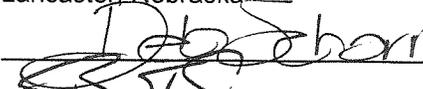
dated 11-05-13

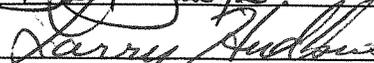
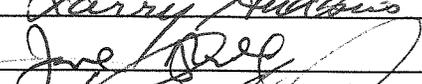
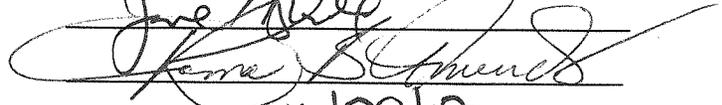
EXECUTION BY LANCASTER COUNTY, NEBRASKA

Contract Approved as to Form:

The Board of County Commissioners of
Lancaster, Nebraska


County Law

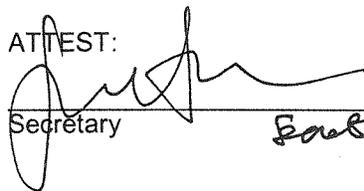





dated 10/29/13

EXECUTION BY CONTRACTOR

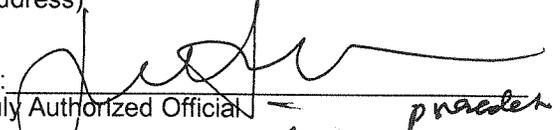
IF A CORPORATION:

ATTEST:


Secretary Boyle (SEAL)

NEBRASKA PRINTING CENTER INC
Name of Corporation

Box 5125
(Address)

By: 
Duly Authorized Official president

president
Legal Title of Official

IF OTHER TYPE OF ORGANIZATION:

Name of Organization

Type of Organization

(Address)

By: _____
Member

By: _____
Member

IF AN INDIVIDUAL:

Name

Address

Signature

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

Bid Information		Contact Information		Ship to Information
Bid Creator	Sharon R. Mulder Asst Purchasing Agent	Address	Purchasing\City & County	Address
Email	smulder@lincoln.ne.gov		440 S. 8th St.	Contact
Phone	(402) 441-7410		Lincoln, NE 68508	Department
Fax	(402) 441-6513	Contact	Sharon Mulder, Asst. Purchasing Agent	Building
Bid Number	13-283 Addendum 1	Department		Floor/Room
Title	Annual Requirements - Envelope Supply and Printing for City of Lincoln - Lancaster County - Public Building Commission	Building		Telephone
Bid Type	Bid	Floor/Room		Fax
Issue Date	08/30/2013	Telephone	1 (402) 441-7428	Email
Close Date	9/13/2013 12:00:00 PM CT	Fax	1 (402) 441-6513	
Need by Date		Email	smulder@lincoln.ne.gov	

Supplier Information

Company Nebraska Printing Center
 Address 2145 No. Cotner Blvd.
 Lincoln, NE 68505

Contact
 Department
 Building
 Floor/Room
 Telephone 1 (402) 466-8521
 Fax 1 (402) 466-6272
 Email
 Submitted 9/12/2013 3:17:31 PM CT
 Total \$2,902.75

