



INVITATION TO BID NO: 10-X-2219450

STATE OF ALABAMA  
DEPARTMENT OF FINANCE  
DIVISION OF PURCHASING

REQ. AGENCY : 999999  
PURCHASING DIVISION  
AGENCY REQ. NO. :  
T-NUMBER : T400  
DATE ISSUED : 07/23/10  
VENDOR NO. :  
VENDOR PHONE NO. :  
SNAP REQ. NO. : 1442240  
BUYER NAME : WENDY PENTON

INVITATION TO BID

FOR: PRINTING AND BINDING  
\*STATEWIDE CONTRACT\*

BUYER PHONE NO. : (334) 353-7176-  
PURCHASING PHONE NO: (334) 242-7250

BID MUST BE RECEIVED BEFORE:  
DATE: 08/31/10 TIME: 5:00 PM

BIDS WILL BE PUBLICLY OPENED:  
DATE: 09/01/10 TIME: 10:00 AM

TO BE COMPLETED BY VENDOR

INFORMATION IN THIS SECTION SHOULD BE PROVIDED, AS APPROPRIATE. BID RESPONSE MUST BE IN INK OR TYPED WITH ORIGINAL SIGNATURE AND NOTARIZATION.

1. DELIVERY: CAN BE MADE \_\_\_\_\_ DAYS OR \_\_\_\_\_ WEEKS AFTER RECEIPT OF ORDER
2. TERMS: \_\_\_\_\_(DISCOUNTS ARE TAKEN WITHOUT REGARD TO DATE OF PAYMENT.)
3. PRICE VALID FOR ACCEPTANCE WITHIN \_\_\_\_\_ DAYS.
4. VENDOR QUOTATION REFERENCE NUMBER, IF ANY: \_\_\_\_\_  
(THIS NUMBER WILL APPEAR ON THE PURCHASE ORDER.)
5. E-MAIL ADDRESS: \_\_\_\_\_  
INTERNET WEBSITE: \_\_\_\_\_
6. GENERAL CONTRACTOR'S LICENSE NO: \_\_\_\_\_  
TYPE OF G.C. LICENSE: \_\_\_\_\_

\*\*\*\*\* IMPORTANT NOTE: \*\*\*\*\*

BIDDERS MUST COMPLY WITH ALL "BID RESPONSE INSTRUCTIONS" ON PAGE 2, TO INCLUDE ITEM 7 - COPY REQUIREMENT.

RETURN INVITATION TO BID:

US MAIL

COURIER

STATE OF ALABAMA  
DEPARTMENT OF FINANCE  
DIVISION OF PURCHASING  
P O BOX 302620  
MONTGOMERY, AL 36130-2620

STATE OF ALABAMA  
DIVISION OF PURCHASING  
RSA UNION BUILDING  
100 N. UNION ST., SUITE 192  
MONTGOMERY, AL 36104

SIGNATURE AND NOTARIZATION REQUIRED

I HAVE READ THE ENTIRE BID AND AGREE TO FURNISH EACH ITEM OFFERED AT THE PRICE QUOTED. I HERBY AFFIRM I HAVE NOT BEEN IN ANY AGREEMENT OR COLLUSION AMONG BIDDERS IN RESTRAINT OF FREEDOM OF COMPETITION BY AGREEMENT TO BID AT A FIXED PRICE OR TO REFRAIN FROM BIDDING.

SWORN TO AND

FEIN OR SSN

AUTHORIZED SIGNATURE (INK)

SUBSCRIBED BEFORE ME THIS

COMPANY NAME

TYPE/PRINT AUTHORIZED NAME

DAY OF

MAIL ADDRESS

TITLE

NOTARY PUBLIC

CITY, STATE, ZIP

TOLL FREE NUMBER

TERM EXP:

PHONE INCLUDING AREA CODE

FAX NUMBER

STANDARD TERMS & CONDITIONS

VENDOR NAME :

VENDOR NUMBER: -  
ITB NO. : 10-X-2219450 PAGE 2  
OPEN DATE : 09/01/10 TIME: 10:00 AM  
T-NUMBER : T400  
RETURN DATE: 08/31/10 TIME: 5:00 PM

INVITATION TO BID

AUTHORITY:

THE DEPARTMENT OF FINANCE CODE OF ADMINISTRATIVE PROCEDURE, CHAPTER 355-4-1 EFFECTIVE DECEMBER 20, 2001 IS INCORPORATED BY REFERENCE AND MADE A PART OF THIS DOCUMENT. TO RECEIVE A COPY CALL (334)242-7250, OR OUR WEBSITE WWW.PURCHASING.ALABAMA.GOV .

