

MA 18P 1810160000000000044  
MODIFICATION

**State of Maine**



**Master Agreement**

**Effective Date:** 11/01/18

**Expiration Date:** 10/31/22

**Master Agreement Description:** Annual Contract for State of Maine Letterhead Stationery

**Buyer Information**

Debbie Jacques 207-624-7890 ext. DEBBIE.JACQUES@MAINE.GOV

**Issuer Information**

Debbie Jacques 207-624-7890 ext. DEBBIE.JACQUES@MAINE.GOV

**Requestor Information**

Debbie Jacques 207-624-7890 ext. DEBBIE.JACQUES@MAINE.GOV

**Agreement Reporting Categories**

- 1. Recycled

**Reason For Modification:** Renewed MA through 10/31/2022

**Authorized Departments**

ALL

**Vendor Information**

**Vendor Line #:** 1

**Vendor ID**

VS0000000033

**Vendor Name**

ARMSTRONG FAMILY INDUSTRIES

**Alias/DBA**

THE SNOWMAN GROUP

**Vendor Address Information**

1 PRINTERS DRIVE

HERMON, ME 04401

US



Each signatory below represents that the person has the requisite authority to enter into this Contract. The parties sign and cause this Contract to be executed.

State of Maine - Department of Administrative and Financial Services

DocuSigned by:  
Jaime Schorr 10/13/2020  
8D6427754DD0450  
Signature Date

Jaime C. Schorr, Chief Procurement Officer

Vendor ARMSTRONG FAMILY INDUSTRIES, INC D/B/A THE SNOWMAN GROUP D/B/A SNOWMAN PRINTING

DocuSigned by:  
Rich Armstrong 10/13/2020  
81B140D00E50400...  
Signature Date

Rich Armstrong President  
Print Representative Name and Title

**RIDERS**

<input checked="" type="checkbox"/>	The following riders are hereby incorporated into this Contract and made part of it by reference: (check all that apply)
<input checked="" type="checkbox"/>	Rider A – Scope of Work and/or Specifications
<input checked="" type="checkbox"/>	Rider B – Terms and Conditions
<input type="checkbox"/>	Rider C - Exceptions
<input checked="" type="checkbox"/>	Bid Cover Page and Debarment Form
<input checked="" type="checkbox"/>	Debarment, Performance, and Non-Collusion Certification
<input checked="" type="checkbox"/>	Price sheet (attach excel spreadsheet to post on website)
<input checked="" type="checkbox"/>	Other – Sample Letterhead

**RIDER A**  
**Scope of Work and/or Specifications**

**MA #18P 1810160000000000044**

**Annual Contract for State of Maine Letterhead Stationery**

**DETAILED SPECIFICATIONS**

**Scope:** To establish a two-year Contract to cover the printing of Letterhead Stationery for the State of Maine.

**Initial Contract Period:** November 1, 2018 through October 31, 2020

**First Renewal:** November 1, 2020 through October 31, 2022

**Contract Renewal:** Following the initial term of the contract, the Division may opt to renew the contract for two renewal periods of one two-year and one one-year, subject to continued availability of funding and satisfactory delivery/performance.

The term is defined as follows:

Period	Start Date	End Date
Initial Period of Performance	11/1/2018	10/31/2020
Renewal Period #1	11/1/2020	10/31/2022
Renewal Period #2	11/1/2022	10/31/2023

**Quantities:** The contract will cover quantities from 500 to 10,000 (1 ream to 20 reams). The estimated amount spent against this contract per year is an approximately \$3500 to \$5,000 (or approx. 15 -25 orders annually), based on the past 3 years.

**Stock:** All Letterhead stock is White, 8-1/2" x 11". All stock is to be **watermarked**. All stock is to be **recycled**. Vendor is to supply two (2) different stocks:  
20 lb. Bond  
24 lb. w/25% Cotton Content  
Vendor MUST be able to supply both above paper stocks.

**Ink Colors:** All Letterhead is to be printed in one ink color, Reflex Blue **or** Black ink only. Other colors are not part of this contract.

**Contract Prices:** All prices MUST remain firm for the duration of the contract.

**Typesetting:** There is a **standardized format** and **font requirement** for State Letterhead (see attached samples). If typesetting is needed, vendor will be responsible for typesetting and providing proofs to departments. All typesetting, set-up, artwork charges, etc., are to be included in the unit price of the letterhead. No additional charges will be allowed.