Signature _____

Supplier Notes _____

Bid Notes _____

Bid Activities _____

Bid Messages _____

Please review the following and respond where necessary

#	Name	Note	Response
1	Instructions to Bidders	I acknowledge reading and understanding the Instructions to Bidders.	Yes
2	Specifications	I acknowledge reading and understanding the specifications.	Yes
3	Sample Contract	I acknowledge reading and understanding the sample contract.	Yes
4	Insurance Requirements	I acknowledge reading and understanding the Insurance Requirements.	Yes
5	Annual Requirements	I acknowledge reading and understanding the Annual Requirements.	Yes
6	Special Provision Term Contract Provisions	I acknowledge reading and understanding the Special Provision Term Contract Provisions.	Yes
7	Term Clause of Contract	(a) Bid prices firm for the full contract period. YES or NO (b) Bid prices subject to escalation/de-escalation YES or NO (c) If (b), state period for which prices will remain firm: through _____	a
8	Proposal Submittals	I have completed the requirements of Section 5 in the specifications and included them as an attachment (Response Attachment) to this document.	Yes
9	Renewal is an Option	Contract Extension Renewal is an option.	Yes
10	Quarterly Reports	Our company shall provide detailed reports on a quarterly basis, or more often if requested, showing the activities of all agencies using the services described in the contract.	Yes
11	Paper Stock	Please provide the paper stock of the 24lb. white envelopes you are bidding.	impact commercial
12	Desktop Delivery	Our company will provide desktop pickup and delivery as needed to locations throughout the City of Lincoln, NE.	Yes
13	Contractor References	If you have not held a contract with the Owners for the last 3 years for similar projects you must provide (3)three references for contracts similar in nature to the work required in this project. Each reference must include the following: Owner: Street Address: City: State: Zip: Name Owners Representative: Phone: Contract Amount: INFORMATION SHALL BE ATTACHED TO THE RESPONSE ATTACHMENT SECTION OF YOUR EBID.	YES
14	Quick Quotes	We agree to provide the requesting agency or the City/County Purchasing department with "Quick Quotes" for all projects as requested. Quick Quotes are due back to the requesting agency or department within 24 hours of request. Quick Quotes will be required for quantities that exceed the amounts listed in the Line Item section of the Ebid.	Yes

- 15 Fees For File Changes If an agency provides a disk with print files, will there be any set-up or change-order fees?
 If yes, what are they and specify why you are charging this fee. no
- 16 Reprint Fees If your company produces a print job for an agency, will you charge a set-up fee on the following order if no changes are made to the file? Indicate with YES or NO. If YES, what is the charge? no
- 17 Recycled Paper Content I have bid the lowest price paper on the Line Items for each product without consideration for recycling content. The Recycled content of the paper being bid on all Line Items is:
 THE PRICE TO INCREASE THE PC RECYCLED CONTENT FOR PAPER WILL INCREASE BY WHAT PERCENTAGE?
 LIST THE RECYCLE CONTENT AND PERCENTAGE INCREASE AT RIGHT!! 0
- 18 Kindred Items In the event an order is made for a product or service not listed specifically in this contract, will you offer pricing comparable to the items listed. Yes
- 19 Numbers in Price Box I acknowledge, understand and hereby verify that ONLY numbers have been typed into the Unit Price box in the Line Item section of this ebid response. I further understand that if any symbols or letters (other than a decimal point for dollars and cents) have been typed into the Unit Price box that it will result in my bid showing an amount of \$0 for respective line items. Yes
- 20 Bid award I acknowledge and understand that the City, County and/or Public Building Commission reserves the right to award bids item-by-item, with or without alternates/options, by groups, or "lump sum" such as shall best serve the requirements and interests of the City, County and/or Public Building Commission.

 If your pricing is based on an all-or-nothing basis, please indicate so in the Supplier Notes section of your E-Bid response. Yes
- 21 Contact Name of person submitting this bid: Jeff Maldaner
- 22 Electronic Signature Please check here for your electronic signature. Yes
- 23 Agreement to Addendum No. 1 Respondent hereby certifies that the change set forth in this addendum has been incorporated in their proposal and is part of their bid.
Reason: See Bid Attachments section for Addendum information. Yes

