MA 18P 161130000000000000000

10/19/18

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 Vendor Name

VS0000010104 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	Discount End Date

12/01/16

11/30/19

ANNUAL CONTRACT CareerCenter Business Cards, Envelopes and Letterhead

MA 18P 161130000000000000000

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 <u>5-10 working days</u> 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.

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.

١	ENDOR CUSTOMER CODE	SUPPLIER PART NUMBER	SUPPLIER NAME	MANUFACTURER NAME	MANUFACTURE R PART NUMBER	COMMODITY CODE	ITEM DESCRIPTION	EXTENDED DESCRIPTION	UNIT OF MEASURE	LIST PRICE	DELIVERY DAYS	PRODUCT/CATE GORY	MODEL	DRAWING	PIECE	SERIAL NUMBER	SPECIFICATION	SIZE	COLOR	PICTURE FILE NAME
	VS0000010104	CCRE500				96631	CareerCenter Regular Envelopes - Lot of 500	24 lb. white wove recycled sto	c LOT	103.00	10						Recycled			<u> </u>
	VS0000010104	CCRE1000				96631	CareerCenter Regular Envelopes - Lot of 1000	24 lb. white wove recycled sto	c LOT	133.00	10						Recycled			
	VS0000010104	CCRE1500				96631	CareerCenter Regular Envelopes - Lot of 1500	24 lb. white wove recycled sto	c LOT	163.00	10						Recycled			
	VS0000010104	CCRE2000				96631	CareerCenter Regular Envelopes - Lot of 2000	24 lb. white wove recycled sto	c LOT	191.00							Recycled			
	VS0000010104	CCRE2500				96631	CareerCenter Regular Envelopes - Lot of 2500	24 lb. white wove recycled sto	c LOT	220.00	10						Recycled			
	VS0000010104	CCWE500				96631	CareerCenter Window Envelopes - Lot of 500	24 lb. white wove recycled sto	c LOT	104.50							Recycled			
	VS0000010104	CCWE1000				96631	CareerCenter Window Envelopes - Lot of 1000	24 lb. white wove recycled sto		135.50							Recycled			
	VS0000010104	CCWE1500				96631	CareerCenter Window Envelopes - Lot of 1500	24 lb. white wove recycled sto	c LOT	158.50							Recycled			
	VS0000010104	CCWE2000				96631	CareerCenter Window Envelopes - Lot of 2000	24 lb. white wove recycled sto		196.00							Recycled			
	VS0000010104	CCL500				96631	CareerCenter Letterhead - Lot of 500	24 lb. recycled White Bond. 8		101.00							Recycled			
	VS0000010104	CCL1000				96631	CareerCenter Letterhead - Lot of 1000	24 lb. recycled White Bond. 8	- LOT	132.00	10						Recycled			
	VS0000010104	CCL1500				96631	CareerCenter Letterhead - Lot of 1500	24 lb. recycled White Bond. 8		158.00							Recycled			
	VS0000010104	CCL2000				96631	CareerCenter Letterhead - Lot of 2000	24 lb. recycled White Bond. 8		183.00							Recycled			
	VS0000010104	CCBC500				96631	CareerCenter Business Cards - 1 side - Lot of 500	80 lb. recycled White Cover s	t: LOT	61.00	10						Recycled			
	VS0000010104	CCBC1000				96631	CareerCenter Business Cards - 1 side - Lot of 1000			69.00							Recycled			
	VS0000010104	CCBC1500				96631	CareerCenter Business Cards - 1 side - Lot of 1500			81.00							Recycled			
	VS0000010104	CCBC2000				96631	CareerCenter Business Cards - 1 side - Lot of 2000			93.00							Recycled			
	VS0000010104	CCBC2S500				96631	CareerCenter Business Cards - 2 sides - Lot of 500			66.00							Recycled			
	VS0000010104	CCBC2S1000				96631	CareerCenter Business Cards - 2 sides - Lot of 1000			76.00							Recycled			
	VS0000010104	CCBC2S1500				96631	CareerCenter Business Cards - 2 sides - Lot of 1500			88.00							Recycled			
	VS0000010104	CCBC2S2000				96631	CareerCenter Business Cards - 2 sides - Lot of 2000) 80 lb. recycled White Cover s	t: LOT	98.00	10						Recycled			