

A-88003
C-14-0008

CONTRACT DOCUMENTS

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

**ANNUAL REQUIREMENTS
FOR
OFFSET PRINTING AND RELATED SERVICES
BID NUMBER 13-301**

**Cornerstone Printing & Imaging
1201 Infinity Court
Lincoln, NE 68512
402-477-0815**

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

THIS CONTRACT, made and entered into this _____ day of _____ 2013, by and between Cornerstone Printing & Imaging, 1201 Infinity Court, Lincoln, NE 68512, , 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 Offset Printing and Related Services, Bid No. 13-301
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; (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, or part thereof, as follows:

Agreement to all line items, except No Bids on lines 7.1, and 7.2 of Contractor's Proposal. Plus addition Poster and Banner pricing as listed in 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 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 and Public Building Commission is estimated to be \$90,000.00 during the contract period for all contracted vendors. The total cost of products or services for City Departments is estimated to be \$450,000.00 during the contract period for all contracted vendors.

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 shall be three (3) years from the date of execution by both parties. The parties shall have the option to renew the contract for two (2) additional one (1) year terms upon the written mutual consent of the parties..
9. The Contract Documents comprise the Contract, and consist of the following:
 1. Contract Agreement
 2. Accepted Proposal/Response
 3. Attachment A
 4. Special Provisions
 5. Specifications
 6. Instructions to Bidders
 7. Insurance Requirements
 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.

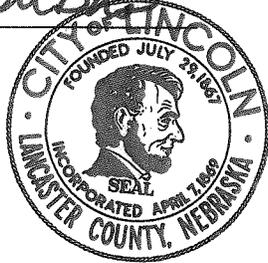
EXECUTION BY THE CITY OF LINCOLN, NEBRASKA

ATTEST:

deputy

Sandy L. Duba

 City Clerk



CITY OF LINCOLN, NEBRASKA

[Signature]

 Mayor

Approved by Resolution No. A-88003

dated 12-20-13

LINCOLN-LANCASTER COUNTY PUBLIC BUILDING COMMISSION

Attest:

Paul Cooper

 Public Building Commission Attorney

Larry Hedberg

 Chairperson, Public Building Commission

dated 01-14-14

EXECUTION BY LANCASTER COUNTY, NEBRASKA

Contract Approved as to Form:

The Board of County Commissioners of
Lancaster, Nebraska

Richard Shalman
County Law / Deputy County Attorney

[Signature]
[Signature]
[Signature]
[Signature]
dated 11/7/14

EXECUTION BY CONTRACTOR

IF A CORPORATION:

ATTEST:

Secretary (SEAL)

Cornerstone Printing + Imaging
Name of Corporation
1201 Tattinity Ct Lincoln, NE 68512
(Address)

By: [Signature]
Duly Authorized Official
President + Secretary of Board
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



1201 Infinity Court • Lincoln, NE 68512
p: 402.437.0000 • f: 402.437.0001

City of Lincoln & Lancaster County Large Format Pricing for Contract 13-301

Banners:

- \$4.75/square foot on vinyl material
- \$1.00/square foot for welding/hemming edges
- \$1.00/grommet
- Set Up Fee: \$9.95 per file for non PDF; No charge for PDF art

Quick Reference guide (all banners welded with 4 grommets):

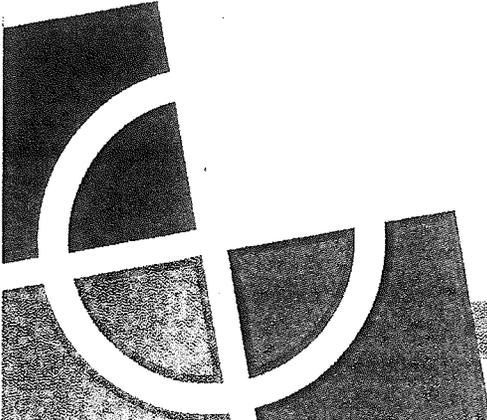
- 3x4 banner=\$73.00
- 3x6 Banner=\$107.50
- 3x10 Banner=\$176.50
- Maximum printing width is 62 inches. Length is unlimited.
- Gloss or matte vinyl available, in addition to hundreds of other substrates. Prices may vary depending on stock selection.

