

Revised Lancaster County, Nebraska
PURCHASE ORDER
 Phone: (402) 441-7417

Page 1
 Date 8/29/13
 Order 15593-002 OD
 Brn/Plt 92006

Order number must appear on your invoice, packing slips, shipping documents, packages, and correspondence.

ISSUE TO:

Latsch's Inc
 200 Oak Creek Dr
 Lincoln NE 68528-1587

↓ INVOICE & DELIVERY TO LOCATION ↓

Lancaster County Clerk of the
 District Court
 Justice and Law Enforcement Bldg
 Third Floor
 575 S 10th St.
 Lincoln NE 68508

 Ordered - 09/09/11 Freight -
 Requested - 09/09/11 Taken By -
 Delivery -

Description / Supplier Item	Ordered	UM	Unit Cost	UM	Extension	Req. Dt
96657401600 Civil Letter Size Folders	5500	EA	.4900	EA	2,695.00	09/09/11

14 Point Manila File Folders
 Teal color letter size folders for Civil, 14 Pt., full cut with 2 ply end tab, to include: two (2) fasteners (2.75" C-C 2") per folder, positions 3 & 1 alternating every other folder with positions 4 & 2. Base fasteners to be strong fibre base bonded to inside surface of the folder, concealed when the folder is closed. All printing will be in Gotha typestyle, black ink, front of folder is to be imprinted, & Tab number must be visible from both sides of the folder. Tab shall be color coded, pre-printed or labeled 'CI14' with 4 digit, vertical consecutive numbering on each end tab. To be numbered starting with CI14-0001 through CI14-5500 each solid color beside the number shall be trimmed in black. Each folder shall have the following colors associatd with single and double digit numbers.

Numbers shall have the following background:

- | | | |
|------------------------|-----------------------|---------------------|
| No. 1's - Red | No. 5's - Dark Green | No. 9's - Brown |
| No. 2's - Light Orange | No. 6's - Sky Blue | No. 0's - Pink |
| No. 3's - Dark Orange | No. 7's - Deep Purple | |
| No. 4's - Lime Green | No. 8's - Lavender | 2014-Standard Color |

GENERAL: (Sample for review is available in the Clerk of the District Court Office) - Contact Simon as 402-441-7468 for artwork. Notify Simon three days prior to attempting delivery.

To be delivered by December 15, 2013 to : Clerk of the District Court
 575 South 10th Street, 3rd Floor
 Lincoln, NE 68508

96657401610 Criminal Court File Folders	1700	EA	.4900	EA	833.00	09/09/11
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Delivery -

Description / Supplier Item Ordered UM Unit Cost UM Extension Req. Dt
Green color letter size folders for Crimimal, 14 Pt. Red, full cut with 2
ply end tab to include: two (2) fasteners (2.75" C-C 2") per folder. positions
3 & 1 alternating every other folder with positions 4 & 2. Base fasteners to be
strong fibre base bonded to inside surface of the folder, concealed when the
folder is closed. All printing will be in Gotha typestyle, black ink, front of
folder to be imprinted, & Tab numbers must be visible from both sides of the
folder. Tab shall be color coded, pre-printed or labeled 'CR14' with 4 digit,
vertical consecutive numbering on each end tab. To be numbered starting with
CR14-0001 throuh CR14-1700 each solid color beside the number shall be trimmed
in black. Each folder shall have the following colors associatd with single and
double digit numbers.

Numbers shall have the following background:

- No. 1's - Red No. 5's - Dark Green No. 9's - Brown
No. 2's - Light Orange No. 6's - Sky Blue No. 0's - Pink
No. 3's - Dark Orange No. 7's - Deep Purple
No. 4's - Lime Green No. 8's - Lavender 2014-Standard Color

GENERAL: (Sample for review is available in the Clerk of the District Court
Office) - Contact Simon as 402-441-7468 for artwork. Notify Simon three days
prior to attempting delivery.

To be delivered by December 15, 2013 to: Clerk of the District Court
575 South 10th Street, 3rd Floor
Lincoln, NE 68508

96657401568
Juvenile Court File Folders 2000 EA .3400 EA 680.00 09/09/11
14 Pt. Letter Size Folders,
Maroon color letter size folders full cut with 2 ply end tab to include: 2

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Description / Supplier Item Ordered UM Unit Cost UM Extension Req. Dt
fasteners (2.75" C-C 2") per folder, at positions 3 & 1. Base fasteners to be strong fibre base bonded to inside surface of the folder, concealed when the folder is closed. All printing will be in Gotha Typestyle, black ink, front of folder is to be imprinted, & JV 14' w/4 digit, vertical consecutive numbering on end tab front, to begin with JV 14-0001 to JV 14-2000

Delivery of folders shall be no later than December 15, 2013

Folders shall be delivered F.O.B. Destination: Clerk of the District Court
575 So. 10th St., 3rd Floor
Lincoln, NE 68508

Contact Simon @ 402-441-7468 at the Clerk of the District Court Office for artwork and three days prior to attempting delivery.

