

State of Vermont

Buildings and General Services
Office of Purchasing & Contracting
109 State St
Montpelier VT 05609-3001
USA

CONTRACT



Vendor ID 0000041408
Vermont Correctional Industries/Vermont
280 State Dr, NOB 2 S
Waterbury VT 05671-2000
USA

Contract ID 000000000000000000000000037189		Page 1 of 10
Contract Dates 10/01/2018 to 09/30/2020		Origin CPS
Description: CPS-PRINTED ENVELOPES		Contract Maximum \$240,000.00
Buyer Name Linda T Wortman	Buyer Phone 828-5684	Contract Status Approved

Phone #: (802) 241-1472

Line #	Item ID	Item Desc	UOM	Unit Price	Max Qty	Max Amt
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1	9835	NO. 10 REGULAR ENVELOPES PRINTED 24# WHITE WOVE RECYCLED CONTENT 30% PC. PRINTED ONE SIDE BLACK INK. SIDE SEAM CONSTRUCTION.	T	0.01000	0.00	0.00
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NOTE: /M DENOTES PER THOUSAND

500 PER BOX

1M - 4M PRICE: \$29.79/M (INCLUDES DELIVERY)

5M - 9M PRICE: \$25.50//M (INCLUDES DELIVERY)

10M - 19M PRICE: \$23.73/M (INCLUDES DELIVERY)

20M - 40M PRICE: \$21.91/M (INCLUDES DELIVERY)

OVER 40M PRICE: \$20.70/M (INCLUDES DELIVERY)

2 X 0 BLACK PLUS 1 PMS INK PRICING:

1M - 4M PRICE: \$41.20/M (INCLUDES DELIVERY)

5M - 9M PRICE: \$30.57 (INCLUDES DELIVERY)

10M - 19M PRICE: \$26.28/M (INCLUDES DELIVERY)

20M - 40M PRICE: \$23.07/M (INCLUDES DELIVERY)

OVER 40M PRICE: \$21.59/M (INCLUDES DELIVERY)

2	9836	NO. 10 OUTLOOK COMMERCIAL ENVELOPES 24# WHITE WOVE RECYCLED, 30% PC, PRINTED ONE SIDE BLACK.	T	0.01000	0.00	0.00
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NO. 10 OUTLOOK COMMERCIAL ENVELOPES 24# WHITE WOVE RECYCLED 30% PC NO. 10 WINDOW ENVELOPES PRINTED ONE SIDE BLACK INK. SIDE SEAM CONSTRUCTION. WINDOW PLACEMENT MUST MEET REQUIREMENT FOR USPS "FAST FORWARD" COA PROGRAM. DISTANCE BETWEEN RIGHT SIDE OF WINDOW AND RIGHT EDGE OF ENVELOPE MUST BE AT LEAST 4 3/4". DISTANCE BETWEEN BOTTOM OF ENVELOPE AND BOTTOM OF WINDOW MUST BE AT LEAST 5/8".

500 PER BOX

1M - 4M PRICE: \$32.79/M (INCLUDES DELIVERY)

5M - 9M PRICE: \$28.51/M (INCLUDES DELIVERY)

10M - 19M PRICE: \$26.73/M (INCLUDES DELIVERY)

20M - 40M PRICE: \$24.79/M (INCLUDES DELIVERY)

OVER 40M PRICE: \$23.46/M (INCLUDES DELIVERY)

2 X 0 BLACK PLUS 1 PMS INK PRICING:

1M - 4M PRICE: \$44.20/M (INCLUDES DELIVERY)

5M - 9M PRICE: \$33.58/M (INCLUDES DELIVERY)

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Contract ID 00000000000000000000000037189		Page 2 of 10
Contract Dates 10/01/2018 to 09/30/2020		Origin CPS
Description: CPS-PRINTED ENVELOPES		Contract Maximum \$240,000.00
Buyer Name Linda T Wortman	Buyer Phone 828-5684	Contract Status Approved