Posters:

- \$4.75/square foot for prints on 14 pt gloss paper

Quick Reference guide:

- 3x4 poster=\$57.00
- 3x6 poster=\$71.25
- 4x5 poster=\$95.00
- 3x10 Poster=\$142.50
- Maximum printing width is 62 inches. Length is unlimited



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	Address
Email	rwalla@lincoln.ne.gov		440 S. 8th St.	
Phone	1 (402) 441-8309		Lincoln, NE 68508	Contact
Fax	1 (402) 441-6513	Contact	Robert Walla Asst. Purchasing Agent	Department
Bid Number	13-301			Building
Title	Annual Requirements For Offset Printing and Related Services	Department		Floor/Room
		Building		Telephone
Bid Type	Bid	Floor/Room		Fax
Issue Date	10/04/2013	Telephone	1 (402) 441-8309	Email
Close Date	10/18/2013 12:00:00 PM CT	Fax	1 (402) 441-6513	
Need by Date		Email	rwalla@lincoln.ne.gov	

Supplier Information

Company Cornerstone Printing & Imaging
 Address 1201 Infinity Court

 Lincoln, NE 68512

 Contact
 Department
 Building
 Floor/Room
 Telephone 1 (402) 4370000
 Fax 1 (402) 4370001
 Email
 Submitted 10/17/2013 11:35:43 AM CT
 Total \$6,741.725

Signature _____

Supplier Notes _____

Bid Notes _____

Bid Activities _____

Bid Messages _____

Please review the following and respond where necessary

#	Name	Note	Response
1	Insurance Requirements	I acknowledge reading and understanding the Insurance Requirements.	Yes
2	Specifications	I acknowledge reading and understanding the specifications.	Yes
3	Electronic Signature	Please check here for your electronic signature.	Yes
4	Instructions to Bidders	I acknowledge reading and understanding the Instructions to Bidders.	Yes
5	Contact	Name of person submitting this bid:	Kevin Thomas
6	Annual Requirements	I acknowledge reading and understanding the Annual Requirements.	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.) Our intent would be to hold the price for the term of the contract. Should the stock be discontinued, we would need to adjust pricing depending on a suitable replacement. b.) No
8	Proposal Submittals	I have completed the requirements of Section 5 and included them as an attachment (Response Attachment) to this document.	Yes
9	Confidential Information	Our company will have procedures in place to ensure that any and all documents reproduced by the Vendor will remain confidential throughout the printing process. Failure to comply may result in immediate termination of this contract.	Yes
10	Quarterly Reports	Our company shall have the capability to 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	Desktop Delivery	Our company will provide desktop pickup and delivery as needed to locations throughout the City of Lincoln, NE.	Yes
12	Contractor References	If you have not held a contract with the Owners for the last 3 years for similar projects you must provide (2)two 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
13	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 1-24 hours of request.	Yes
14	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.	Fees are built in the the cost per 1000. Typically, \$10/file.

- | | | | |
|----|------------------------|--|--|
| 15 | 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. |
| 16 | Recycled Paper | 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!! | White Paper: 0%; Colored Bond: 30% PCW |
| 17 | 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 |
| 18 | Subcontractor Services | Does your company subcontract out print jobs or other service which are described or specified in this bid? YES or NO
If YES, what do you subcontract out?

Do you agree to inform the ordering department that you are using subcontractor for their print job at time of order? YES or NO

If you subcontract out work for any type of project, will you mark up the price? YES or NO
If YES, how much is your markup? | No |

Line Items

#	Qty	UOM	Description	Response
1	1	PKG	OFFSET PRINTING PRICING - 8.5x11 Paper QUANTITIES FOR TOTAL OF 1,000	\$647.36

Item Notes:

Supplier Notes:

Package Line Items: You are not required to respond to all lines in the package

#	Qty	UOM	Description	Response
1.1	1	M	8.5x11 - 20# Bond White Paper - 1 color/1 side BID PER THOUSAND!	51.63

Supplier Notes:

1.2	1	M	8.5x11 - 20# Bond White Paper - 1 color/2 side BID PER THOUSAND!	60.71
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Supplier Notes:

1.3	1	M	8.5x11 - 20# Bond Colored Paper - 1 color/1 side BID PER THOUSAND!	57.30
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Supplier Notes:

1.4	1	M	8.5x11 - 20# Bond Colored Paper - 1 color/2 side BID PER THOUSAND!	59.09
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Supplier Notes:

1.5	1	M	8.5"x11 - 20# Bond Paper - Full Color/1 side BID PER THOUSAND!	204.33
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Supplier Notes:

1.6	1	M	8.5"x11 - 20# Bond Paper - Full Color/2 side BID PER THOUSAND!	214.30
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Supplier Notes:

2	1	PKG	OFFSET PRINTING PRICING - 8.5x14 Paper QUANTITIES FOR TOTAL OF 1,000	\$804.00
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Item Notes:

Supplier Notes:

Package Line Items: You are not required to respond to all lines in the package

#	Qty	UOM	Description	Response
2.1	1	M	8.5x14 - 20# Bond White Paper - 1 color/1 side BID PER THOUSAND!	55.82

Supplier
Notes:

2.2	1	M	8.5x14 - 20# Bond White Paper - 1 color/2 side BID PER THOUSAND!	79.09
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Supplier
Notes:

2.3	1	M	8.5x14 - 20# Bond Colored Paper - 1 color/1 side BID PER THOUSAND!	63.39
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Supplier
Notes:

2.4	1	M	8.5x14 - 20# Bond Colored Paper - 1 color/2 side BID PER THOUSAND!	76.71
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Supplier
Notes:

2.5	1	M	8.5"x14 - 20# Bond Paper - Full Color/1 side BID PER THOUSAND!	218.65
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Supplier
Notes:

2.6	1	M	8.5"x14 - 20# Bond Paper - Full Color/2 side BID PER THOUSAND!	310.34
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Supplier
Notes:

3	1	PKG	OFFSET PRINTING PRICING - 11x17 Paper QUANTITIES FOR TOTAL OF 1,000	\$868.91
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Item Notes:

Supplier Notes:

Package Line Items: You are not required to respond to all lines in the package

#	Qty	UOM	Description	Response
3.1	1	M	11x17 - 20# Bond White Paper - 1 color/1 side BID PER THOUSAND!	64.09

Supplier
Notes:

3.2	1	M	11x17 - 20# Bond White Paper - 1 color/2 side BID PER THOUSAND!	84.41
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Supplier
Notes:

3.3	1	M	11x17 - 20# Bond Colored Paper - 1 color/1 side BID PER THOUSAND!	75.64
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Supplier
Notes:

3.4	1	M	11x17 - 20# Bond Colored Paper - 1 color/2 side BID PER THOUSAND!	99.04
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Supplier
Notes:

3.5	1	M	11x17 - 20# Bond Paper - Full Color/1 side BID PER THOUSAND!	220.39
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Supplier
Notes:

3.6	1	M	11x17 - 20# Bond Paper - Full Color/2 side BID PER THOUSAND!	325.34
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Supplier
Notes:

4	1	PKG	OFFSET PRINTING PRICING - 8.5x11 Paper QUANTITIES FOR TOTAL OF 5,000	\$1,110.15
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Item Notes: LARGER QUANTITY PRICING

Supplier Notes:

Package Line Items: You are not required to respond to all lines in the package

#	Qty	UOM	Description	Response
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4.1	5	M	8.5x11 - 20# Bond White Paper - 1 color/1 side BID PER THOUSAND!	22.47
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Supplier
Notes:

4.2	5	M	8.5x11 - 20# Bond White Paper - 1 color/2 side BID PER THOUSAND!	24.83
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Supplier
Notes:

4.3	5	M	8.5x11 - 20# Bond Colored Paper - 1 color/1 side BID PER THOUSAND!	28.08
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Supplier
Notes:

4.4	5	M	8.5x11 - 20# Bond Colored Paper - 1 color/2 side BID PER THOUSAND!	29.68
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Supplier
Notes:

4.5	5	M	8.5"x11 - 20# Bond Paper - Full Color/1 side BID PER THOUSAND!	55.79
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Supplier
Notes:

4.6	5	M	8.5"x11 - 20# Bond Paper - Full Color/2 side BID PER THOUSAND!	61.18
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Supplier
Notes:

5	1	PKG	OFFSET PRINTING PRICING - 8.5x14 Paper QUANTITIES FOR TOTAL OF 5,000	\$1,504.25
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Item Notes: LARGER QUANTITY PRICING

Supplier Notes:

