



MASTER AGREEMENT

ADVANTAGE CONTRACT #: 18P 22030400000000000085	
COMMODITY/SERVICE DESCRIPTION: Printing Services	
START DATE: 4/1/2022	END DATE: 3/31/2027

This Contract is between the following State of Maine Department and Provider:


STATE OF MAINE DEPARTMENT		
DEPARTMENT NAME: Office of State Procurement Services		
ADDRESS: 111 Sewall St., 4 th Floor Burton Cross Office Building, SHS# 9		
CITY: Augusta	STATE: ME	ZIP CODE: 04333-009
PROVIDER		
PROVIDER NAME: The Copy Center		
ADDRESS: 1921 U S RT 202		
CITY: Winthrop	STATE: ME	ZIP CODE: 04281
PROVIDER'S VENDOR CUSTOMER #: VC1000018141		

Each signatory below represents that the person has the requisite authority to enter into this Contract.

Department Representative:

Provider Representative:

Signed by:  4/3/2026
 Michelle Knox, Senior Procurement Manager
066BBD96EE5347F...

DocuSigned by:  4/3/2026
 Peter McCarthy, President
9F5FD4A7A3D9483...

The contract is fully executed when all parties have signed and the documents has been approved by the Office of State Procurement Services.

DEPARTMENT AND PROVIDER POINT OF CONTACT and PROCUREMENT METHOD

PROCUREMENT SERVICES MA MANGER: The Procurement Services MA Manager manages the MA contract documents. All other communication is to be with the agency the services were provided to.

NAME: Sterling Doiron

EMAIL: sterling.doiron@maine.gov

TELEPHONE: (207) 530-2706

VENDOR CONTACT: The vendor contact person will help consumers place orders, inquire about orders that have not been delivered, all shipping issues, quality issues and any issues pertaining to the Master Agreement (MA) contract. All orders not submitted through a Delivery Order will be sent through the vendor contact person. The vendor contact person for this MA is:

NAME: Peter McCarthy

EMAIL: peter@thecopycenterplus.com

TELEPHONE: (207) 623-1452

Any changes to the individuals identified above may be changed at any time through written notice by either party.

Master Agreement (MA) procurement method: RFQ 18P 220203-187

TABLE OF RIDERS

The following riders are hereby incorporated into this Contract and made part of it by reference.	
<input checked="" type="checkbox"/>	RIDER A – Specifications and User Information
<input checked="" type="checkbox"/>	RIDER B – Terms and Conditions
<input checked="" type="checkbox"/>	RIDER D – Responsible Vendor Certification
<input checked="" type="checkbox"/>	Appendix D – Provider Confidentiality Agreement
<input checked="" type="checkbox"/>	Certificate of Insurance
<input checked="" type="checkbox"/>	Vendor Rate Sheet

RIDER A: SPECIFICATIONS AND USER INFORMATION

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I. CONTRACT PERIOD:

Following the initial term of the contract, the Department, at their discretion, may opt to extend / renew the contract for up to one (1) two (2) year and two (2) one year extension periods.

- Initial Term
- First Renewal
- Second Renewal

The term of the contract is defined as follows:

Period	Start Date	End Date
Renewal Period #2	4/1/2026	3/31/2027

II. COMMODITY: Printing Services

The State reserves the right to add other similar items or commodities to the Master Agreement (MA) if it's in the State's best interest but does not obligate the State to purchase similar noncontracted items or commodities from the selected bidder.

III. SPECIFICATIONS

Printing/Finishing Requirements:

- Vendor must be able to furnish both black & white and color copying services.
- Finishing may be required to complete printed orders such as collating, stapling, folding, stuffing inserts, perforating, cutting, GBC punching, tape binding, sure binding, coil binding, Acco fasten, padding, labeling, tabbing, laminating, wrapping.
- Jobs may require pagination/bate stamping added to the document before printing.
- Some jobs may require typesetting,