Vendor agrees to all terms and condition per Quote 3651 and should call Simon for a sample to place this order and subsequent orders.

Blanket purchase order for contract period September 12, 2013 through September 11, 2014 with the option to renew for two additional one year terms.
Contract will end September 11, 2015.

Each year color of folder will change along with the year and quantity needed by approximately 10%. Orders will be placed on a yearly basis and delivered no later than December 15, of that year.

011.6210.63110

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Sales Tax

Total Order

Terms Due Upon Receipt

Tax Rt

4,208.00

Devin M. Meyer
 Purchasing Agent

**Amendment to Agreement
Lancaster County
File Folders - Clerk of District Court
Quote 3651
(2nd Renewal)**

This Amendment is hereby entered into on this 30 day of July, 2013, by and between Latsch's Inc., 200 Oak Creek Drive, Lincoln, NE 68528 (hereinafter "Contractor") and Lancaster County (hereinafter "County"), for the purpose of amending the Agreement dated September 9, 2011 under Purchase Order No. 15593 OD, (the "Agreement"), for Annual Supply for File Folders - Clerk of the District Court, Quote 3651, which is made a part hereof by this reference.

WHEREAS, the original term of the Contract is September 12, 2011 thru September 11, 2012, with the option to renew for three (3) additional one (1) year periods upon written mutual consent of both parties; and

WHEREAS, the Agreement was amended by the County to renew the agreement for an additional one (1) year period from September 12, 2012 thru September 11, 2013; and

WHEREAS, the parties wish to renew the Contract for an additional one (1) year term beginning September 12, 2013 thru September 11, 2014 and

NOW, THEREFORE, IN CONSIDERATION of the mutual covenants contained in the Agreement, Annual Supply for File Folders - Clerk of the District Court, Quote 3651, and stated herein the parties agree as follows:

- 1) The Agreement shall be renewed for an additional one (1) year term beginning September 12, 2013 thru September 11, 2014.
- 2) The estimated expenditures for Lancaster County Departments for the term of this renewal shall not exceed \$5,000.00.
- 2) All other terms of the Contract, not in conflict with this Amendment, shall remain in full force and effect.

The Parties do hereby agree to all the terms and conditions of this Amendment. This Amendment shall be binding upon the parties, their heirs, administrators, executors, legal and personal representatives, successors, and assigns.

Supplier, please sign and date. Mail back to our office; a faxed copy is not acceptable.

Company Name: (PLEASE PRINT)	LATSCH'S
By: (PLEASE PRINT)	MIKE MUELLEN
By: (PLEASE SIGN)	
Title:	ACCOUNT EXECUTIVE
Company Address: (PLEASE PRINT)	200 OAK CREEK DRIVE
Company Phone & Fax: (PLEASE PRINT)	(402) 323-7222 (402) 323-7239
E-Mail Address: (PLEASE PRINT)	MIKEM@LATSCHS.COM
Date: (PLEASE PRINT)	7/30/2013

P.O 15593

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

Bid Information

Bid Creator Shelly Hinze, Buyer
Email rhinze@lincoln.ne.gov
Phone 1 (402) 441-8313
Fax 1 (402) 441-6513

Bid Number 3651 Addendum 1
Title Annual Supply of District
Court File Folders
Bid Type Quote
Issue Date 09/02/2011
Close Date 9/8/2011 3:00:00 PM CST
Need by Date

Contact Information

Address Purchasing\City &
County
440 S. 8th St.
Lincoln, NE 68508
Contact Shelly Hinze Buyer
Department
Building
Floor/Room
Telephone 1 (402) 441-7416
Fax 1 (402) 441-6513
Email rhinze@lincoln.ne.gov

Ship to Information

Address Court, District
575 S. 10th St., 3rd
Floor
Lincoln, NE 68508
Contact Simon Rezac

Supplier Information

Company LATSCH'S INC.
Address 200 OAK CREEK DRIVE

LINCOLN, NE 68528

Contact
Department
Building
Floor/Room
Telephone 1 (402) 323-7222
Fax 1 (402) 323-7239
Email
Submitted 9/8/2011 8:37:05 AM CST
Total \$4,404.00