**Packaging:** Standard packaging required – 500 per box, 5 boxes per ctn. (2500/ctn)

**Ordering Procedure:** Delivery Orders (DO) will be created in AdvantageME for all orders against Master Agreements (MA), unless the State of Maine Procurement Card is used for payment. Delivery orders in the amount of \$5000.00 or less will be e-mailed by the using agency to the vendor. Delivery Orders in amounts greater than \$5000.00 will workflow to the Division of Purchases' Buyers for approval and encumbrance, and then the Division of Purchases will e-mail the order to the Vendor.

**Delivery:** To be delivered to various locations throughout the state. The majority of all orders will be delivered to the Augusta area. **ALL** shipping and delivery charges are to be included in the unit price. Delivery is to be made within 5 work days from proof approval, and no more than 10 days from receipt of order.

**Billing:** Vendor is to bill each agency directly referencing DO number on all invoices.

**Monthly Report:** Monthly reports are **REQUIRED**. Vendor will be responsible for generating a “**Monthly Report**” to be submitted to the Division of Purchases **no later than the 5<sup>th</sup> of each month** for the previous month's activities. Each report should include each order received for the month and include: **Date, Ordering Department, Item Ordered, Quantity, and Dollar Amount.**

**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.

**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 “Division” shall refer to the State of Maine Division of Purchases.
  - e. The term “Contractor”, “Vendor”, or “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” or “Agreement” 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 Contractor.
  
- 2. WARRANTY:** The Contractor 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 the Division, 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 Contractor liability in respect of any warranties or responsibility for faulty material or workmanship. The Contractor 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. The Division of Purchases shall give written notice of observed defects with reasonable promptness.

**3. TAXES:** Contractor 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. Contractor agrees to accept and use tax exemption certificates when supplied by the Division as applicable. In case it shall ever be determined that any tax included in the prices herein was not required to be paid by Contractor, Contractor agrees to notify the Division 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 the Division.

**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 Contractor's deliveries fail to meet such schedule, the Division, 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 Contractor. Articles fabricated beyond the Division's releases are at Contractor's risk. Contractor 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 the Division'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 Contractor 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 the Division. If the Contractor'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 Contractor 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 Contractor to meet the required delivery schedule.

**6. FORCE MAJEURE:** The State may, at its discretion, excuse the performance of an obligation by a party under this Agreement in the event that performance of that obligation by that party 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. The State may, at its discretion, extend the time period for performance of the obligation excused under this section by the period of the excused delay together with a reasonable period to reinstate compliance with the terms of this Agreement.

**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. The Division of Purchases, 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 Contractor's expense. The Division 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 Contractor agrees to reimburse the Division for the cost of a complete inspection of the articles included in such shipment. Rejected material may be returned at Contractor'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 the Division.

**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 also errors and 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 the Division of Purchases.

**9. ALTERATIONS:** The Division reserves the right to increase or decrease all or any portion of the work and the articles required by the bidding documents or this agreement, or to eliminate all or any portion of such work or articles or to change delivery date hereon without invalidating this Agreement. All such alterations shall be in writing. If any such alterations are made, the contract amount or amounts shall be adjusted accordingly. In no event shall Contractor 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:** The Division may terminate the whole or any part of this Agreement in any one of the following circumstances:

- a. The Contractor fails to make delivery of articles, or to perform services within the time or times specified herein, or
- b. If Contractor fails to deliver specified materials or services, or
- c. If Contractor fails to perform any of the provisions of this Agreement, or
- d. If Contractor so fails to make progress as to endanger the performance of this Agreement in accordance with its terms, or
- e. If Contractor is adjudged bankrupt, or if it makes a general assignment for the benefit of its creditors or if a receiver is appointed because 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 the Division terminates this Agreement in whole or in part, pursuant to this paragraph with the exception of 8(f), the Division may procure (articles and services similar to those so terminated) upon such terms and in such manner as the Division deems appropriate, and Contractor shall be liable to the Division for any excess cost of such similar articles or services.