Phone #: (802) 241-1472

Line #	Item ID	Item Desc	UOM	Unit Price	Max Qty	Max Amt
		10M - 19M PRICE: \$29.28/M (INCLUDES DELIVERY)				
		20M - 40M PRICE: \$25.96/M (INCLUDES DELIVERY)				
		OVER 40M PRICE: \$24.35/M (INCLUDES DELIVERY)				
3	10447	NO. 10 RIGHT WINDOW ENVELOPE - 24# WHITE WOVE RECYCLED 30% PC. SIDE SEAM CONSTRUCTION PRINTED ONE SIDE BLACK INK	T	0.01000	0.00	0.00
		500 PER BOX - 5 BOXES PER CASE				
		1M - 4M PRICE: \$36.47/M (INCLUDES DELIVERY)				
		5M - 9M PRICE: \$32.08/M (INCLUDES DELIVERY)				
		10M - 19M PRICE: \$30.26/M (INCLUDES DELIVERY)				
		20M - 40M PRICE: \$28.17/M (INCLUDES DELIVERY)				
		OVER 40M PRICE: \$26.69/M (INCLUDES DELIVERY)				
		2 X 0 BLACK PLUS 1 PMS INK PRICING:				
		1M - 4M PRICE: \$48.08/M (INCLUDES DELIVERY)				
		5M - 9M PRICE: \$37.25/M (INCLUDES DELIVERY)				
		10M - 19M PRICE: \$32.86/M (INCLUDES DELIVERY)				
		20M - 40M PRICE: \$29.36/M (INCLUDES DELIVERY)				
		OVER 40M PRICE: \$27.60/M (INCLUDES DELIVERY)				
4	9837	NO. 9 REGULAR ENVELOPES PRINTED WHITE WOVE 24# RECYCLED 30% PC. SIDE SEAM CONSTRUCTION. PRINTED ONE SIDE BLACK.	T	0.01000	0.00	0.00
		500 PER BOX - 5 BOXES PER CASE				
		1M - 4M PRICE: \$28.64/M (INCLUDES DELIVERY)				
		5M - 9M PRICE: \$24.27/M (INCLUDES DELIVERY)				
		10M - 19M PRICE: \$22.46/M (INCLUDES DELIVERY)				
		20M - 40M PRICE: \$20.68/M (INCLUDES DELIVERY)				
		OVER 40M PRICE: \$19.51/M (INCLUDES DELIVERY)				
		2 X 0 BLACK PLUS 1 PMS INK PRICING:				
		1M - 4M PRICE: \$40.28/M (INCLUDES DELIVERY)				
		5M - 9M PRICE: \$29.44/M (INCLUDES DELIVERY)				
		10M - 19M PRICE: \$25.06/M (INCLUDES DELIVERY)				
		20M - 40M PRICE: \$21.86/M (INCLUDES DELIVERY)				

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Buyer Name Linda T Wortman	Buyer Phone 828-5684	Contract Status Approved

Phone #: (802) 241-1472

Line #	Item ID	Item Desc	UOM	Unit Price	Max Qty	Max Amt
		OVER 40M PRICE: \$20.42/M (INCLUDES DELIVERY)				
5	10448	NO. 9 WINDOW ENVELOPES PRINTED WHITE WOVE 24# RECYCLED - SIDE SEAM CONSTRUCTION	T	0.01000	0.00	0.00
		500 PER BOX				
		1M - 4M PRICE: \$32.36/M (INCLUDES DELIVERY)				
		5M - 9M PRICE: \$27.99/M (INCLUDES DELIVERY)				
		10M - 19M PRICE: \$26.18/M (INCLUDES DELIVERY)				
		20M - 40M PRICE: \$24.25/M (INCLUDES DELIVERY)				
		OVER 40M PRICE: \$22.93/M (INCLUDES DELIVERY)				
		2 X 0 BLACK PLUS 1 PMS INK PRICING:				
		1M - 4M PRICE: \$44.00/M (INCLUDES DELIVERY)				
		5M - 9M PRICE: \$33.16/M (INCLUDES DELIVERY)				
		10M - 19M PRICE: \$28.78/M (INCLUDES DELIVERY)				
		20M - 40M PRICE: \$25.43/M (INCLUDES DELIVERY)				
		OVER 40M PRICE: \$23.84/M (INCLUDES DELIVERY)				
6	9838	COMMERCIAL 6 3/4 REGULAR ENVELOPES 24# WHITE WOVE RECYCLED 30% PC COMMERCIAL 6 3/4 PRINTED ONE SIDE BLACK. SIDE SEAM CONSTRUCTION.	T	0.01000	0.00	0.00
		500 PER BOX				
		1M - 4M PRICE: \$29.05/M (INCLUDES DELIVERY)				
		5M - 9M PRICE: \$24.67/M (INCLUDES DELIVERY)				
		10M - 19M PRICE: \$22.87/M (INCLUDES DELIVERY)				
		20M - 40M PRICE: \$21.06/M (INCLUDES DELIVERY)				
		OVER 40M PRICE: \$19.88/M (INCLUDES DELIVERY)				
		2 X 0 BLACK PLUS 1 PMS INK PRICING:				
		1M - 4M PRICE: \$40.68/M (INCLUDES DELIVERY)				
		5M - 9M PRICE: \$29.85/M (INCLUDES DELIVERY)				
		10M - 19M PRICE: \$25.46/M (INCLUDES DELIVERY)				
		20M - 40M PRICE: \$22.25/M (INCLUDES DELIVERY)				
		OVER 40M PRICE: \$20.79/M (INCLUDES DELIVERY)				