INFORMATION AND ASSISTANCE TO MINORITY AND WOMEN-OWNED BUSINESSES IN ACQUIRING M/WBE CERTIFICATION MAY BE OBTAINED FROM THE OFFICE OF MINORITY BUSINESS ENTERPRISE, 1-800-447-4191.

BID (ITB) RESPONSE INSTRUCTIONS REV: 01/14/10

1. TO SUBMIT A RESPONSIVE BID, READ THESE INSTRUCTIONS, ALL TERMS, CONDITIONS AND SPECIFICATIONS.
2. BID ENVELOPES/PACKAGES/BOXES MUST BE IDENTIFIED ON FRONT, PREFERABLY LOWER LEFT CORNER AND BE VISIBLE WITH THE BID NUMBER AND OPENING DATE. EACH INDIVIDUAL BID (IDENTIFIED BY A UNIQUE BID NUMBER) MUST BE SUBMITTED IN A SEPARATE ENVELOPE. RESPONSES TO MULTIPLE BID NUMBERS SUBMITTED IN THE SAME ENVELOPE/COURIER PACKAGE, THAT ARE NOT IN SEPARATE ENVELOPES PROPERLY IDENTIFIED, WILL BE REJECTED. THE DIVISION OF PURCHASING DOES NOT ASSUME RESPONSIBILITY FOR LATE BIDS FOR ANY REASON INCLUDING THOSE DUE TO POSTAL, OR COURIER SERVICE. BID RESPONSES MUST BE IN THE DIVISION OF PURCHASING OFFICE PRIOR TO THE "RECEIVE DATE AND TIME" INDICATED ON THE BID.
3. BID RESPONSES (PAGE 1, PRICE SHEET AND ADDENDUMS (WHEN SIGNATURE IS REQUIRED)) MUST BE IN INK OR TYPED ON THIS DOCUMENT. OR EXACT FORMAT WITH SIGNATURES BEING HANDWRITTEN ORIGINALS IN INK (PERSON SIGNING BID, NOTARY, AND NOTARY EXPIRATION), OR THE BID WILL BE REJECTED. UNLESS INDICATED IN THE BID, ALL PRICE PAGES MUST BE COMPLETED AND RETURNED. IF AN ITEM IS NOT BEING BID, IDENTIFY IT AS NB (NO-BID). PAGES SHOULD BE SECURED. THE DIVISION OF PURCHASING DOES NOT ASSUME RESPONSIBILITY FOR MISSING PAGES. FAXED BID RESPONSES WILL NOT BE ACCEPTED.
4. THE UNIT PRICE ALWAYS GOVERNS REGARDLESS OF THE EXTENDED AMOUNT. A UNIT PRICE CHANGE ON A LINE MUST BE INITIALED BY THE PERSON SIGNING THE BID, OR THAT LINE WILL BE REJECTED. THIS INCLUDES A CROSS-OUT, STRIKE-OVER, INK-OVER, WHITE-OUT, ERASURE, OR ANY OTHER METHOD CHANGING THE PRICE.
5. A "NO BID" MUST BE RETURNED TO REMAIN ON A CLASS/SUBCLASS. RETURN PAGE 1 OR NOTIFICATION PAGE MARKED "NO-BID". IDENTIFY IT ON THE ENVELOPE AS A "NO-BID". FAILING TO RESPOND TO 3 ITB'S WITHIN THE SAME CLASS/SUBCLASS WILL AUTOMATICALLY PURGE THE VENDOR FROM THAT CLASS/SUBCLASS. RESPONDING WITH 6 "NO-BIDS" WITHIN THE SAME CLASS/SUBCLASS WILL AUTOMATICALLY PURGE THE VENDOR FROM THAT CLASS/SUBCLASS. A "NO-BID" RECEIVED LATE IS CONSIDERED A NO RESPONSE.
6. THE DIVISION OF PURCHASING IS NOT RESPONSIBLE FOR MISINTERPRETATION OF DATA FAXED FROM THIS OFFICE.
7. THE DIVISION OF PURCHASING REQUIRES AN ORIGINAL AND A MINIMUM OF ONE COMPLETE EXACT COPY (TO INCLUDE SIGNATURE AND NOTARY) OF THE INVITATION-TO-BID RESPONSE. THE ORIGINAL AND THE COPY SHOULD BE SUBMITTED TOGETHER AS A BID PACKAGE. FAILURE TO MARK RESPONSES AS "ORIGINAL" AND/OR "COPY" COULD RESULT IN THE ENTIRE BID RESPONSE BEING REJECTED.
8. AN IMPROPERLY SUBMITTED BID, LATE BID, OR BID THAT IS CANCELLED ON OR BEFORE THE OPENING DATE WILL BE HELD FOR 90 DAYS AND THEN DESTROYED. THE BID MUST BE RETRIEVED DURING REGULAR WORK HOURS, MONDAY - FRIDAY, EXCEPT STATE HOLIDAYS. AFTER THE BID IS DESTROYED, THE DIVISION OF PURCHASING ASSUMES NO RESPONSIBILITY FOR THE DOCUMENT.