**11. NON-APPROPRIATION:** Notwithstanding any other provision of this Agreement, if the State does not receive sufficient funds to fund this Agreement and other obligations of the State, if funds are de-appropriated, or if the State does not receive legal authority to expend funds from the Maine State Legislature or Maine courts, then the State is not obligated to make payment under this Agreement.

**12. COMPLIANCE WITH APPLICABLE LAWS:** Contractor agrees that, in the performance hereof, it will comply with applicable laws, including, but not limited to statutes, rules, regulations or orders of the United States Government or of any state or political subdivision(s) thereof, and the same shall be deemed incorporated herein by reference. Awarding agency requirements and regulations pertaining to copyrights and rights in data. Access by the grantee, the subgrantee, the Federal grantor agency, the Comptroller General of the United

States, or any of their duly authorized representatives to any books, documents, papers and records of the Contractor which are directly pertinent to that specific contract for the purpose of making audit, examination, excerpts, and transcriptions. Retention of all required records for three years after grantees or subgrantees make final payments and all other pending matters are closed. Compliance with all applicable standards, orders, or requirements issued under section 306 of the Clean Air Act (42 U.S.C. 1857(h), section 508 of the Clean Water Act, (33 U.S.C. 1368), Executive Order 11738, and Environmental Protection Agency regulations (40 CFR part 15). (Contracts, subcontracts, and subgrants of amounts in excess of \$100,000). Mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan issued in compliance with Energy Policy and Conservation Act (Pub. L. 94-163, 89 Stat. 871).

**13. INTERPRETATION:** This Agreement shall be governed by the laws of the State of Maine as to interpretation and performance.

**14. DISPUTES:** The Division 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. The Division 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 Contractor.

**15. ASSIGNMENT:** None of the sums due or to become due nor any of the work to be performed under this order shall be assigned nor shall Contractor subcontract for completed or substantially completed articles called for by this order without the Division's prior written consent. No subcontract or transfer of agreement shall in any case release the Contractor of its obligations and liabilities under this Agreement.

**16. STATE HELD HARMLESS:** The Contractor agrees to indemnify, defend, and save harmless the State, its officers, agents, and employees from any and all claims and losses accruing or resulting to any and all contractors, subcontractors, material men, laborers and other persons, firm or corporation furnishing or supplying work, services, articles, or supplies in connection with the performance of this Agreement, and from any and all claims and losses accruing or resulting to any person, firm or corporation who may be injured or damaged by the Contractor in the performance of this Agreement.

**17. SOLICITATION:** The Contractor warrants that it has not employed or written any company or person, other than a bona fide employee working solely for the Contractor to solicit or secure this Agreement, and it has not paid, or agreed to pay any company, or person, other than a bona fide employee working solely for the Contractor any fee, commission, percentage, brokerage fee, gifts, or any other consideration, contingent upon, or resulting from the award for making this Agreement. For breach or violation of this warranty, the Division shall have the absolute right to annul this agreement or, in its discretion, to deduct from the Agreement price or consideration, or otherwise recover the full amount of such fee, commission, percentage, brokerage fee, gifts, or contingent fee.

**18. WAIVER:** The failure of the Division to insist, in any one or more instances, upon the performance of any of the terms, covenants, or conditions of this order or to exercise any right hereunder, shall not be construed as a waiver or relinquishment of the future performance of any such term, covenant, or condition or the future exercise of such right, but the obligation of Contractor with respect to such future performance shall continue in full force and effect.

**19. 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.

**20. COMPETITION:** By accepting this Contract, Contractor agrees that no collusion or other restraint of free competitive bidding, either directly or indirectly, has occurred in connection with this award by the Division of Purchases.

**21. INTEGRATION:** All terms of this Contract are to be interpreted in such a way as to be consistent at all times with this Standard Terms and Conditions document, and this document shall take precedence over any other terms, conditions, or provisions incorporated into the Contract.