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Line #	Item ID	Item Desc	UOM	Unit Price	Max Qty	Max Amt
7	9839	COMMERCIAL ENVELOPES 6 3/4 OUTLOOK WHITE WOVE 24# RECYCLED 30% PC. SIDE SEAM CONSTRUCTION. PRINTED ONE SIDE BLACK.	T	0.01000	0.00	0.00

500 PER BOX

1M - 4M PRICE: \$31.37/M (INCLUDES DELIVERY)

5M - 9M PRICE: \$26.99/M (INCLUDES DELIVERY)

10M - 19M PRICE: \$25.18/M (INCLUDES DELIVERY)

20M - 40M PRICE: \$23.29/M (INCLUDES DELIVERY)

OVER 40M PRICE: \$22.01/M (INCLUDES DELIVERY)

2 X 0 BLACK PLUS 1 PMS INK PRICING:

1M - 4M PRICE: \$42.99/M (INCLUDES DELIVERY)

5M - 9M PRICE: \$32.16/M (INCLUDES DELIVERY)

10M - 19M PRICE: \$27.78/M (INCLUDES DELIVERY)

20M - 40M PRICE: \$24.47/M (INCLUDES DELIVERY)

OVER 40M PRICE: \$22.92/M (INCLUDES DELIVERY)

10	10405	#7 WINDOW ENVELOPE	T	0.01000	0.00	0.00
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CORNER CARD: BLACK INK ONLY
SIZE: 6X9-1/2 WITH THE POLY WINDOW UP 2-7/16 FROM BOTTOM AND IN 1/2" FROM LEFT
WINDOW: CLEAR POLY WINDOW IS REQUIRED. 1-1/16 X 3-1/2
WEIGHT: 24# WHITE WOVEN 30% POST CONSUMER CONTENT PRINTMASTER ENVELOPE
COMMERCIAL ANGLED FLAP. ANGLE DEPTH 1-5/8
THE THROAT ANGLE MUST BE BETWEEN 10° MIN. AND 12° MAX. THE THROAT
DEPTH MUST BE BETWEEN 10MM AND 15MM
NO SECURITY INSIDE PRINT IS NEEDED
MUST WORK WITH MAILING MACHINE NEOPOST DS 100/140.
COMMERCIAL STYLE ENVELOPES NOT SIDE SEAMED. IT SHOULD HAVE INTERNAL DIAGONAL SEAMS.

500 PER BOX

1M - 4M PRICE: \$42.94/M (INCLUDES DELIVERY)

5M - 9M PRICE: \$38.57/M (INCLUDES DELIVERY)

10M - 19M PRICE: \$36.76/M (INCLUDES DELIVERY)

20M - 40M PRICE: \$34.40/M (INCLUDES DELIVERY)

OVER 40M PRICE: \$32.66/M (INCLUDES DELIVERY)

2 X 0 BLACK PLUS 1 PMS INK PRICING:

1M - 4M PRICE: \$54.58/M (INCLUDES DELIVERY)

5M - 9M PRICE: \$43.74/M (INCLUDES DELIVERY)

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Buyer Name Linda T Wortman	Buyer Phone 828-5684	Contract Status Approved

Phone #: (802) 241-1472

Line #	Item ID	Item Desc	UOM	Unit Price	Max Qty	Max Amt
		10M - 19M PRICE: \$39.36/M (INCLUDES DELIVERY)				
		20M - 40M PRICE: \$35.59/M (INCLUDES DELIVERY)				
		OVER 40M PRICE: \$33.57/M (INCLUDES DELIVERY)				
11	10450	MAILING ENVELOPE - 10 X 13 WHITE WOVE RECYCLED	T	0.01000	0.00	0.00
		500 PER BOX				
		1M - 4M PRICE: \$92.34/M (INCLUDES DELIVERY)				
		5M - 9M PRICE: \$87.96/M (INCLUDES DELIVERY)				
		10M - 19M PRICE: \$86.16/M (INCLUDES DELIVERY)				
		20M - 40M PRICE: \$81.82/M (INCLUDES DELIVERY)				
		OVER 40M PRICE: \$78.11/M (INCLUDES DELIVERY)				
		2 X 0 BLACK PLUS 1 PMS INK PRICING:				
		1M - 4M PRICE: \$103.98/M (INCLUDES DELIVERY)				
		5M - 9M PRICE: \$93.14/M (INCLUDES DELIVERY)				
		10M - 19M PRICE: \$88.76/M (INCLUDES DELIVERY)				
		20M - 40M PRICE: \$83.01/M (INCLUDES DELIVERY)				
		OVER 40M PRICE: \$79.02/M (INCLUDES DELIVERY)				
12	10451	No available	T	0.01000	0.00	0.00
13	10442	#6 COMMERCIAL ENVELOPES -CORNER CARD: BLACK INK ONLY SIZE: 6X9-1/2 WEIGHT: 24# WHITE WOVEN 30% POST CONSUMER CONTENT	T	0.01000	0.00	0.00