Line Items

#	Qty	UOM	Description	Response
1	1,000	EA	#10 Plain Envelopes - 24lb. White RETURN ADDRESS PRINTED ON LEFT HAND CORNER IN ONE (1) COLOR QUANTITY: 1,000 to 2,500	\$0.0303
Item Notes: MINIMUM ORDER WILL BE 1,000. Approximate number of these envelopes is 20,000 (combined with line items 1-2-3-4)				
Supplier Notes: Cost per 1000 is \$30.25 pricing is based on an all-or-nothing				
2	2,500	EA	#10 Plain Envelopes - 24lb. White RETURN ADDRESS PRINTED ON LEFT HAND CORNER IN ONE (1) COLOR QUANTITY: 2,500 to 5,000	\$0.0303
Item Notes: MINIMUM ORDER WILL BE 1,000. Approximate number of these envelopes is 20,000 (combined with line items 1-2-3-4)				
Supplier Notes: cost per 1000 is \$30.25 pricing is based on an all-or-nothing				
3	5,000	EA	#10 Plain Envelopes - 24lb. White RETURN ADDRESS PRINTED ON LEFT HAND CORNER IN ONE (1) COLOR QUANTITY - 5,000 - 7,500	\$0.0303
Item Notes: MINIMUM ORDER WILL BE 1,000. Approximate number of these envelopes is 20,000 (combined with line items 1-2-3-4)				
Supplier Notes: cost per 1000 is \$30.25 pricing is based on an all-or-nothing				
4	7,500	EA	#10 Plain Envelopes - 24lb. White RETURN ADDRESS PRINTED ON LEFT HAND CORNER IN ONE (1) COLOR QUANTITY - 7,500 - 10,000	\$0.0303
Item Notes: MINIMUM ORDER WILL BE 1,000. Approximate number of these envelopes is 20,000 (combined with line items 1-2-3-4)				
Supplier Notes: cost per 1000 is \$30.25 pricing is based on an all-or-nothing				
5	1,000	EA	#10 Plain Envelopes - 60lb. White Cougar Offset Opaque Text Paper. RETURN ADDRESS PRINTED IN LEFT HAND CORNER (ONE COLOR) QUANTITY - 1,000 - 2,500	\$0.0355
Item Notes: MINIMUM ORDER WILL BE 1,000. Approximate number of these envelopes is 145,000 (combined with line items 5, 6, 7 and 8)				
Supplier Notes: cost per 1000 \$35.49 pricing is based on an all-or-nothing				

6	2,500	EA	#10 Plain Envelopes - 60lb. White Cougar Offset Opaque Text Paper. RETURN ADDRESS PRINTED IN LEFT HAND CORNER (ONE COLOR) QUANTITY - 2,500 - 5,000	\$0.0355
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Item Notes: MINIMUM ORDER WILL BE 1,000.
 Approximate number of these envelopes is 145,000 (combined with line items 5, 6, 7 and 8)

Supplier Notes: cost per 1000 \$35.49
pricing is based on an all-or-nothing

7	5,000	EA	#10 Plain Envelopes - 60lb. White Cougar Offset Opaque Text Paper. RETURN ADDRESS PRINTED IN LEFT HAND CORNER (ONE COLOR) QUANTITY - 5,000 - 7,500	\$0.0355
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Item Notes: MINIMUM ORDER WILL BE 1,000.
 Approximate number of these envelopes is 145,000 (combined with line items 5, 6, 7 and 8)

Supplier Notes: cost per 1000 \$35.49
pricing is based on an all-or-nothing

8	7,500	EA	#10 Plain Envelopes - 60lb. White Cougar Offset Opaque Text Paper. RETURN ADDRESS PRINTED IN LEFT HAND CORNER (ONE COLOR) QUANTITY - 7,500 - 10,000	\$0.0355
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Item Notes: MINIMUM ORDER WILL BE 1,000.
 Approximate number of these envelopes is 145,000 (combined with line items 5, 6, 7 and 8)

Supplier Notes: cost per 1000 \$35.49
pricing is based on an all-or-nothing

9	1,000	EA	#10 Window Envelopes - 24lb. White RETURN ADDRESS PRINTED ON LEFT HAND CORNER IN ONE (1) COLOR QUANTITY - 1,000 - 2,500	\$0.0266
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Item Notes: MINIMUM ORDER WILL BE 1,000.
Standard Left Window
Approximate number of these envelopes is 420,000 (combined with line items 9, 10, 11 and 12)