- Some jobs will need to be set up, printed, labeled, and tabbed according to Federal Postal regulations. Jobs being mailed through the State Postal Center must be prepared following State Postal guidelines. Vendor is to work closely with the State Postal Center when preparing jobs for mailing. Mail panels must be proofed by the State Postal Center.
- Vendor will be required to print Postage Meter Cards for all State agencies upon request. These cards are used by all agencies processing mail through the State Postal Center. They have very specific sequential numbering unique to each State agency, and this numbering sequence must be strictly adhered to by the vendor.
- Jobs may require scanning of documents to transfer onto Flash Drive or CD.
- Some print requests will be time sensitive and will require a completion time of two hours or less or required to be completed that day (i.e. Attorney General Briefs, Legislative Engrossers/Chapter Laws, etc.).
- All print requests must meet the State agency's agreed upon completion dates/time unless the time allotted is deemed unreasonable or beyond the physical capabilities of the equipment. In this event the Vendor will work with the State agency and reach an agreeable completion date/time.
- Some jobs may be required to be mailed to various State agencies throughout Maine or to the public in Maine and other states or out of the United States.
- Vendor must be able to electronically archive print jobs for State agencies for any future print requests.
- Archived jobs must be able to be modified for any future changes upon request. Archived jobs are to be stored for the term of the contract. All stored files are to be returned to the State agency in a usable PDF format at the end of the contract. Vendor shall take all necessary and reasonable steps to secure archived jobs that include personally identifiable or other confidential information.
- Vendor will ensure that the Maine State Library (MSL) receives copies as required in M.R.S. Title 5, Chapter 13, 501-A, or as mutually agreed upon between the Vendor and MSL. Vendor will work closely with MSL to comply with this requirement.

Print Order Requests: Vendor must furnish a Print Order Request Form (hard copy or electronic or both) for State agencies to complete for their requested print work. Vendor will provide agency with a quote prior to printing job.

Geographic Coverage: Vendor or Subcontractor(s) will provide full service to the Augusta, Hallowell, and Gardiner areas (pick-up and delivery at no cost). Vendor will ship print jobs to any locations they do not deliver to throughout the entire State of Maine. Shipping should be included in the price of the job.

Within the Augusta, Hallowell, and Gardiner areas, print requests may require the vendor (or their courier) to pick-up from designated State agencies. State agencies may deliver print jobs directly to the vendor, send print jobs electronically, or mail jobs directly to the vendor:

- Vendor is required to establish regular pick-up times and locations with the agencies that may require this service on a regular basis. Pick-up service currently is being requested once or twice in a one-month period.
- Vendor is required upon request from a State agency, to have special urgent print work pick-ups ASAP as needed (i.e. Attorney General, Legislative departments, etc.).
- Vendor must furnish their mailing address to state agencies for any work which may be mailed to them.
- Vendor must furnish their e-mail address to state agencies so electronic work can be sent to them.

Completed print work will be delivered by the vendor to the State agency site (in the Augusta, Hallowell and Gardiner areas), mailed to the State agency, or physically picked-up by the State agency:

- Vendor is required to drop off daily completed work as requested by agency.
- Vendor is required to make special deliveries if requested.

Vendor Rate Sheet: Vendors Rate Sheet for printing and bindery services is attached and made a part of this MA.

Prices: All prices from the vendor's rate sheet are to remain firm throughout the contract.

Proofs: Proofs are required.

Billing/Invoicing: Vendor must invoice individual State agencies upon receipt of completed jobs. Billing information must contain the following:

- Invoice Number
- Invoice Date
- Job Number or DO Number
- State Department and Division
- Job Title
- Agency Contact
- Delivery Location
- Date Delivered
- Invoice Amount (delivery fee or mailing fee must be separate and subtotaled)

Procurement Card: State policy requires vendors to accept the State of Maine Procurement Card as a form of payment, with very rare exceptions. Your company will be required to accept these cards. The pricing offered to the State of Maine shall be the final cost to the State of Maine regardless of payment method. No surcharge or other compensation will be allowed. The State of Maine reserves the right to reject your bid if you are unwilling to accept this condition.

Report: It is the responsibility of the vendor to produce a monthly report. The Division of Procurement Services will require the vendor to submit a monthly report via email due by the 5th working day of each

month on what was purchased during that month. The agency must be listed as well as the date and the dollar amount.