COMMERCIAL ANGLED FLAP. ANGLE DEPTH 1-5/8 THE THROAT ANGLE MUST BE BETWEEN 10° MIN. AND 12° MAX. THE THROAT DEPTH MUST BE BETWEEN 10MM AND 15MM. 6 X 9-1/2 INCHES WITH 1-1/16 INCH X 3 1/2 INCH CORNER CARD (RETURN ADDRESS AND GRAPHIC SYMBOL) AND INDICIA PRINTED.

(PRICE INCREASE AS OF OCT 1)

1M - 4M PRICE: \$48.23M (INCLUDES DELIVERY)
5M - 9M PRICE: \$43.94/M INCLUDES DELIVERY)
10M - 19M PRICE: \$42.17/M (INCLUDES DELIVERY)
20M - 40M PRICE: \$39.61/M (INCLUDES DELIVERY)
OVER 40M PRICE: \$37.66/M (INCLUDES DELIVERY)
2 X 0 BLACK PLUS 1 PMS INK PRICING:
1M - 4M PRICE: \$59.64/M INCLUDES DELIVERY)

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Line #	Item ID	Item Desc	UOM	Unit Price	Max Qty	Max Amt
		5M - 9M PRICE: \$49.01/M INCLUDES DELIVERY)				
		10M - 19M PRICE: \$44.72/M (INCLUDES DELIVERY)				
		20M - 40M PRICE: \$40.77/M (INCLUDES DELIVERY)				
		OVER 40M PRICE: \$38.55/M (INCLUDES DELIVERY)				
14		ADDITIONAL INKS, TYPESETTING, BARCODING	EA	0.01000	0.00	0.00
		INK ON SECOND SIDE ADDITIONAL				
		1M - 4M PRICE: \$42.84				
		5M - 9M PRICE: \$52.02				
		10M - 19M PRICE: \$60.18				
		20M - 40M PRICE: \$68.34				
		OVER 40M PRICE: \$99.96				
		TYPESETTING: \$15.00 PER ORDER				
		BAR CODING: \$15.00 PER ORDER				
		PMS INK OR ADDITIONAL 1 PMS INK: \$32.50 PER ORDER				
16	10441	#7 ENVELOPE FOR ADPC	T	0.01000	0.00	0.00
		CORNER CARD: CORNER CARD PRINTING BLACK INK ONLY				
		SIZE: 6"X 9-1/2"				
		NO WINDOW				
		WEIGHT: 24# WHITE WOVEN 30% POST CONSUMER CONTENT				
		COMMERCIAL ANGLED FLAP. ANGLE DEPTH 1-5/8". THE THROAT ANGLE MUST BE BETWEEN 10° MIN. AND 12° MAX. THE THROAT				
		DEPTH MUST BE BETWEEN 10MM AND 15MM				
		NO SECURITY INSIDE PRINT IS NEEDED				
		MUST WORK WITH MAILING MACHINE NEOPOST DS 100/140.				
		COMMERCIAL STYLE ENVELOPES - NOT SIDE SEAMED. IT SHOULD HAVE INTERNAL DIAGONAL SEAMS.				
		1M - 4M PRICE: \$48.16/M (INCLUDES DELIVERY)				
		5M - 9M PRICE: \$43.79/M (INCLUDES DELIVERY)				
		10M - 19M PRICE: \$41.98/M (INCLUDES DELIVERY)				
		20M - 40M PRICE: \$39.41/M (INCLUDES DELIVERY)				
		OVER 40M PRICE: \$37.46/M (INCLUDES DELIVERY)				
		2 X 0 BLACK PLUS 1 PMS INK PRICING:				
		1M - 4M PRICE: \$59.80/M (INCLUDES DELIVERY)				
		5M - 9M PRICE: \$48.96/M (INCLUDES DELIVERY)				
		10M - 19M PRICE: \$44.58/M (INCLUDES DELIVERY)				