DISQUALIFIED/CANCELLED BID

BIDS THAT ARE IMPROPERLY SUBMITTED OR RECEIVED LATE WILL BE A RESPONSE FOR RECORD, BUT WILL NOT BE RETURNED OR A NOTIFICATION MAILED.

THE FOLLOWING IS A PARTIAL LIST WHEREBY A BID RESPONSE WILL BE DISQUALIFIED:

- BID NUMBER NOT ON FACE OF ENVELOPE/COURIER PACKAGE/BOX
- RESPONSES TO MULTIPLE BID NUMBERS IN SAME ENVELOPE NOT PROPERLY IDENTIFIED
- BID RECEIVED LATE
- BID NOT SIGNED/NOT ORIGINAL SIGNATURE
- BID NOT NOTARIZED/NOT ORIGINAL SIGNATURE OF NOTARY AND/OR NO NOTARY EXPIRATION
- NOTARIZED OWN SIGNATURE
- REQUIRED INFORMATION NOT SUBMITTED WITH BID
- FAILURE TO SUBMIT THE ORIGINAL BID AND A COMPLETE EXACT COPY

CERTIFICATION PURSUANT TO ACT NO. 2006-557

ALABAMA LAW (SECTION 41-4-116, CODE OF ALABAMA 1975) PROVIDES THAT EVERY BID SUBMITTED AND CONTRACT EXECUTED SHALL CONTAIN A CERTIFICATION THAT THE VENDOR, CONTRACTOR, AND ALL OF ITS AFFILIATES THAT MAKE SALES FOR DELIVERY INTO ALABAMA OR LEASES FOR USE IN ALABAMA ARE REGISTERED, COLLECTING, AND REMITTING ALABAMA STATE AND LOCAL SALES, USE, AND/OR LEASE TAX ON ALL TAXABLE SALES AND LEASES INTO ALABAMA. BY SUBMITTING THIS BID, THE BIDDER IS HEARBY CERTIFYING THAT THEY ARE IN FULL COMPLIANCE WITH ACT NO. 2006-557, THEY ARE NOT BARRED FROM BIDDING OR ENTERING INTO A CONTRACT PURSUANT TO 41-4-116, AND ACKNOWLEDGES THAT THE AWARDING AUTHORITY MAY DECLARE THE CONTRACT VOID IF THE CERTIFICATION IS FALSE.