Performance Expectations: The vendor will reprint or offer a discount (whichever is mutually agreed upon) on jobs that an agency has found to contain errors or be of inferior quality. If an agency has approved and signed off on a proof, and the job contains errors, the vendor is not responsible. The Department will measure the vendor's performance through a variety of means, including surveys, spot checks, and reporting.

Disaster Recovery and Business Continuity: The State is interested if the vendor has a disaster recovery and business continuity plan for a full restoration process and recovery of services within a 24-hour period. The vendor is requested to supply their plan.

Security Requirements:

A representative of the State of Maine, Department of Administrative and Financial Services, Office of Information Technology reserves the right to arrange an on-site check-in with the Vendor to assure security requirements are met. The on-site check-in will be quarterly or as the State deems necessary.

- The vendor must provide a means for secured data transmission and confirm receipt of the State agency's data and files.
- All over runs, of confidential print work, such as Law Briefs, or any printed material which contains names, addresses and personal/confidential information **MUST** be placed in a secured locked recycle tote until it can be shredded. Absolutely no materials of this type will be placed in a garbage bin and disposed as trash.
- All confidential print work such as Law Briefs, or any printed material which contains names, addresses and personal/confidential information **MUST** be treated as such and shall not be read, disclose information, distributed, or reproduced for personal use, etc.
- The vendor and their employee(s), servicing technician(s) or anyone else that may come in contact with this type of work will be required to sign the Vendor Confidential Agreement – Management of State of Maine Printed Materials (Appendix D).

Insurance Requirements: The vendor shall procure and maintain insurance against claims for injuries to persons, or damages to property, which may arise from, or in connection to, the fulfillment of this Agreement, by the vendor, its agents, representatives, employees, or subcontractors. The insurance shall be secured by the vendor, at the vendor's expense, and maintained in force, at all times during the term of this Agreement, and, for any claims-made (as opposed to occurrence-based) policy(ies), for a period of not less than two (2) years thereafter.

Minimum Coverage

1. Errors & Omissions, or Professional Liability Insurance, or Insurance by any other name, covering the following:

- a. All acts, errors, omissions, negligence, infringement of intellectual property (except patent and trade secret) in an amount not less than \$1,000,000 per occurrence, and as an annual aggregate;
- b. Network security and privacy risks, including, but not limited to, unauthorized access, failure of security, breach of privacy, wrongful disclosure, collection, or other negligence in the handling of confidential information, related regulatory defense, and penalties in an amount not less than \$1,000,000 per occurrence, and as an annual aggregate;
- c. Data breach expenses, in an amount not less than (see NOTE below and insert the appropriate limit based upon the number of Personally Identifiable Information records) \$1,000,000, and payable, whether incurred by the Department or the Vendor; for and on behalf of the Department, including, but not limited to:
 - i. Consumer notification, whether or not required by law;
 - ii. Forensic investigations;
 - iii. Public relations and crisis management fees; and
 - iv. Credit or identity monitoring, or similar remediation services.

The policy shall affirm coverage for contingent bodily injury and property damage arising from the failure of the Vendor’s technology services, or an error, or omission, in the content of, and information from, the Vendor. If a sub-limit applies to any element of the coverage, the certificate of insurance must specify the coverage section and the amount of the sub-limit.

NOTE: Personally Identifiable Information (PII) is information that can be used to identify a single person, such as name, social security number, date and place of birth, mother's maiden name, driver's license, biometrics, etc. Maine State law also has a more specific definition in 10 M.R.S. §1347(6).

The Data Breach component of the Insurance (per occurrence) is pegged to the number of PII records that are the subject of this Agreement.

Number of PII Records	Insurance per Occurrence
1 through 3,000	\$400,000
3,001 through 100,000	\$1,000,000
100,001 through 1,000,000	\$5,000,000
Greater than 1,000,000	\$10,000,000

- 2. Workers’ Compensation and employer’s liability, as required by law;
- 3. Property (including contents coverage for all records maintained pursuant to this Agreement): \$1,000,000 per occurrence;

4. Automotive Liability of not less than \$400,000 per occurrence single limit if the Vendor will use vehicles to fulfill the contract;
5. Crime, in an amount not less than \$0.00 (The total monetary amount potentially at risk due to this contract; or Cash Currency and Negotiable Securities actually entrusted to this Vendor); and
6. Business Interruption, in an amount that would allow the Vendor to maintain operations in the event of a Property loss.