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20M - 40M PRICE: \$40.60/M (INCLUDES DELIVERY)

OVER 40M PRICE: \$38.37/M (INCLUDES DELIVERY)

17	10406	APDC #6 BUSINESS REPLY ENVELOPE	T	24.99000	0.00	0.00
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#6 BUSINESS REPLY WINDOW ENVELOPES

ESTIMATED ANNUAL QUANTITY: 800,000

BUSINESS REPLY INFORMATION: BUSINESS REPLY MAIL INFORMATION AND INDICIA PRINTING. BLACK INK ONLY.

SIZE: 5-3/4 X 8-7/8 WINDOW UP 1/2" FROM BOTTOM AND IN 7/8 FROM LEFT

WINDOW: CLEAR POLY WINDOW REQUIRED 1-1/16 X 3-1/2

COMMERCIAL V FLAP

NO SECURITY INSIDE PRINT IS NEEDED

SIDE SEAM CONSTRUCTION

WEIGHT: 24# WHITE WOVEN 30% POST CONSUMER CONTENT. PRINTMASTER

ENVELOPES WILL BE ORDERED IN A TIMELY MANNER AND IN AMOUNT OF CURRENT NEED

INSIDE DELIVERY REQUIRED TO: APPROXIMATELY 1 DELIVERY PER MONTH OF 66,000

ADPC

DALE BUILDING GROUND FLOOR

103 SOUTH MAIN STREET

WATERBURY, VT 05671

(PRICE INCREASE AS OF NOVEMBER 1, 2017)

1M - 4M PRICE: \$43.83/M (INCLUDES DELIVERY)

5M - 9M PRICE: \$39.54/M (INCLUDES DELIVERY)

10M - 19M PRICE: \$37.77/M (INCLUDES DELIVERY)

20M - 40M PRICE: \$35.39/M (INCLUDES DELIVERY)

OVER 40M PRICE: \$33.62/M (INCLUDES DELIVERY)

2 X 0 BLACK PLUS 1 PMS INK PRICING:

1M - 4M PRICE: \$55.24/M (INCLUDES DELIVERY)

5M - 9M PRICE: \$44.61/M (INCLUDES DELIVERY)

10M - 19M PRICE: \$40.32/M (INCLUDES DELIVERY)

20M - 40M PRICE: \$36.55/M (INCLUDES DELIVERY)

OVER 40M PRICE: \$34.51/M (INCLUDES DELIVERY)

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18		#6 BRE REGULAR ENVELOPE PRINTED 24# WHITE WOVE 5 3/4" X 8 7/8" SIDE SEAM CONSTRUCTIONS, PRINTED ONE SIDE BLACK INK 1M - 4M PRICE: \$39.95/M (INCLUDES DELIVERY) 5M - 9M PRICE: \$35.58/M (INCLUDES DELIVERY) 10M - 19M PRICE: \$33.77/M (INCLUDES DELIVERY) 20M - 40M PRICE: \$31.54/M (INCLUDES DELIVERY) OVER 40M PRICE: \$29.92/M (INCLUDES DELIVERY)	T	0.01000	0.00	0.00
19		#10 WINDOW SECURITY PRINTED 24# WHITE WOVE WITH SECURITY TINT ON THE INSIDE, WINDOW PLACEMENT APPROX. 3/4" FROM LEFT EDGE 5/8" FROM THE BOTTOM, WINDOW SIZE 4 1/2" X 1 1/8", PRINTED ONE SIDE BLACK INK 1M - 4M PRICE: \$42.49/M (INCLUDES DELIVERY) 5M - 9M PRICE: \$38.21/M (INCLUDES DELIVERY) 10M - 19M PRICE: \$36.43/M (INCLUDES DELIVERY) 20M - 40M PRICE: \$34.10/M (INCLUDES DELIVERY) OVER 40M PRICE: \$32.38/M (INCLUDES DELIVERY)	T	0.01000	0.00	0.00
20		#6 3/4 WINDOW ENVELOPE PRINTED 24# WHITE WOVE, WINDOW PLACEMENT APPROX. 3/4" FROM LEFT 5/8" FROM THE BOTTOM, WINDOW SIZE 4 1/2" X 1 1/8", PRINTED ONE SIDE BLACK INK 1M - 4M PRICE: \$49.14/M (INCLUDES DELIVERY) 5M - 9M PRICE: \$32.36/M (INCLUDES DELIVERY) 10M - 19M PRICE: \$31.30/M (INCLUDES DELIVERY) 20M - 40M PRICE: \$30.77/M (INCLUDES DELIVERY) OVER 40M PRICE: \$30.13/M (INCLUDES DELIVERY)	T	0.01000	0.00	0.00
21		#7 DIAGONAL SEAM WINDOW ENVELOPE PRINTED 24# WHITE WOVE, WINDOW PLACEMENT 1/2" FROM LEFT 2 7/16" FROM THE BOTTOM, WINDOW SIZE 3 1/2" X 1 1/8" 1M - 4M PRICE: \$56.20/M (INCLUDES DELIVERY) 5M - 9M PRICE: \$52.12/M (INCLUDES DELIVERY) 10M - 19M PRICE: \$50.23/M (INCLUDES DELIVERY)	T	0.01000	0.00	0.00