SPECIAL TERMS & CONDITIONS

VENDOR NAME :

VENDOR NUMBER: -  
ITB NO. : 10-X-2219450  
OPEN DATE : 09/01/10 TIME: 10:00 AM  
T-NUMBER : T400  
RETURN DATE: 08/31/10 TIME: 5:00 PM

PAGE 3

INVITATION TO BID

INTENT TO AWARD

EFFECTIVE MAY 1, 2008, THE STATE OF ALABAMA - DIVISION OF PURCHASING WILL ISSUE AN 'INTENT TO AWARD' BEFORE A FINAL AWARD IS MADE. THE 'INTENT TO AWARD' WILL CONTINUE FOR A PERIOD OF FIVE (5) CALENDAR DAYS, AFTER WHICH A PURCHASE ORDER WILL BE PRODUCED. UPON FINAL AWARD, ALL RIGHTS TO PROTEST ARE FORFEITED. A DETAILED EXPLANATION OF THIS PROCESS MAY BE REVIEWED IN THE ALABAMA ADMINISTRATIVE CODE - CHAPTER 355-4-1(14).

ALTERNATE BID RESPONSE

UNLESS STATED ELSEWHERE IN THIS INVITATION-TO-BID (ITB) THE STATE OF ALABAMA WILL ACCEPT AND EVALUATE ALTERNATE BID SUBMITTALS ON ANY ITB'S. ALTERNATE BID RESPONSES WILL BE EVALUATED ACCORDING TO THE REQUIREMENTS AS ALL OTHER RESPONSES TO THIS ITB.

INTERNET WEBSITE LINK'S

INTERNET AND/OR WEBSITE LINKS WILL NOT BE ACCEPTED IN BID RESPONSES AS A MEANS TO SUPPLY ANY REQUIREMENTS STATED IN THIS ITB (INVITATION-TO-BID).

PRODUCT DELIVERY, RECEIVING AND ACCEPTANCE

IN ACCORDANCE WITH THE UNIVERSAL COMMERCE CODE (CODE OF ALABAMA, TITLE 7), AFTER DELIVERY, THE STATE OF ALABAMA HAS THE RIGHT TO INSPECT ALL PRODUCTS BEFORE ACCEPTING. THE STATE WILL INSPECT PRODUCTS IN A REASONABLE TIMEFRAME. SIGNATURE ON A DELIVERY DOCUMENT DOES NOT CONSTITUTE ACCEPTANCE BY THE STATE. THE STATE WILL ACCEPT PRODUCTS ONLY AFTER SATISFACTORY INSPECTION.

SALES TAX EXEMPTION

PURSUANT TO THE CODE OF ALABAMA, 1975, TITLE 40-23-4 (A) (11), THE STATE OF ALABAMA IS EXEMPT FROM PAYING SALES TAX. AN EXEMPTION LETTER WILL BE FURNISHED UPON REQUEST.

INVOICES

INQUIRIES CONCERNING PAYMENT AFTER INVOICES HAVE BEEN SUBMITTED ARE TO BE DIRECTED TO THE RECEIVING AGENCY, NOT THE DIVISION OF PURCHASING

BID RESPONSES AND BID RESULTS

UNEVALUATED BID RESPONSES (NOT BID RESULTS) ARE AVAILABLE ON OUR WEB SITE AT WWW.PURCHASING.ALABAMA.GOV. BID RESULTS WILL BE MADE AVAILABLE FOR REVIEW IN THE DIVISION OF PURCHASING OFFICE, BUT ONLY AFTER THE BID HAS BEEN AWARDED. WE DO NOT FAX OR MAIL COPIES OF BID RESULTS. IF A VENDOR WISHES TO REVIEW BID RESULTS IN OUR OFFICE, THEY SHOULD FAX THEIR REQUEST TO REVIEW THE BID TWO DAYS IN ADVANCE TO THE "BID REVIEW CLERK" AT (334) 242-4419. BE SURE TO REFERENCE THE BID NUMBER.