Other Provisions: Unless explicitly waived by the Department, the insurance policies shall contain, or be endorsed to contain, the following provisions:

1. The Vendor's insurance coverage shall be the primary and contributory. Any insurance or self-insurance maintained by the Department for its officers, agents, and employees shall be in excess of the Vendor's insurance and shall not contribute to it.
2. The Vendor's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.
3. The Vendor shall furnish the Department with certificates of insurance, and with those endorsements, if any, affecting coverage, required by these Insurance Requirements. The certificates and endorsements for each insurance policy are to be signed by a person authorized by the insurer to bind coverage on its behalf. All certificates and endorsements are to be received and approved by the Department before this Agreement commences. The Department reserves the right to require complete, certified copies of all required insurance policies at any time.
4. All policies should contain a revised cancellation clause allowing thirty (30) days' notice to the Department in the event of cancellation for any reason, including nonpayment.
5. The Department will not grant the Vendor, or any sub-contractor of the Vendor, "Additional Insured" status and the Department will not grant any Vendor a "Waiver of Subrogation"

IV. AMENDMENTS TO SPECIFICATIONS

None

V. AMENDMENT/EXTENSION PRICING/RATE CHANGES

Extension at current rates.

VI. CONTRACTED PRICING/RATES

Prices: Prices are with shipping terms of “Free on Board (FOB) – Destination”. The State intends for this to mean that all goods shall be priced to include shipping charges, if any, to the State’s desired location. The “FOB – Destination” shipping term is also intended to mean that the State shall not bear any responsibility for the goods in question until the State takes possession of them at the destination point of delivery.

Price and Rate Guarantee Period: All quoted prices and rates must be guaranteed for and must remain firm for minimally one year of the initial contract period. Any approved price or rate adjustments must be held firm for minimally one year or the remainder of the contract period. Price adjustment requests must be made by the vendor at least sixty (60) days prior to the effective date. Requests for price adjustments must include sufficient documentation from the manufacture supporting the request. The price adjustment will not go into effect until the contract amendment has been fully approved by the State of Maine.

VII. AUTHORIZED USERS:

State of Maine Departments authorized to utilize this MA contract:

All State of Maine Departments, Agencies

Municipalities, political subdivisions, and school districts in Maine:

- Are NOT permitted to utilize this MA.
- Are permitted to utilize this MA as written.
- Are permitted to utilize this MA with the following conditions:

VIII. ORDERING PROCEDURES/DELIVERY INFORMATION:

Delivery Orders (DO) will be created in AdvantageME for all orders over \$5000.00. DO’s will be emailed as a .pdf file to the vendor’s email address submitted in AdvantageME by the vendor.

Municipalities, political subdivisions, and school districts in Maine will handle their own orders and will be responsible for all payments.

Quantities: It is understood and agreed that the MA will cover the actual quantities required by the State over the length of the contract.

Delivery Locations: The vendor must deliver to any State of Maine facility. Most MaineDOT orders will be delivered to Scarborough, Augusta, Dixfield, Bangor and Oakfield. The exact addresses will be provided to the vendor at the time the order is placed.

Delivery and Inspection: The vendor is responsible for the delivery of material in first class condition at the point of delivery, and in accordance with good commercial practice. The sign blanks ordered from the resulting MA will be inspected after delivery. If shipments are deemed

unacceptable the delivery will be refused and will be returned at the risk and expense of the selling vendor.

RIDER B: TERMS and CONDITIONS**1. DEFINITIONS.** The following definitions are applicable to these standard terms and conditions:

- a. The term “Buyer” or “State” shall refer to the Government of the State of Maine or a person representing the Government of the State of Maine.
- b. The term “Department” or “DAFS” shall refer to the State of Maine Department of Administrative and Financial Services.
- c. The term “Bureau” or “BGS” shall refer to the State of Maine Bureau of General Services.
- d. The term “OSPS” shall refer to the State of Maine Office of State Procurement Services.
- e. The term “Provider” shall refer to the organization that is providing goods and/or services through the contract to which these standard terms and conditions have been attached and incorporated.
- f. The term “Contract” shall refer to the contract document to which these standard terms and conditions apply, taking the format of a Buyer Purchase Order (BPO) or Master Agreement (MA) or other contractual document that is mutually agreed upon between the State and the Provider.