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		20M - 40M PRICE: \$49.27M (INCLUDES DELIVERY)				
		OVER 40M PRICE: \$48.90/M (INCLUDES DELIVERY)				

CONTRACT TERMS AND ADDITIONAL INFORMATION

1. Parties. This is a contract for services between the State of Vermont, Department of Buildings and General Services (hereinafter called "State"), and Vermont Correctional Industries/Vermont, with a principal place of business in Newport, VT, (hereinafter called "Contractor"). Contractor's form of business organization is a State of Vermont governmental entity established pursuant to 28 V.S.A. Chapter 11, Subchapter 2. It is Contractor's responsibility to contact the Vermont Department of Taxes to determine if, by law, Contractor is required to have a Vermont Department of Taxes Business Account Number.

2. Subject Matter. The subject matter of this contract is commodities generally on the subject of printed envelopes. Detailed requirements to be provided by Contractor are described in Attachment A.

3. Maximum Amount. In consideration of the commodities to be provided by Contractor, the State agrees to pay Contractor, in accordance with the payment provisions specified in Attachment B, a sum not to exceed \$240,000.00.

4. Contract Term. The period of contractor's performance shall begin on October 1, 2018 and end on September 30, 2020 with the option to renew for up to two additional 12-month periods.

5. Prior Approvals. This Contract shall not be binding unless and until all requisite prior approvals have been obtained in accordance with current State law, bulletins, and interpretations.

6. Amendment. No changes, modifications, or amendments in the terms and conditions of this contract shall be effective unless reduced to writing, numbered and signed by the duly authorized representative of the State and Contractor.

7. Termination for Convenience. This contract may be terminated by the State at any time by giving written notice at least thirty (30) days in advance. In such event, Contractor shall be paid under the terms of this contract for all services provided to and accepted by the State prior to the effective date of termination.

8. Attachments. This contract consists of 14 pages including the following attachments which are incorporated herein:

- Attachment A - Statement of Work
- Attachment B - Payment Provisions

9. Order of Precedence. Any ambiguity, conflict or inconsistency between the documents comprising this contract shall be resolved according to the following order of precedence:

- (1) Standard Contract
- (2) Attachment A
- (3) Attachment B

Contact Information:

Email: AHS.DOCVCIPrintShop@vermont.gov

Mailing Address:
VCI Print Shop, VCI I
2559 Glen Road
Newport, Vermont 05855

Phone (Toll Free): 800-834-2268
Phone (Local): 802-334-8997

State of Vermont

Buildings and General Services
Office of Purchasing & Contracting
109 State St
Montpelier VT 05609-3001
USA

CONTRACT



Vendor ID 0000041408
Vermont Correctional Industries/Vermont
280 State Dr, NOB 2 S
Waterbury VT 05671-2000
USA

Contract ID 0000000000000000000000000037189		Page 10 of 10
Contract Dates 10/01/2018 to 09/30/2020		Origin CPS
Description: CPS-PRINTED ENVELOPES		Contract Maximum \$240,000.00
Buyer Name Linda T Wortman	Buyer Phone 828-5684	Contract Status Approved

Phone #: (802) 241-1472

Line #	Item ID	Item Desc	UOM	Unit Price	Max Qty	Max Amt
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Please enter orders through AHS-DOCVCIPrintshop@vermont.gov

WE THE UNDERSIGNED PARTIES AGREE TO BE BOUND BY THIS CONTRACT

By the STATE of VERMONT

By the CONTRACTOR

Date: _____

Date: _____

Signature: _____

Signature: _____

Name: _____

Name: _____

Title: _____

Title: _____

Email: _____

Email: _____

ATTACHMENT A – STATEMENT OF WORK

The Contractor shall provide:

1. Line Items 1 through 21 as identified on Page(s) 1-9 of the Standard Contract Form.
2. **REPORTING REQUIREMENTS:** Contractor shall be required to submit quarterly product sales report to the Purchasing Agent pursuant to the schedule below. Each report must contain the following information: Contract Number; Using Department's Address, Contact Name, and Telephone Number; Product Ordered; Quantity Ordered; Quantity Shipped; and Price Charged, with totals for each product for each reporting period. We reserve the right to request additional information or to modify the reporting periods. Reporting Periods: Quarterly Reports must be submitted in accordance with the following schedule:

Reporting Period: January 1 to March 31 - Report Due April 15
Reporting Period: April 1, to June 30 - Report Due July 15
Reporting Period: July 1 to September 30 - Report Due October 15
Reporting Period: October 1 to December 31 - Report Due January 15
3. **DELIVERY:** All pricing is to include F.O.B. delivery to the ordering facility. Responsibility for product delivery remains with the contractor until the product is properly delivered and signed for. Shipments shall be securely and properly packed, according to accepted commercial practices, without extra charge for packing cases or other containers. Upon delivery, all packaging and containers shall become the property of the State, unless otherwise stated. Delivered goods that do not conform to the specifications or are not in good condition upon receipt shall be replaced promptly by the contractor.
4. **QUALITY:** All products will be new and unused. All products provided by the contractor must meet all federal, state, and local standards for quality and safety requirements. Products not meeting the requirements of this section the will be deemed unacceptable and returned to the contractor for credit at no charge to the State.
5. **DEFAULT:** In case of default of the contractor, the State may procure the materials or supplies from other sources and hold the contractor responsible for any excess cost occasioned thereby, provided, that if public necessity requires the use of materials or supplies not conforming to the specifications they may be accepted and payment therefore shall be made at a proper reduction in price.
6. **VERMONT STATE COLLEGES:** This contract is also available for use by the University of Vermont and the Vermont State Colleges Inc., a separate corporation, having under its jurisdiction Castleton State College, Johnson State College, Lyndon State College, Community College of Vermont, and the Vermont Technical College.
7. **TOWNS AND SCHOOLS OF THE STATE OF VERMONT:** This contract is also available for use by Towns and Schools of the State of Vermont. It should be noted that all such items furnished will be billed directly to and paid for by the political subdivision or college and neither the State of Vermont, nor its Commissioner of Buildings and General Services, personally or officially, assumes any responsibility.

8. PRODUCTION CONDITIONS FOR PRINTING

PAPER STOCK

PRODUCTION COSTS AND CONDITIONS MUST BE BASED ON THE PAPER STOCK(S) STATED IN SPECIFICATIONS OR FUNCTIONAL EQUIVALENT REGARDING QUALITY, RECYCLED CONTENT, AND PERFORMANCE.

QUALITY CONTROL

ALL WORK SHALL BE PERFORMED BY THE CONTRACTOR IN ACCORDANCE WITH THE SPECIFICATIONS IN A THOROUGHLY FIRST-CLASS MANNER AND MUST BE SATISFACTORY TO THE AGENCY. PRESSWORK SHALL BE FIRST GRADE, PRODUCING A CLEAR, SHARP IMPRESSION.

IN ORDER TO AVOID UNNECESSARY CHANGES IN COMPOSITION AND PRESSWORK, THE AGENCY'S REPRESENTATIVE SHALL PROVIDE THE CONTRACTOR WITH DIRECTIONS.

ALL COST FOR THE MOVEMENT OF PROOFS AND/OR COPY SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR.

IF THE AGENCY'S COMPLETE COPY, ARTWORK, ETC. ARE NOT READY FOR THE CONTRACTOR ON THE DATE LISTED IN THE SPECIFICATIONS, THE DELIVERY DATE MAY HAVE TO BE EXTENDED.

THE DIVISION OR AGENCY REPRESENTATIVE SHALL BE PERMITTED, BY APPOINTMENT, TO VISIT THE CONTRACTOR'S PLANT DURING THE TIME THE JOB IS BEING PRINTED.

ALL DISPUTES OR PROBLEMS BETWEEN THE AGENCY AND CONTRACTOR THAT CANNOT BE SETTLED AT THE AGENCY LEVEL SHALL BE REFERRED TO THE OFFICE OF PURCHASING AND CONTRACTING.

WHEN EQUIPMENT THAT FORMS ARE RUN ON IS LISTED ON THE FORM SPECIFICATION, BY SUBMISSION OF A BID, THE BIDDER IS GUARANTEEING THAT THE ITEMS BID WILL RUN ON THE EQUIPMENT LISTED.