FOREIGN CORPORATION - CERTIFICATE OF AUTHORITY

ALABAMA LAW PROVIDES THAT A FOREIGN CORPORATION (AN OUT-OF-STATE COMPANY/FIRM) MAY NOT TRANSACT BUSINESS IN THE STATE OF ALABAMA UNTIL IT OBTAINS A CERTIFICATE OF AUTHORITY FROM THE SECRETARY OF STATE. SECTION 10-2B-15.01, CODE OF ALABAMA 1975. TO OBTAIN FORMS FOR A CERTIFICATE OF AUTHORITY, CONTACT THE SECRETARY OF STATE, CORPORATIONS DIVISION, (334) 242-5324. THE CERTIFICATE OF AUTHORITY DOES NOT KEEP THE VENDOR FROM SUBMITTING A BID.

BID IDENTIFICATION

REFERENCE PAGE 2, ITEM 2. DUE TO THE POSTAL SERVICE PUTTING BAR CODE LABELS ON ENVELOPES, IT CONCEALS THE BID NUMBER AND DATE IF THE VENDOR HAS WRITTEN THEM OTHER THAN THE LOWER LEFT CORNER, THEREFORE THE BID WOULD BE REJECTED FOR NOT BEING PROPERLY IDENTIFIED.

SPECIAL TERMS & CONDITIONS

VENDOR NAME :

VENDOR NUMBER: -  
ITB NO. : 10-X-2219450  
OPEN DATE : 09/01/10 TIME: 10:00 AM  
T-NUMBER : T400  
RETURN DATE: 08/31/10 TIME: 5:00 PM

PAGE 4

INVITATION TO BID

PURPOSE:

THE PURPOSE OF THIS BID IS TO ESTABLISH A PRINTING AND BINDING CONTRACT FOR THE STATE OF ALABAMA. STATE PRICING MUST BE AVAILABLE FOR CITIES, COUNTIES, SCHOOLS, AND OTHER POLITICAL SUBDIVISIONS.

AWARD:

AWARD WILL BE MADE TO THE LOWEST RESPONSIBLE BIDDER MEETING ALL SPECIFICATIONS OF THE ITB.

- \* NOTE - THE STORAGE AND PULL CHARGES WILL NOT BE TAKEN INTO CONSIDERATION IN BID EVALUATION, EXCEPT IN THE EVENT OF A TIE BID.
- \* NOTE - THE AWARDED VENDOR MUST BE THE ACTUAL PRINTER FOR THIS CONTRACT. PRINTING BROKERS ARE NOT ALLOWED UNDER THIS CONTRACT.

ASSIGNMENT OF CONTRACT:

TO ASSIGN, SUBLET OR TRANSFER ANY CONTRACT RESULTING FROM THIS SOLICITATION, THE VENDOR'S WRITTEN REQUEST MUST BE APPROVED BY THE STATE PURCHASING DIRECTOR.

FREIGHT:

BID IS F.O.B. DESTINATION. ALL FREIGHT CHARGES TO ONE SINGLE DESTINATION MUST BE INCLUDED IN THE BID PRICES (EXCEPT AS NOTATED BELOW FOR MULTIPLE DESTINATIONS OR MAILING SCENARIOS).

FREIGHT TO MULTIPLE LOCATIONS: THE EXACT CHARGE(S) FOR ADDITIONAL FREIGHT MAY BE BILLED TO THE AGENCY, SEPARATELY FROM THE CONTRACT.

IF THE JOB INCLUDES MAILING OF THE ENTIRE JOB TO INDIVIDUAL ADDRESSES, THE MAILING CHARGES (EXCLUDING POSTAGE, WHICH WILL BE PAID DIRECTLY TO THE POST OFFICE BY THE AGENCY) WILL BE FIGURED BY THE FRANKLIN ESTIMATING SYSTEM PRICING.

CONTRACT PERIOD:

ESTABLISH A 12 MONTH CONTRACT WITH AN OPTION TO EXTEND FOR A SECOND, THIRD, FOURTH, AND FIFTH 12 MONTH PERIOD WITH THE SAME PRICING, TERMS AND CONDITIONS. THE SECOND, THIRD, FOURTH, OR FIFTH 12 MONTH PERIOD, IF AGREED BY BOTH PARTIES, WOULD BEGIN THE DAY AFTER THE FIRST, SECOND, THIRD, OR FOURTH 12 MONTH PERIOD EXPIRES. ANY SUCCESSIVE EXTENSION MUST HAVE WRITTEN APPROVAL OF BOTH THE STATE AND VENDOR NO LATER THAN 30 DAYS PRIOR TO EXPIRATION OF THE PREVIOUS 12 MONTH PERIOD.