Package Line Items: You are not required to respond to all lines in the package

#	Qty	UOM	Description	Response
5.1	5	M	8.5x14 - 20# Bond White Paper - 1 color/1 side BID PER THOUSAND!	26.62

Supplier
Notes:

5.2	5	M	8.5x14 - 20# Bond White Paper - 1 color/2 side BID PER THOUSAND!	35.73
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Supplier
Notes:

5.3	5	M	8.5x14 - 20# Bond Colored Paper - 1 color/1 side BID PER THOUSAND!	34.11
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Supplier
Notes:

5.4	5	M	8.5x14 - 20# Bond Colored Paper - 1 color/2 side BID PER THOUSAND!	41.25
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Supplier
Notes:

5.5	5	M	8.5"x14 - 20# Bond Paper - Full Color/1 side BID PER THOUSAND!	70.77
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Supplier
Notes:

5.6	5	M	8.5"x14 - 20# Bond Paper - Full Color/2 side BID PER THOUSAND!	92.37
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Supplier
Notes:

6	1	PKG	OFFSET PRINTING PRICING - 11x17 Paper QUANTITIES FOR TOTAL OF 5,000	\$1,737.45
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Item Notes: LARGER QUANTITY PRICING

Supplier Notes:

Package Line Items: You are not required to respond to all lines in the package

#	Qty	UOM	Description	Response
6.1	5	M	11x17 - 20# Bond White Paper - 1 color/1 side BID PER THOUSAND!	34.80

Supplier
Notes:

6.2	5	M	11x17 - 20# Bond White Paper - 1 color/2 side BID PER THOUSAND!	43.31
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Supplier
Notes:

6.3	5	M	11x17 - 20# Bond Colored Paper - 1 color/1 side BID PER THOUSAND!	46.23
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Supplier
Notes:

6.4	5	M	11x17 - 20# Bond Colored Paper - 1 color/2 side BID PER THOUSAND!	55.30
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Supplier
Notes:

6.5	5	M	11x17 - 20# Bond Paper - Full Color/1 side BID PER THOUSAND!	72.48
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Supplier
Notes:

6.6	5	M	11x17 - 20# Bond Paper - Full Color/2 side BID PER THOUSAND!	95.37
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Supplier
Notes:

7	1	PKG	BINDING AND FINISHING SERVICES 	\$14.655
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Item Notes:

Supplier Notes:

Package Line Items: You are not required to respond to all lines in the package

#	Qty	UOM	Description	Response
7.1	1	EA	Plastic Comb w/Cardstock Covers	No Bid
Supplier Notes:				
7.2	1	EA	Plastic Comb w/Vinyl Covers	No Bid
Supplier Notes:				
7.3	1	EA	Coil Bind w/Cardstock Covers	0.55
Supplier Notes:				
7.4	1	EA	Coil Bind w/Vinyl Covers	0.75
Supplier Notes:				
7.5	1	EA	Machine Folding	0.02
Supplier Notes:				
7.6	1	EA	Hand Folding	0.04
Supplier Notes:				
7.7	1	EA	Hand Stapling Price per Set	0.04
Supplier Notes:				
7.8	1	EA	Machine Stapling Price per Set	0.02
Supplier Notes:				
7.9	1	EA	Hand Collating	0.025
Supplier Notes:				
7.10	1	EA	Hand Inserting	0.03
Supplier Notes:				

7.11	1	EA	Pouch Lamination (8.5x11)<3 mil. thick>	0.49
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Supplier
Notes:

7.12	1	EA	Pouch Lamination (11x17)<3 mil. thick>	0.69
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Supplier
Notes:

7.13	1	EA	Cutting Fee BID PER 1000	5.00
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Supplier
Notes:

7.14	1	EA	Drilling Fee BID PER 1000	6.50
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Supplier
Notes:

7.15	1	EA	Scratch Pads Cost Per 500 Sheets of Scratch Pad	0.50
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Supplier
Notes:

8	1	PKG	DIGITAL RIP FEES	\$54.95
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Item Notes:

Supplier Notes:

Package Line Items: You are not required to respond to all lines in the package

#	Qty	UOM	Description	Response
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8.1	1	EA	Digital RIP Fee (Non-PDF or Std File)	9.95
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Supplier
Notes:

8.2	1	EA	Digital RIP Fee (PDF or Std File)	0.00
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Supplier
Notes:

8.3	1	HR	Document Creation/Manipulation - Cost Per Hour	45.00
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Supplier
Notes:

Response Total:	\$6,741.725
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BIDDER SPECIFICATIONS

5.1 Bidders shall provide the following information as an attachment to the Response Attachment section of their bid:

5.1.1 Number of delivery drivers for routes.

We have 2 full time delivery drivers with the ability to add a 3rd. Our fleet consists of 2 vans and a box truck.