DAYS MEANING WORKING DAYS.

UNLESS OTHERWISE STATED, THE STATE WILL NOT ACCEPT OVERRUNS.

PACKAGING

ALL PRINTED MATTER MUST BE SECURELY WRAPPED IN PAPER OR OTHER MATERIAL OF ADEQUATE STRENGTH TO PROTECT THE CONTENTS FROM DAMAGE, AND THE PACKAGES SHALL BE SUFFICIENTLY TIGHT TO KEEP OUT DUST.

PACKAGES OR CONTAINERS SHALL BE APPROXIMATELY UNIFORM IN SIZE AND CONVENIENT FOR HANDLING AND SHALL CONTAIN EQUAL NUMBERS OF COPIES, WHEN APPLICABLE.

EACH PACKAGE MUST BE MARKED WITH A DESCRIPTION OF THE PRINTED MATERIALS, QUANTITY, AND NAME OF THE DEPARTMENT ORDERING THE WORK, AND PRINTING ORDER NUMBER. THE QUANTITIES STATED ON THE LABELS MUST COINCIDE WITH THE QUANTITIES IN THE PACKAGES.

IF ANY JOB IS REJECTED BECAUSE OF ERROR ATTRIBUTABLE TO THE CONTRACTOR, THE CONTRACTOR SHALL PROMPTLY REPRINT THE JOB WITHOUT ANY ADDITIONAL CHARGES TO THE AGENCY.

DELIVERY

ALL COMPLETED WORK MUST BE DELIVERED IN GOOD ORDER TO THE DESIGNATED LOCATION(S) AND AT THE CONTRACTOR'S EXPENSE.

DELIVERY TERMS SHALL BE FOB DELIVERED. IT IS AGREED BY THE PARTIES HERETO THAT DELIVERY BY THE CONTRACTOR TO THE COMMON CARRIER DOES NOT CONSTITUTE DELIVERY TO THE STATE. ANY CLAIM FOR LOSS OR DAMAGE SHALL BE BETWEEN THE CONTRACTOR AND THE CARRIER(S).

RECORD KEEPING

THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE SAFEKEEPING OF ALL MATERIALS SUBMITTED BY FACILITY, WHICH ARE USED IN A CONTRACT.

THE CONTRACTOR SHALL BE HELD AS THE INSURER OF THE SAME AND SAVE AND KEEP HARMLESS THE STATE FROM ALL DAMAGES OR LOSS BY FIRE OR OTHERWISE.

IF ANY SUCH MATERIALS ARE DAMAGED OR LOST, THEY SHALL BE REPLACED BY THE CONTRACTOR AT NO COST TO THE STATE. ALL MATERIALS USED IN A CONTRACT ARE THE PROPERTY OF THE STATE, AND THE CONTRACTOR MUST KEEP THESE MATERIALS ON FILE FOR A PERIOD OF 2 YEARS.

THE CONTRACTOR MUST NOTIFY THE AGENCY BEFORE DESTROYING THE MATERIAL. THE OFFICE OF PURCHASING AND CONTRACTING OR AGENCY MAY REQUEST THAT THESE MATERIALS BE RETURNED WHEN THE CONTRACT IS COMPLETED AND MAY WITHHOLD PAYMENT UNTIL SUCH TIME AS THE MATERIALS ARE RETURNED.

(REVISED MARCH 23, 2012)

ATTACHMENT B – PAYMENT PROVISIONS

The maximum dollar amount payable under this contract is not intended as any form of a guaranteed amount. The Contractor will be paid for products actually delivered or performed, as specified in Attachment A, up to the maximum allowable amount specified on page 1 of this contract.

1. Payment terms are **Net 30** days from the date the State receives an error-free invoice with all necessary and complete supporting documentation.
2. All invoices are to be rendered by the Contractor on the vendor's standard billhead and forwarded directly to the institution or agency ordering materials and shall specify the address to which payments will be sent. Percentage discounts may be offered for prompt payments of invoices; however, such discounts must be in effect for a period of 30 days or more in order to be considered in making awards.
3. **PRICING:** All pricing is to include F.O.B. delivery to the ordering facility. No request for extra delivery cost will be honored. All equipment shall be delivered assembled, serviced, and ready for immediate use, unless otherwise requested by the State. No charge for packing, shipping, or for any other purpose will be allowed over and above the price quoted. Prices quoted for printing are to include printing, binding, wrapping, and packaging.
4. Contractor shall submit invoices to the State for products, and at the rates, identified at Page(s) 1-9 of the Standard Contract Form.