Supplier Notes: cost per 1000 \$26.57
pricing is based on an all-or-nothing

10	2,500	EA	#10 Window Envelopes - 24lb. White RETURN ADDRESS PRINTED IN LEFT HAND CORNER (ONE COLOR) QUANTITY - 2,500 - 5,000	\$0.0266
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Item Notes: MINIMUM ORDER WILL BE 1,000.
Standard Left Window
Approximate number of these envelopes is 420,000 (combined with line items 9, 10, 11 and 12)

Supplier Notes: cost per 1000 \$26.57
pricing is based on an all-or-nothing

11 5,000 EA #10 Window Envelopes - 24lb. White
 RETURN ADDRESS PRINTED IN LEFT HAND CORNER (ONE COLOR)
 QUANTITY - 5,000 - 7,500 \$0.0266

Item Notes: MINIMUM ORDER WILL BE 1,000.
Standard Left Window
Approximate number of these envelopes is 420,000 (combined with line items 9, 10, 11 and 12)

Supplier Notes: cost per 1000 \$26.57
pricing is based on an all-or-nothing

12 7,500 EA #10 Window Envelopes - 24lb. White
 RETURN ADDRESS PRINTED IN LEFT HAND CORNER (ONE COLOR)
 QUANTITY - 7,500 - 10,000 \$0.0266

Item Notes: MINIMUM ORDER WILL BE 1,000.
Standard Left Window
Approximate number of these envelopes is 420,000 (combined with line items 9, 10, 11 and 12)

Supplier Notes: cost per 1000 \$26.57
pricing is based on an all-or-nothing

13 1,000 EA #9 Plain Envelopes - 24lb. White
 RETURN ADDRESS PRINTED IN LEFT HAND CORNER (ONE COLOR)
 QUANTITY - 1,000 - 2,500 \$0.0242

Item Notes: MINIMUM ORDER WILL BE 1,000.
Approximate number of these envelopes is 125,000 (combined with line items 13, 14, 15 and 16)

Supplier Notes: cost per 1000 \$24.21
pricing is based on an all-or-nothing

14 5,000 EA #9 Plain Envelopes - 24lb. White
 RETURN ADDRESS PRINTED IN LEFT HAND CORNER (ONE COLOR)
 QUANTITY - 5,000 - 10,000 \$0.0242

Item Notes: MINIMUM ORDER WILL BE 1,000.
Approximate number of these envelopes is 125,000 (combined with line items 13, 14, 15 and 16)

Supplier Notes: cost per 1000 \$24.21
pricing is based on an all-or-nothing

15 10,000 EA #9 Plain Envelopes - 24lb. White
 RETURN ADDRESS PRINTED IN LEFT HAND CORNER (ONE COLOR)
 QUANTITY - 10,000 - 20,000 \$0.0242

Item Notes: MINIMUM ORDER WILL BE 1,000.
Approximate number of these envelopes is 125,000 (combined with line items 13, 14, 15 and 16)

Supplier Notes: cost per 1000 \$24.21
pricing is based on an all-or-nothing

16	20,000	EA	#9 Plain Envelopes - 24lb. White RETURN ADDRESS PRINTED IN LEFT HAND CORNER (ONE COLOR) QUANTITY - 20,000 - 25,000	\$0.0242
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Item Notes: MINIMUM ORDER WILL BE 1,000.
 Approximate number of these envelopes is 125,000 (combined with line items 13, 14, 15 and 16)

Supplier Notes: cost per 1000 \$24.21
pricing is based on an all-or-nothing

17	1,000	EA	#9 Window Envelopes - 24lb. White RETURN ADDRESS PRINTED IN LEFT HAND CORNER (ONE COLOR) QUANTITY - 1,000 - 2,500	\$0.0299
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Item Notes: MINIMUM ORDER WILL BE 1,000.
Standard Left Window
 Approximate number of these envelopes is 45,000 (combined with line items 17, 18, 19 and 20)