5.1.2 How does your company propose to handle orders, deliveries and pickups?

We offer both delivery and pick-up service. Our hours are 7:30-5:00 M-F. Orders can be placed online, by phone, by fax, or picked up.

5.1.3 Provide the name, address and phone number of the primary contact person in charge of the City/County/PBC account.

Patti Wenzel 1201 Infinity Court, Lincoln Ne 68512, 402-434-8513

5.1.4 How will your company handle emergency requests.

We have two shifts of operation M-F, so we are able to handle requests that should arise that would require overnight work. We do not assess rush fees to our clients.

5.1.5 Provide a complete list of the equipment in your facility/s that will be used to print envelopes.

Ryobi Press 3302, Ryobi Press 3200, Heidelberg GTO 4P and Konica Minolta Digital Press 8000, Komori 8 Color Perfector

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?

No, all products will be produced in house.

5.1.7 Provide a complete list of artwork software your company uses in your business.

We request a PDF, for this, we can accept other programs InDesign, Illustrator, PageMaker, Corel Draw 3 for the PC.

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?

We currently support that program

5.1.8 Provide a sample Order Sheet which will be used for print orders by the agencies.

We will set up a online order system, once bid is accepted, based on your specification, and requirements.

5.1.9 Will you provide technical assistance if requested by an agency?

Yes.

5.1.9.1 If yes, who would provide that service?

We have designers and account managers to help each department

5.1.10 Provide a brief company outline which includes your company structure and number

of years in the envelope and printing business. SEE ATTACHED DOCUMENT

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. SEE ATTACHED DOCUMENT

5.1.12 Do you currently have an on-line ordering system in place?

Yes. The City/County currently utilize many of our online technologies.

5.1.10 BRIEF HISTORY & CAPABILITIES OF CORNERSTONE PRINT & MARKETING

Our story begins on August 3rd, 1992, when founder Jay Wilkinson opened an AlphaGraphics Franchise at 14th and P in Lincoln. 1998 was a year of expansion when Jay opened a second AlphaGraphics in Omaha at 132nd and Center. After three years of continued growth, the AlphaGraphics in Lincoln and Omaha merged and left the AlphaGraphics network to become Cornerstone Print & Marketing. Kevin Thomas and Tim Meader became the managing owners as Jay spun-off the website development division to become Firespring.

Over the next decade, Cornerstone expanded by merging with Dietrich Printing, Heartland Press and Pressline. In 2010, Cornerstone merged with Lincoln printing pioneer, Boomers Printing Co. and expanded its footprint as the largest rapid-response printer in Nebraska.

In 2012 Cornerstone relocated from downtown Lincoln to 1201 Infinity Court into a state of the art 65,000 square foot office building and production facility. Cornerstone has enjoyed continued growth and is currently ranked #36 in *Quick Printing Magazine*.

5.1.11 Value Added Services

Cornerstone is a full service print and marketing services provider. As such, we offer a wide array of services that will be of value to the city/county. These include:

- Both digital and offset printing options: we can match the right equipment with the right job ensuring quality products, timely delivery and cost-effective solutions.
- 4 full time graphic designers on staff. Our designers are all very customer focused. We spend countless hours educating our clients on file manipulation and offer creative solutions to maximize the effects of a marketing piece
- Mailing Services

- Signage & Displays: We have added this product to our menu of services in order to meet our client's signage demands
- Redundant Account Managers: We will have two and often three dedicated staff members that will work with the City/County departments and divisions. This allows our clients to be able to reach someone internally at all times in order to give them an update on their projects.
- We are an industry leader in technology. Our web-to-print solutions are amount the best in the business. We are constantly updating our technology to make doing business with Cornerstone as convenient as possible.
- Prior history working with the City/County: We have had the privilege to work with the many departments and divisions for nearly 10 years. Over this time, we have worked out systems and procedures that will allow us to provide cost-effective solutions without sacrificing quality or turn times.