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	Terms & Conditions	I acknowledge reading and understanding the Terms and Conditions.	Yes
4	Renewal is an Option	Contract Extension Renewal is an option.	Yes
5	Term Clause of Contract	This bid is for a one (1) year term. If a contract would be issued for one (1) year with the option to renew for three (3) additional one (1) year periods (a) Would the bid price offered be less? Yes/No (b) If so, by what percentage or specific amount. ____% or \$_____ (c) Will your pricing remain firm for the four (4) year term? Yes/No	A)no, B)N/A, C)No - price subject to change for other years.
6	Quantities	I acknowledge that the quantities listed for each line item are the quantity needed for 2012. The City does not guarantee any dollar amount or order quantities for the term of the contract.	Y
7	Sample Pictures of File Folders	I acknowledge viewing and understanding the sample pictures of File Folders. Color and year displayed in sample are not true to specs.	Y
8	Contact	Name of person submitting this bid:	Mike Mueller
9	Electronic Signature	Please check here for your electronic signature.	Yes
10	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

Specifications for Annual Supply of Court File Folders

1. SUPPLEMENTAL INSTRUCTIONS TO BIDDERS

- 1.1 It is the intent of this specification to describe the minimum acceptable requirements for Annual Supply of Court File Folders for the Lancaster County District Court.
- 1.2 Contractor shall submit bid documents and all supporting materials via e-bid.
- 1.3 All inquiries regarding these specifications shall be directed to Shelly Hinze, Buyer, via e-mail request to (rhinze@lincoln.ne.gov) or faxed request to (402) 441-6513.
 - 1.3.1 These inquiries and/or responses shall be distributed to prospective Contractors electronically as an addenda.
- 1.4 Orders will be placed yearly.
- 1.5 File Folders need to be delivered yearly by December 15.
- 1.6 Pricing should include shipping/delivery to:
Clerk of the District Court, 3rd Floor
575 South 10th Street
Lincoln, NE 68508
- 1.7 Contract term will be a one year term with the option to renew for three additional one year terms.

2. CIVIL FILE FOLDERS

- 2.1. Yearly quantity is approximately 5,800 each - 14 Pt. Letter Size Folder.
 - 2.1.1 Yearly quantity may vary 10% +/-.
 - 2.1.2 Color of folder will change yearly.
 - 2.1.2.1 2012 folder will be Aqua
- 2.2. Full cut with 2 ply end tab, to include:
 - 2.2.1 Two (2) fasteners (2.75" C-C 2") per folder, positions 3 & 1 alternating every other folder with positions 4 & 2.
 - 2.2.2 Base fasteners to be strong fibre base bonded to inside surface of the folder, concealed when the folder is closed as per attached sample.
 - 2.2.3 All printing will be in Black Gotha type style.
 - 2.2.4 Front of folder is imprinted & tab numbers must be visible from both sides of the folder.
 - 2.2.5 Tab shall be color coded, pre-printed or labeled CI ?? (Year 12)12' w/4 digit, vertical consecutive numbering on each end tab.
 - 2.2.5.1 Label year will change with each year.
 - 2.2.6 Numbering to begin with CI (Year) - 0001 thru CI (Year) - ?????.
 - 2.2.6.1 Numbering will change yearly per quantity needed.
 - 2.2.7 2012 numbering will be CI 12 - 0001 thru CI 12 - 5800.
- 2.3. Each folder shall have the following colors associated with single and double digit numbers. (Calendar year).
 - 2.3.1. Numbers shall have the following background with each solid color beside the number shall be trimmed in black.
 - 2.3.1.1 Calendar Year (12) - Standard Color
 - 2.3.1.1.1 This number will change with the year.
 - 2.3.1.2 No. 1 Red
 - 2.3.1.3 No. 2 Light Orange
 - 2.3.1.4 No. 3 Dark Orange
 - 2.3.1.5 No. 4 Lime Green