2. WARRANTY. The Provider warrants the following:

- a. That all goods and services to be supplied by it under this Contract are fit and sufficient for the purpose intended, and
- b. That all goods and services covered by this Contract will conform to the specifications, drawing samples, symbols or other description specified by OSPS, and
- c. That such articles are merchantable, good quality, and free from defects whether patent or latent in material and workmanship, and
- d. That all workmanship, materials, and articles to be provided are of the best grade and quality, and
- e. That it has good and clear title to all articles to be supplied by it and the same are free and clear from all liens, encumbrances and security interest.

Neither the final certificate of payment nor any provision herein, nor partial nor entire use of the articles provided shall constitute an acceptance of work not done in accordance with this agreement or relieve the Provider liability in respect of any warranties or responsibility for faulty material or workmanship. The Provider shall remedy any defects in the work and pay any damage to other work resulting therefrom, which shall appear within one year from the date of final acceptance of the work provided hereunder. OSPS shall give written notice of observed defects with reasonable promptness.

3. TAXES. Provider agrees that, unless otherwise indicated in the order, the prices herein do not include federal, state, or local sales or use tax from which an exemption is available for purposes of this order. Provider agrees to accept and use tax exemption certificates when supplied by OSPS as applicable. In case it shall ever be determined that any tax included in the prices herein was not required to be paid by Provider, Provider agrees to notify OSPS and to make prompt application for the refund thereof, to take all proper steps to procure the same and when received to pay the same to OSPS.

4. **PACKING AND SHIPMENT.** Deliveries shall be made as specified without charge for boxing, carting, or storage, unless otherwise specified. Articles shall be suitably packed to secure lowest transportation cost and to conform to the requirements of common carriers and any applicable specifications. Order numbers and symbols must be plainly marked on all invoices, packages, bills of lading, and shipping orders. Bill of lading should accompany each invoice. Count or weight shall be final and conclusive on shipments not accompanied by packing lists.
5. **DELIVERY.** Delivery should be strictly in accordance with delivery schedule. If Provider's deliveries fail to meet such schedule, OSPS, without limiting its other remedies, may direct expedited routing and the difference between the expedited routing and the order routing costs shall be paid by the Provider. Articles fabricated beyond OSPS's releases are at Provider's risk. Provider shall not make material commitments or production arrangements in excess of the amount or in advance of the time necessary to meet delivery schedule, and, unless otherwise specified herein, no deliveries shall be made in advance of OSPSO's delivery schedule. Neither party shall be liable for excess costs of deliveries or defaults due to the causes beyond its control and without its fault or negligence, provided, however, that when the Provider has reason to believe that the deliveries will not be made as scheduled, written notice setting forth the cause of the anticipated delay will be given immediately to OSPS. If the Provider's delay or default is caused by the delay or default of a subcontractor, such delay or default shall be excusable only if it arose out of causes beyond the control of both Provider and subcontractor and without fault of negligence or either of them and the articles or services to be furnished were not obtainable from other sources in sufficient time to permit Provider to meet the required delivery schedule.
6. **FORCE MAJEURE.** The performance of an obligation by either party shall be excused in the event that performance of that obligation is prevented by an act of God, act of war, riot, fire, explosion, flood or other catastrophe, sabotage, severe shortage of fuel, power or raw materials, change in law, court order, national defense requirement, or strike or labor dispute, provided that any such event and the delay caused thereby is beyond the control of, and could not reasonably be avoided by, that party.
7. **INSPECTION.** All articles and work will be subject to final inspection and approval after delivery, notwithstanding prior payment, it being expressly agreed that payment will not constitute final acceptance. OSPS, at its option, may either reject any article or work not in conformity with the requirements and terms of this order, or re-work the same at Provider's expense. OSPS may reject the entire shipment where it consists of a quantity of similar articles and sample inspection discloses that ten (10%) percent of the articles inspected are defective, unless Provider agrees to reimburse OSPS for the cost of a complete inspection of the articles included in such shipment. Rejected material may be returned at Provider's risk and expense at the full invoice price plus applicable incoming transportation charges, if any. No replacement of defective articles of work shall be made unless specified by OSPS.
8. **INVOICE.** The original and duplicate invoices covering each and every shipment made against this order showing Contract number, Vendor number, and other essential particulars, must be forwarded promptly to the ordering agency concerned by the Vendor to whom the order is issued. Delays in receiving invoice, and any errors or omissions on statements, will be considered just cause for withholding settlement without losing discount privileges. All accounts are to be carried in the name of the agency or institution receiving the goods, and not in the name of OSPS.