THE DIVISION OF PURCHASING MAY ELECT TO REQUIRE A VOLUME BASED PERCENTAGE REBATE (NOT TO EXCEED 1/2% OF THE TOTAL CONTRACT SALES) UPON CONTRACT RENEWALS.

PERFORMANCE BOND:

THE VENDOR WILL FURNISH WITHIN TEN STATE BUSINESS DAYS AFTER RECEIPT OF NOTICE OF AWARD, A PERFORMANCE BOND IN THE AMOUNT SPECIFIED BELOW. IT SHALL CONSIST OF A CASHIER'S CHECK, OTHER TYPE BANK CERTIFIED CHECK (PERSONAL/COMPANY CHECKS ARE NOT ACCEPTABLE), BANK OR POSTAL MONEY ORDER OR SURETY BOND ISSUED BY A COMPANY AUTHORIZED TO DO BUSINESS WITHIN THE STATE OF ALABAMA.

IRREVOCABLE LETTER OF CREDIT AND CERTAIN U.S. NOTES AND BONDS MAY BE ACCEPTED WHEN APPROVED BY THE DIVISION OF PURCHASING NO LATER THAN 24 HOURS PRIOR TO THE BID OPENING. THE DIRECTOR OF PURCHASING SHALL BE THE CUSTODIAN OF THE PERFORMANCE BOND. THE BOND MUST REFERENCE THE BID AND BE PAYABLE TO THE STATE OF ALABAMA. THE PERFORMANCE BOND WILL BE RETURNED IN A REASONABLE TIME AFTER THE DIVISION OF PURCHASING HAS RECEIVED VERIFICATION THAT THE CONTRACT HAS BEEN SATISFACTORILY COMPLETED.

PERFORMANCE BOND AMOUNT: \$250,000.00 (TWO HUNDRED AND FIFTY THOUSAND

SPECIAL TERMS & CONDITIONS

VENDOR NAME :

VENDOR NUMBER: -  
ITB NO. : 10-X-2219450  
OPEN DATE : 09/01/10 TIME: 10:00 AM  
T-NUMBER : T400  
RETURN DATE: 08/31/10 TIME: 5:00 PM

INVITATION TO BID

DOLLARS).

PRE-PRESS MATERIALS:

ALL ORIGINAL PRE-PRESS MATERIALS (PLATES, NEGATIVES, MECHANICALS, DISKS, ETC.) USED IN PRINTING THE JOB(S) ARE TO BECOME THE PROPERTY OF THE STATE OF ALABAMA AND MUST BE RETURNED WITHOUT CHARGE TO THE AGENCY. FAILURE TO PROVIDE THESE MATERIALS WILL BE VIEWED AS AN INCOMPLETE DELIVERY. THESE MATERIALS ARE TO BE ENCLOSED IN AN ENVELOPE OR OTHER SUITABLE PACKAGING AND IDENTIFIED WITH DETAILED INFORMATION SUCH AS AGENCY, DOCUMENT NAME/NUMBER, AND PURCHASE ORDER NUMBER. PRINTING JOBS ARE TO BE ARCHIVED, AND AVAILABLE FOR REPRINTS.

IT WILL BE THE AGENCY'S RESPONSIBILITY TO KEEP AND STORE THE PRE-PRESS MATERIALS. EVERY EFFORT MUST BE MADE TO UTILIZE EXISTING PRE-PRESS MATERIALS FOR EXACT REPRINTS.

ORDERING PROCESS:

PURCHASES FOR CONTRACT JOBS WILL BE DONE VIA CONTRACT RELEASE ORDERS.