RIDER C

EXCEPTIONS

Enter the exceptions here if applicable. If not applicable enter NA– make sure Rider C is not checked in the Rider section

## Appendix A

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

**BID COVER PAGE and DEBARMENT FORM**

Bidder's Organization Name: THE SNOWMAN GROUP		
Chief Executive - Name/Title: RICHARD ARMSTRONG / PRESIDENT		
Tel: 207.848.7300	Fax: 207.848.7400	E-mail:
<a href="mailto:RICH@SNOWPRINT.COM">RICH@SNOWPRINT.COM</a> Headquarters Street Address: 1 Printers Drive		
Headquarters City/State/Zip: Hermon, Maine 04401		
<i>(provide information requested below if different from above)</i>		
Lead Point of Contact for Bid - Name/Title:		
Tel:	Fax:	E-mail:
Street Address:		
City/State/Zip:		

By signing below Bidder affirms:

- Their bid complies with all requirements of this RFQ;
- This bid and the pricing structure contained herein will remain firm for a period of 180 days from the date and time of the bid opening;
- That no personnel currently employed by the Department or any other State agency participated, either directly or indirectly, in any activities relating to the preparation of the Bidder's proposal;
- That no attempt has been made or will be made by the Bidder to induce any other person or firm to submit or not to submit a proposal; and
- The undersigned is authorized to enter into contractual obligations on behalf of the above-named organization.

Name: Rich Armstrong	Title: President
Authorized Signature: <i>Rich Armstrong</i>	Date: 10-02-20

## Debarment, Performance, and Non-Collusion 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 proposal:*

- 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 of submitting the proposal for this contract 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 proposal 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 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.*

- **Failure to provide this certification may result in the disqualification of the Bidder's proposal, at the discretion of the Department.**

*To the best of my knowledge all information provided in the enclosed proposal, both programmatic and financial, is complete and accurate at the time of submission.*

Name: RICH ARMSTRONG	Title: PRESIDENT
Authorized Signature: <i>Rich Armstrong</i>	Date: 10/02/20





ANGUS S. KING, JR.  
GOVERNOR

STATE OF MAINE  
DEPARTMENT OF  
MENTAL HEALTH AND MENTAL RETARDATION  
BUREAU OF CHILDREN WITH SPECIAL NEEDS  
ELIZABETH LEVINSON CENTER  
159 HOGAN ROAD  
BANGOR, MAINE 04401-5697

MELODIE J. PEET  
COMMISSIONER

KATHI MURRAY, RNC, ADM.  
DIRECTOR



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TOLL FREE # 1-800-227-7706



50 pts HIGH

STATE OF MAINE  
OFFICE OF THE GOVERNOR  
1 STATE HOUSE STATION  
AUGUSTA, MAINE  
04333-0001

3.06 picas of space

Goudy Hand Tool 7/2 CAPS w/ 120% horizontal scale -C- on overall 8 1/2" paper

7pt Helvetica Plain 13 CAPS → ANGUS S. KING, JR. 1.06 picas of space

-C- X20.06 picas w/ FLUSH LEFT the overall 8 1/2" paper

GOVERNOR ← 5pt Helvetica Plain CAPS -C-

10pt Goudy Hand Tool CAPS w/ 120% horizontal scale

CHARLES E. HEWETT ← 7 1/2 Helvetica Plain CAPS -C-

CHIEF OPERATING OFFICER

-C- X20.06 picas FLUSH RIGHT to overall 8 1/2" paper

align baselines

7pt Goudy Hand Tool CAPS w/ 120% horizontal scale

4 pts of space  
40 pts HIGH  
14 pts HIGH

FL w/ 7 pica indent

PHONE: (207) 287-3531 (Voice)

PRINTED ON RECYCLED PAPER

(207) 287-6548 (TTY)

-C- on overall 8 1/2" paper 1.03 picas of space

5pt Palatino CAPS -C-

FAX: (207) 287-1034

FR w/ 7 pica indent

2.03 picas of space

In 1995 the Governor's Office developed a standardized format for letterhead to provide a consistent, unified State image.

There are 3 choices of stock, all are to be white.

The font to be used is Goudy Hand Tool.

Letterhead may be printed in only blue or black ink (single color only).

I have enclosed samples of the standardized format.

The standard format must include the following (as shown on top center of sample):

STATE OF MAINE  
DEPARTMENT NAME (may be 2 lines)  
BUREAU NAME (optional)  
ADDRESS  
CITY/STATE  
ZIP - + 4

The Governor's name must appear on the left hand side of the format in all cases. The right hand name must be the Commissioner or Bureau Director associated with the address. There are limited exceptions, and ultimately the names on the right are at the discretion of the Department.

The State Seal appears in the upper left corner.