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Lincoln, NE 68508
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 - 2.1.1 Yearly quantity may vary 10% +/-.
 - 2.1.2 Color of folder will change yearly.
 - 2.1.2.1 2012 folder will be Aqua
- 2.2. Full cut with 2 ply end tab, to include:
 - 2.2.1 Two (2) fasteners (2.75" C-C 2") per folder, positions 3 & 1 alternating every other folder with positions 4 & 2.
 - 2.2.2 Base fasteners to be strong fibre base bonded to inside surface of the folder, concealed when the folder is closed as per attached sample.
 - 2.2.3 All printing will be in Black Gotha type style.
 - 2.2.4 Front of folder is imprinted & tab numbers must be visible from both sides of the folder.
 - 2.2.5 Tab shall be color coded, pre-printed or labeled CI ?? (Year 12)12' w/4 digit, vertical consecutive numbering on each end tab.
 - 2.2.5.1 Label year will change with each year.
 - 2.2.6 Numbering to begin with CI (Year) - 0001 thru CI (Year) - ?????.
 - 2.2.6.1 Numbering will change yearly per quantity needed.
 - 2.2.7 2012 numbering will be CI 12 - 0001 thru CI 12 - 5800.
- 2.3. Each folder shall have the following colors associated with single and double digit numbers. (Calendar year).
 - 2.3.1. Numbers shall have the following background with each solid color beside the number shall be trimmed in black.
 - 2.3.1.1 Calendar Year (12) - Standard Color
 - 2.3.1.1 This number will change with the year.
 - 2.3.1.2 No. 1 Red
 - 2.3.1.3 No. 2 Light Orange
 - 2.3.1.4 No. 3 Dark Orange
 - 2.3.1.5 No. 4 Lime Green
 - 2.3.1.6 No. 5 Dark Green

- 2.3.1.7 No. 6 Sky Blue
- 2.3.1.8 No. 7 Deep Purple
- 2.3.1.9 No. 8 Lavender
- 2.3.1.10 No. 9 Brown
- 2.3.1.11 No. 0 Pink

3. **CRIMINAL FILE FOLDERS**

- 3.1. Yearly quantity is approximately 1,800 each - 14 Pt. Letter Size Folder.
 - 3.1.1 Yearly quantity may vary 10% +/-.
 - 3.1.2 Color of folder will change yearly.
 - 3.1.2.1 2012 folder will be Violet
- 3.2. Full cut with 2 ply end tab, to include:
 - 3.2.1 Two (2) fasteners (2.75" C-C 2") per folder, positions 3 & 1 alternating every other folder with positions 4 & 2.
 - 3.2.2 Base fasteners to be strong fibre base bonded to inside surface of the folder, concealed when the folder is closed as per attached sample.
 - 3.2.3 All printing will be in Black Gotha type style.
 - 3.2.4 Front of folder is imprinted & tab numbers must be visible from both sides of the folder.
 - 3.2.5 Tab shall be color coded, pre-printed or labeled CR ?? (Year 12) w/4 digit, vertical consecutive numbering on each end tab.
 - 3.2.6 Numbering to begin with CR (Year 12) - 0001 thru CR (Year 12) - ?????.
 - 3.2.6.1 Numbering will change yearly per quantity needed.
 - 3.2.6.2 2012 numbering will be CR 12 - 0001 thru CR 12 - 1800.
- 3.3. Each folder shall have the following colors associated with single and double digit numbers.
 - 3.3.1. Numbers shall have the following background with each solid color beside the number shall be trimmed in black.
 - 3.3.1.1 Calendar Year (12) - Standard Color
 - 3.3.1.1.1 This number will change with the year.
 - 3.3.1.2 No. 1 Red
 - 3.3.1.3 No. 2 Light Orange
 - 3.3.1.4 No. 3 Dark Orange
 - 3.3.1.5 No. 4 Lime Green
 - 3.3.1.6 No. 5 Dark Green
 - 3.3.1.7 No. 6 Sky Blue
 - 3.3.1.8 No. 7 Deep Purple
 - 3.3.1.9 No. 8 Lavender
 - 3.3.1.10 No. 9 Brown
 - 3.3.1.11 No. 0 Pink

4. **JUVENILE FILE FOLDERS**

- 4.1. Yearly quantity is approximately 2,000 each - 14 Pt. Letter Size Folder.
 - 4.1.1 Yearly quantity may vary 10% +/-.
 - 4.1.2 Color of folder will change yearly.
 - 4.1.2.1 2012 folder will be Orange.
- 4.2. Full cut with 2 ply end tab, to include:
 - 4.2.1 Two (2) fasteners (2.75" C-C 2") per folder, at positions 3 & 1.
 - 4.2.2 Base fasteners to be strong fibre base bonded to inside surface of the folder, concealed when the folder is closed as per attached sample.
 - 4.2.3 All printing will be in Black Gotha type style.
 - 4.2.4 Front of folder is imprinted & tab numbers must be visible from front side of the folder.

- 4.2.5 Tab shall be labeled JV 12 w/4 digit, vertical consecutive numbering on each end tab front.
 - 4.2.5.1 Label year will change with each year.
- 4.2.6 Numbering to begin with JV ??(Year 12) - 0001 thru JV (Year 12) - ????.
 - 4.2.6.1 Numbering will change each year per quantity needed.
 - 4.2.6.2 2012 numbering will be JV 12 - 0001 thru JV 12 - 2000.