- 9. MODIFICATIONS.** OSPS reserves the right to increase or decrease all or any portion of the work and the articles required by the bidding documents or this agreements, or to eliminate all or any portion of such work or articles or to change delivery date hereon without invalidating this Contract. All such modification shall be in writing. If any such modification are made, the Contract amount or amounts shall be adjusted accordingly. In no event shall Provider fail or refuse to continue the performance of the work in providing of articles under this Agreement because of the inability of the parties to agree on an adjustment or adjustments.
- 10. TERMINATION.** OSPS may terminate the whole or any part of this Agreement in any one of the following circumstances:
- a. The Provider fails to make delivery of articles, or to perform services within the time or times specified herein, or
 - b. If Provider fails to deliver specified materials or services, or
 - c. If Provider fails to perform any of the provisions of this Agreement, or
 - d. If Provider so fails to make progress as to endanger the performance of this Agreement in accordance with its terms, or
 - e. If Provider is adjudged bankrupt, or if it makes a general assignment for the benefit of its creditors or if a receiver is appointed on account of its insolvency, or
 - f. Whenever for any reason the State shall determine that such termination is in the best interest of the State to do so.

In the event that OSPS terminates this Agreement in whole or in part, pursuant to this paragraph with the exception of (f), OSPS may procure (articles and services similar to those so terminated) upon such terms and in such manner as OSPS deems appropriate, and Provider shall be liable to OSPS for any excess cost of such similar articles or services.

- 11. NON-APPROPRIATION.** Notwithstanding any other provision of this Contract, if the State does not receive sufficient State, Federal, or other sources of funds to fund this Contract and other obligations of the State, if funds are de-appropriated, or if the State does not receive legal authority to expend funds from State or Federal legislative, executive or judicial bodies, then the State is not obligated to make payment under this Contract.
- 12. GOVERNMENTAL REQUIREMENTS.** The Provider warrants and represents that it will comply with all applicable governmental ordinances, laws and regulations.
- 13. GOVERNING LAW.** This Contract shall be governed in all respects by the laws, statutes, and regulations of the United States of America and of the State of Maine. Any legal proceeding against the State regarding this Contract shall be brought in the State of Maine administrative or judicial forums. The Provider consents to personal jurisdiction in the State of Maine.
- 14. DISPUTES.** OSPS will decide any and all questions which may arise as to the quality and acceptability of articles provided and installation of such articles, and as to the manner of performance and rate of progress under this Contract. OSPS will decide all questions, which may arise as to the interpretation of the terms of this Agreement and the fulfillment of this Agreement on the part of the Provider.
- 15. SUBLETTING, ASSIGNMENT OR TRANSFER.** The Provider shall not sublet, sell, transfer, assign or otherwise dispose of this Contract or any portion thereof, or of its right, title or interest therein, without the written request and written approval from the Department. Such approval shall not in

any case relieve the Provider of its responsibility for performance of work or liability under this Contract.

16. STATE HELD HARMLESS. The Provider shall indemnify and hold harmless the Department and its officers, agents, and employees from and against any and all third party claims, liabilities, and costs, including reasonable attorney fees, for any or all injuries to persons or property or claims for money damages, including claims for violation of intellectual property rights, arising from the negligent acts or omissions of the Provider, its employees or agents, officers or Subcontractors in the performance of work under this Agreement; provided, however, the Provider shall not be liable for claims arising out of the negligent acts or omissions of the Department, or for actions taken in reasonable reliance on written instructions of the Department.