Supplier Notes: cost per 1000 \$29.89
pricing is based on an all-or-nothing

18	2,500	EA	#9 Window Envelopes - 24lb. White RETURN ADDRESS PRINTED IN LEFT HAND CORNER (ONE COLOR) QUANTITY - 2,500 - 5,000	\$0.0299
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Item Notes: MINIMUM ORDER WILL BE 1,000.
Standard Left Window
 Approximate number of these envelopes is 45,000 (combined with line items 17, 18, 19 and 20)

Supplier Notes: cost per 1000 \$29.89
pricing is based on an all-or-nothing

19	5,000	EA	#9 Window Envelopes - 24lb. White RETURN ADDRESS PRINTED IN LEFT HAND CORNER (ONE COLOR) QUANTITY - 5,000 - 10,000	\$0.0299
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Item Notes: MINIMUM ORDER WILL BE 1,000.
Standard Left Window
 Approximate number of these envelopes is 45,000 (combined with line items 17, 18, 19 and 20)

Supplier Notes: cost per 1000 \$29.89
pricing is based on an all-or-nothing

20	10,000	EA	#9 Window Envelopes - 24lb. White RETURN ADDRESS PRINTED IN LEFT HAND CORNER (ONE COLOR) QUANTITY - 10,000 - 25,000	\$0.0299
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Item Notes: MINIMUM ORDER WILL BE 1,000.
Standard Left Window
 Approximate number of these envelopes is 45,000 (combined with line items 17, 18, 19 and 20)

Supplier Notes: cost per 1000 \$29.89
pricing is based on an all-or-nothing

Response Total: \$2,902.75

**SPECIFICATIONS
FOR THE
ANNUAL SUPPLY OF ENVELOPE SUPPLY AND PRINTING
CITY OF LINCOLN - LANCASTER COUNTY - PUBLIC BUILDING COMMISSION**

1. SUPPLEMENTAL INSTRUCTIONS

- 1.1 It is the intent of this specification to describe the minimum acceptable requirements for Envelope Supply and Printing for the City of Lincoln, Lancaster County and Public Building Commission (hereinafter referred to as "Owners").
 - 1.1.1 Envelopes shall be commercial or business grade as specified in the Line Items. All printing will be done in one color or as requested.
 - 1.1.2 The minimum order for all envelopes will be **1,000**.
 - 1.1.3 It is estimated that the Owners use 800,000 envelopes per year.
 - 1.1.4 Where practical and depending on the overall cost, the Owners will make an effort to utilize recycled products.
 - 1.1.4.1 Vendor shall provide a unit price on the line items below for the lowest cost paper and then another price in the Attribute Section of the ebid listing the percentage of cost increase for paper containing 30% to 100% PC recycled materials.
- 1.2 Bidder shall submit bid documents and all supporting material via the e-bid system.
- 1.3 All inquiries regarding these specifications shall be directed via e-mail or faxed request to Sharon Mulder, Asst. Purchasing Agent (smulder@lincoln.ne.gov) Or Fax:(402)441-6513.
 - 1.3.1 These inquiries and/or responses shall be distributed to prospective proposers electronically as an addenda.
 - 1.3.2 The Owners shall only reply to written inquiries received within five (5) calendar days of bid opening.
- 1.4 The term of the contract will be for (3) three years with the option to renew for (2) two additional (1) one year periods.
- 1.5 Pricing provided in this bid shall be firm for a period of one year from the date of execution.
 - 1.5.1 Any price increases following the one year term must be submitted to the City Purchasing office within 30 days of the increase with detailed justification of the increase.
 - 1.5.1.1 Detailed information includes invoices from manufacturers showing the exact price and product being charged compared to earlier invoices for same product.
- 1.6 Price and service will be evaluated in the award of this bid.
 - 1.6.1 It is the intent of this bid to not award to more than one vendor for these services if the requirements listed are met.
- 1.7 Vendor shall return a disk with the artwork used for the envelope printing to the using agency upon completion of the job.

