

MODIFICATION

State of Maine**Master Agreement****Effective Date:** 12/01/16**Expiration Date:** 11/30/19**Master Agreement Description:** CareerCenter Business Cards, Envelopes, and Letterhead**Buyer Information**

Debbie Jacques

207-624-7890 **ext.**

DEBBIE.JACQUES@MAINE.GOV

Issuer Information

VERONICA DANFORTH

207-623-7977 **ext.**

veronica.f.danforth@maine.gov

Requestor Information

Veronica Danforth

207-623-7977 **ext.**

veronica.f.danforth@maine.gov

Agreement Reporting Categories

1. Recycled

Authorized Departments

12A DEPT. OF LABOR

Vendor Information**Vendor Line #: 1****Vendor ID**

VS0000010104

Vendor Name

Smith & Town Printers LLC

Alias/DBA**Vendor Address Information**

42 Main Street

Berlin, NH 03570

US

Vendor Contact Information

matt or mike godbout

603-752-2150 **ext.**

files@smithandtownprinters.com

Commodity Information

Vendor Line #: 1

Vendor Name: Smith & Town Printers LLC

Commodity Line #: 1

Commodity Code: 96631

Commodity Description: CareerCenter Business Cards, Envelopes, and Letterhead

Commodity Specifications:

Commodity Extended Description: To establish an Annual Contract for CareerCenter Business Cards, Envelopes and Letterhead. Initial Contract Period: 12/1/16- 11/30/17. First Renewal: 12/1/17 - 11/30/18. Second Renewal: 12/1/18 - 11/30/18. To be printed, manufactured, and delivered as per the attached specifications. All shipping charges are to be included in the total price.

Quantity

0.00000

UOM

Unit Price

\$0.00

Delivery Days

10

Free on Board

FOB Dest, Freight Prepaid

Contract Amount

\$0.00

Service Start Date

Service End Date

Catalog Name

Smith&Town2016

Discount

0.0000 %

Discount Start Date

12/01/16

Discount End Date

11/30/19

ANNUAL CONTRACT
CareerCenter Business Cards, Envelopes and Letterhead
MA 18P 1611300000000000060

SPECIFICATIONS, TERMS AND CONDITIONS

- Scope:** To establish an annual contract for the printing of CareerCenter Business Cards, Envelopes and Letterhead.
- Contract Period:** Initial Contract: December 1, 2016 to November 30, 2017
First Renewal: December 1, 2017 to November 30, 2018
Second Renewal: December 1, 2018 to November 30, 2019
- Delivery:** To be delivered to 12 different CareerCenter locations throughout the State of Maine. **Prices are to be FOB delivered.** No shipping charges may be added to the invoice.
Deliveries **MUST** be made within **5-10 working days** after receipt of order.
- Ordering Procedure:** Delivery Orders (DO) will be created in AdvantageME for all orders against the Master Agreement (MA) - **unless** the State of Maine Procurement Card is used for payment. Orders in the amount of \$5000.00 or less will be e-mailed by the using agency to the Vendor as a PDF file. Delivery Orders in amounts greater than \$5000.00 will workflow to the Division of Purchases' Buyers for approval and encumbrance. The Division of Purchases will then e-mail the order to the Vendor.
- Billing:** Vendor to bill agency directly referencing DO number on all invoices.
- Monthly Report:** Vendor will be responsible for generating a "**Monthly Report**" to be submitted to the Division of Purchases **no later than the 5th of each month** for the previous month's activities.
Each report is to include each order received for the month and must have the following information: **Order Date, Ordering Location, Quantity Ordered, Item Ordered** and **Dollar Amount**.
- Typesetting & Proofs:** Agency will provide files for the 12 CareerCenters for Letterhead and Envelopes. A template will be provided for the Business Cards using the previous 2-color logo. A new 3-color logo has been provided to replace the old logo. Vendor will be responsible for typesetting of contact information. Typesetting is to be included in the price (see samples attached for reference). **Proofs are required.**
- 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.

ANNUAL CONTRACT
CareerCenter Business Cards, Envelopes and Letterhead
MA 18P 1611300000000000060

Specifications:

CareerCenter Letterhead

All letterhead is to be 24 lb. recycled White Bond, printed one side.

Letterhead Size: 8-1/2" x 11"

Ink: To be printed three colors, PMS 661, PMS 187 and PMS 404

Packaging: Standard packaging required, 500/ream.

CareerCenter Envelopes

All envelopes are to be 24 lb. white wove recycled stock with full-gummed flap and diagonal seams. Windows are to be poly material.

Envelope Sizes: #10 Regular – 4-1/8" x 9-1/2"
#10 Window – 4-1/8" x 9-1/2"

Standard Window Size: 1-1/8" x 4-1/2"

Standard Window Position: 7/8" from left and 1/2" from bottom

Ink: To be printed three colors, PMS 661, PMS 187 and PMS 404
All envelopes to be printed one side, three colors (3/0)

Packaging: Envelopes to be packaged in boxes of 500, 2500 per case.

CareerCenter Business Cards

All Business Cards are to be printed one side or two sides on White 80 lb. recycled cover stock.

Business Card Size: 3-1/2" x 2"

Ink: To be printed 3/0, PMS 661, PMS 187 and PMS 404 (printed one side)
To be printed 3/1, PMS 661, PMS 187 and PMS 404 / Black (printed two sides)

Packaging: All business cards **MUST** be packaged in rigid business card boxes. Use standard packaging.