17. NON-COLLUSION. The Provider warrants that it has not employed or contracted with any company or person, other than for assistance with the normal study and preparation of a proposal, to solicit or secure this Contract, and that it has not paid, or agreed to pay, any company or person, other than a bona fide employee working solely for the Provider, any fee, commission, percentage, brokerage fee, gifts, or any other consideration, contingent upon, or resulting from, the award of this Contract.

And, the Provider has not entered into a prior understanding, agreement, or connection with any corporation, firm, or person submitting a response for the same materials, supplies, equipment, or services, and this proposal is in all respects fair and without collusion or fraud. The above-mentioned entities understand and agree that collusive bidding is a violation of state and federal law and can result in fines, prison sentences, and civil damage awards.

For breach or violation of this provision, the Department shall have the right to terminate this Contract without liability or, at its discretion, to otherwise recover the full amount of such fee, commission, percentage, brokerage fee, gift, or contingent fee.

18. MATERIAL SAFETY: All manufacturers, importers, suppliers, or distributors of hazardous chemicals doing business in this State must provide a copy of the current Material Safety Data Sheet (MSDS) for any hazardous chemical to their direct purchasers of that chemical.

19. ORDER OF PRECEDENCE. In the event of a conflict between the documents comprising this Agreement, the Order of Precedence shall be:

- a. Exceptions - If applicable
- b. General Terms & Conditions for Goods and/or Services under Buyer Purchase Orders and Master Agreements
- c. Scope of Work - If applicable
- d. Vender Agreement - Included at Department's Discretion
- e. Other - Included at Department's Discretion

20. CYBERSECURITY AND PROHIBITED TECHNOLOGIES. The Provider certifies to the best of Provider's knowledge and belief that the aforementioned organization, its principals and any subcontractors named in this Contract:

- a. is not a foreign adversary business entity, <https://www.maine.gov/oit/prohibited-technologies>, [Title 5 MRSA §2021 \(3\)](#); and
- b. is not on the list of prohibited companies or does not obtain or purchase any information or communications technology or services included on the list of prohibited information and communications technology and services <https://www.maine.gov/oit/prohibited-technologies>, [Title 5 MRSA §2030-B](#).

Contracts entered into by a state agency in violation of [Title 5 M.R.S. §2030-B](#) are void. A person who knowingly signs this contract, in violation of this section, commits a civil violation for which a fine may be adjudged in an amount that is twice the amount of this contract or \$250,000, whichever is greater, [Title 5 MRSA §2030-A](#).

21. TARIFFS. Any price increases implemented by the provider due to the imposition of tariffs shall remain in effect only for the duration that such tariffs are in place. In the event of the repeal or reduction of any applicable tariff(s), the provider shall immediately return to the original price list or make a proportional reduction in the price to reflect the decrease in tariff(s). Price adjustments under this clause shall be made in good faith and without undue delay upon confirmation via documents reflecting tariff changes.


RIDER D: RESPONSIBLE VENDOR CERTIFICATION

By signing this document, I certify to the best of my knowledge and belief that the aforementioned organization, its principals, and any subcontractors named in this contract:

- a. Are not presently debarred, suspended, proposed for debarment, and declared ineligible or voluntarily excluded from bidding or working on contracts issued by any governmental agency.*
- b. Have not within three years been convicted of or had a civil judgment rendered against them for:

 - i. fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a federal, state or local government transaction or contract.*
 - ii. violating Federal or State antitrust statutes or committing embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;*
 - iii. are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or Local) with commission of any of the offenses enumerated in paragraph (b) of this certification; and*
 - iv. have not within a three (3) year period preceding this contract had one or more federal, state or local government transactions terminated for cause or default.**
- c. Have not entered into a prior understanding, agreement, or connection with any corporation, firm, or person also contracting for the same materials, supplies, equipment, or services and this contract is in all respects fair and without collusion or fraud. The above-mentioned entities understand and agree that collusive contracting is a violation of state and federal law and can result in fines, prison sentences, and civil damage awards.*

To the best of my knowledge all information provided, both programmatic and financial, is complete and accurate at the time of signature.