2. WARRANTY

- 2.1 Vendor shall warrant all work to be done properly and to the complete satisfaction of the using agency.
 - 2.1.1 Any product deemed unsatisfactory by the using agency will be picked up and replaced within 48 hours or sooner of the initial call to the selected vendor.

3. ACCEPTANCE OF MATERIAL

- 3.1 Orders will be placed online or via the phone by the agency requesting services.
- 3.2 All correspondence, including acknowledgment of receipt of orders, packing lists and invoices, shall carry the contract number assigned by City of Lincoln Purchasing Office.
- 3.3 A Final Inspection Checklist will be completed by City of Lincoln staff prior to payment being made to vendor.

4. **DELIVERY**

- 4.1 Unit bid prices shall include all delivery costs to locations in the City of Lincoln and Lancaster County.
- 4.2 Deliveries shall be made between the hours of 8:00 a.m. and 3:00 p.m., CDT, on normal City of Lincoln - Lancaster County - Public Building Commission working days.
- 4.3 Only companies providing desktop pickup and deliveries from/to City/County/PBC agencies will be considered for this bid.

5. **BIDDER SPECIFICATIONS**

- 5.1 **Bidders shall provide the following information as an attachment to the Response Attachment section of their ebid:**
 - 5.1.1 Number of delivery drivers for routes.
 - 5.1.2 How does your company propose to handle orders, deliveries and pickups?
 - 5.1.3 Provide the name, address and phone number of the primary contact person in charge of the City/County/PBC account.
 - 5.1.4 How will your company handle emergency requests.
 - 5.1.5 Provide a complete list of the equipment in your facility/s that will be used to print envelopes.
 - 5.1.6 Will you be subcontracting out any of the work you are given by the City/County/PBC? If yes, what will be subbed out and to whom?
 - 5.1.7 Provide a complete list of artwork software your company uses in your business.
 - 5.1.7.1 Are you willing to purchase the Windows Version of CorelDrawX3 software that is compatible with the City/County/PBC software in order to more easily transfer files back and forth?
 - 5.1.8 Provide a sample Order Sheet which will be used for envelope orders by the agencies.
 - 5.1.9 Will you provide technical assistance if requested by an agency?
 - 5.1.9.1 If yes, who would provide that service?
 - 5.1.10 Provide a brief company outline which includes your company structure and number of years in the envelope and printing business.
 - 5.1.11 Provide a list of any "value added" services provided by your company which will be of benefit to the City/County/PBC.
 - 5.1.12 Do you currently have an on-line ordering system in place?
 - 5.1.12.1 Do you have the capability to set up a website where you would show the various envelopes under contract, allow the department to insert their printed information on a template and verify a receipt of order from that department? If yes, are you willing to show us how the system would work and any additional costs associated with maintaining this type of service. If no, would you consider setting the system up based on our needs?

6. **TRAINING REQUIREMENTS**

- 6.1 In the event of a "Copy/Printing Vendor Fair" being scheduled during the term of this contract; the awarded Vendor will participate in this activity and provide a complete description of the services that have been awarded to your company to City/County/PBC employees.

**Addendum #1
For
Annual Supply and Print for City, County, and PBC
Bid No. 13-283**

Addenda are instruments issued by the City prior to the date for receipt of offers which will modify or interpret the specification document by addition, deletion, clarification or correction.

Please acknowledge receipt of this addendum in the space provided in the Attribute Section.

Be advised of the following changes and clarifications to the City's specification and bidding documents:

1. There has been an additional five (5) line items added to the bid. The line items are of the same; but different quantity breakdowns and not just added at the end. They have been added in their envelope type.

All other terms and conditions shall remain unchanged.

Dated this 9th day of September, 2013.

Sharon Mulder
Asst. Purchasing Agent