Name: Peter McCarthy	Title: president
Authorized Signature: <div style="border: 1px solid black; border-radius: 50%; padding: 2px; display: inline-block;"> <small>DocuSigned by:</small>  <small>9F5FD4A7A3D9483...</small> </div>	Date: 4/3/2026

Appendix D

**STATE OF MAINE
DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES
OFFICE OF STATE PROCUREMENT SERVICES**

**MA # 18P 2203040000000000085
Printing Services**

**PROVIDER CONFIDENTIAL AGREEMENT
MANAGEMENT OF STATE OF MAINE PRINTED MATERIALS**

By the execution of this Confidentiality Agreement, the undersigned agrees to the following:

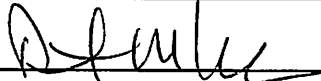
1. All printed material, hard copy, or electronic, including all masters, make ready's, originals, etc., are the property of the ordering agency and are to be treated confidential in all cases.
2. All over runs of confidential print work, such as law briefs, Legislative work, or any printed material which contains names, addresses and personal/confidential information shall be placed in a secured, locked recycle tote until it can be shredded. Absolutely no materials of this type will be placed in a garbage bin and disposed as trash.
3. All confidential print work, such as law briefs, Legislative work, or any printed material which contains names, addresses and personal/confidential information shall be treated as such and shall not be read, disclosed information, distributed, or reproduced for personal use by the vendor, or vendor's employee, or serving technician (s), or authorized personnel that may be in the production/office areas.
4. Hard disk drives in equipment that is disposed of, or otherwise transferred out of the Provider's control, shall be scrubbed of any confidential print data.
5. Any print job marked as confidential shall be packaged up in a box/boxes (with cover/covers), including the originals so that it cannot be read.
6. All requests for printed material by anyone, other than the ordering agency, shall be referred to their supervisor for response. No supervisor or other employee may allow any individual other than those authorized by the ordering agency to review, copy, or take possession of any printed material under any circumstances. Requests of any type must be denied.
7. All persons with access to, or handling State of Maine printed materials, shall be made aware and comply with the terms of this Confidentially Agreement.

Executed by the duly authorized representative of Provider on the date set forth below:

Dated: 10/1/24 Provider: THE COPY CENTER

By: Peter MCCARTHY

Title: President

Signature: 

The Copy Center

Bidders Price List

RFQ # 18P 22020300000000000187

Appendix G

Printing prices

Color Copies

8.5 x11 side 2
8.5 x 14 side 2
11 x17 or 12 x18 side 2

#20	#80/#100 cover	color stock
		**
0.13	0.16	0.17
0.09	0.12	0.13
0.16	0.19	0.21
0.12	0.16	0.18
	0.00	
0.24	0.29	0.26
0.20	0.23	0.21

Black only

8.5 x11 side 2
8.5 x 14 side 2
11 x17 or 12 x18 side 2

#20	#65/#80 cover	color stock	color cover
		**	stock **
0.032	0.037	0.035	0.058
0.029	0.035	0.032	0.046
0.037	0.041	0.040	0.061
0.031	0.038	0.036	0.058
0.058	0.074	0.069	0.115
0.046	0.058	0.052	0.092

** color stock prices does not include bright hue colors

NCR printing per

2pt
3pt
4pt

8.5 x11 1/0	2 sided
25.000	35.000
45.000	60.000
60.000	85.000

Pre-press Design w/ Pre-press Design work

\$50 per hour with \$10 minimum

Appendix G (CONT.)

Bindery Services Bindery Services

folding	folding	1/2, Z, or	
		parallel	right angle
8.5 x11	8.5 x11	0.020	0.050
11 x1 4	11 x1 4	0.030	0.070
11 x17	11 x17	0.040	0.070
cover stock	cover stock	0.050	0.100

Mailing Sevicies	
setup	20.000
address ea	0.030
tab each	0.030

Other bindery	Other bindery		
saddle stitch booklet (staples inc)	saddle stitch booklet (staples inc)	0.150	sure bind 0.750
stapling other ea	stapling other ea	0.030	Acco fastening 0.250 ea
GBC or Coil	GBC or Coil	0.600	shrinkwrap 0.200 package
perfect bind	perfect bind	0.750	hand insert 0.030 unit
tape	tape	0.750	
Wire-O	Wire-O	0.750	
special drilling	special drilling	0.015	
laminating 8.5 x11	laminating 8.5 x11	0.750	
laminating 11X17	laminating 11X17	1.000	