JOBS MUST NOT BE STARTED WITHOUT THE VENDOR FIRST OBTAINING A PURCHASE ORDER FROM STATE PURCHASING. THIS RULE SHALL BE RIGIDLY ENFORCED.

CITIES, COUNTIES, SCHOOL SYSTEMS, AND OTHER POLITICAL SUBDIVISIONS WILL BE RESPONSIBLE TO ISSUE THEIR OWN PURCHASE ORDERS DIRECTLY.

NON-APPROPRIATION OF FUNDS:

CONTINUATION OF ANY AGREEMENT BETWEEN THE STATE AND A BIDDER BEYOND A FISCAL YEAR IS CONTINGENT UPON CONTINUED LEGISLATIVE APPROPRIATION OF FUNDS FOR THE PURPOSE OF THIS BID AND ANY RESULTING AGREEMENT. NON-AVAILABILITY OF FUNDS AT ANY TIME SHALL CAUSE ANY AGREEMENT TO BECOME VOID AND UNENFORCEABLE AND NO LIQUIDATED DAMAGES SHALL ACCRUE TO THE STATE AS A RESULT. THE STATE WILL NOT INCUR LIABILITY BEYOND THE PAYMENT OF ACCRUED AGREEMENT PAYMENT.

PRORATION:

ANY PROVISION OF A CONTRACT RESULTING FROM THIS BID TO THE CONTRARY NOTWITHSTANDING, IN THE EVENT OF FAILURE OF THE STATE TO MAKE PAYMENT HEREUNDER AS A RESULT OF PARTIAL UNAVAILABILITY, AT THE TIME SUCH PAYMENT IS DUE, OF SUCH SUFFICIENT REVENUES OF THE STATE TO MAKE SUCH PAYMENT (PRORATION OF APPROPRIATED FUNDS FOR THE STATE HAVING BEEN DECLARED BY THE GOVERNOR PURSUANT TO SECTION 41-4-90 OF THE CODE OF ALABAMA 1975), THE CONTRACTOR SHALL HAVE THE OPTION, IN ADDITION TO THE OTHER REMEDIES OF THE CONTRACT, OF RENEGOTIATING THE CONTRACT (EXTENDING OR CHANGING PAYMENT TERMS OR AMOUNTS) OR TERMINATING THE CONTRACT.

QUANTITY:

QUANTITIES OF PRINTING TO BE PERFORMED ARE UNKNOWN. A USAGE REPORT FROM 10/01/08 - 07/01/10 WILL BE MADE AVAILABLE AT THE PRE-BID CONFERENCE, 08/11/10.

NO AMOUNT OF PRINTING IS GUARANTEED TO BE PURCHASED DURING THE LENGTH OF THIS CONTRACT.

PRINTING OVERRUNS:

THE STATE OF ALABAMA WILL ONLY PAY FOR PRINTING THE EXACT QUANTITY OF THE ITEM(S) ORDERED. THE STATE WILL NOT PAY FOR ANY OVERRUNS NOR WILL IT PAY FOR MORE THAN THE QUANTITY ACTUALLY DELIVERED SHOULD THE AMOUNT DELIVERED BE LESS THAN THE AMOUNT ORIGINALLY ORDERED. THE VENDOR MAY DELIVER ANY OVERRUN AND THE STATE MAY ACCEPT THE OVERRUN; HOWEVER, THE OVERRUNS WILL BE AT "NO CHARGE" AND THE STATE WILL ONLY PAY FOR THE AMOUNT ORIGINALLY ORDERED.

DELIVERY REQUIREMENTS:

ALL ORDERS MUST BE INSIDE DELIVERY - DOCK DELIVERY IS NOT ACCEPTABLE, UNLESS AGREED TO BY THE AGENCY PRIOR TO DELIVERY.

SPECIAL TERMS & CONDITIONS

VENDOR NAME :

VENDOR NUMBER: -
ITB NO. : 10-X-2219450
OPEN DATE : 09/01/10 TIME: 10:00 AM
T-NUMBER : T400
RETURN DATE: 08/31/10 TIME: 5:00 PM

INVITATION TO BID

DEGREE OF DIFFICULTY:

THE DEGREE OF DIFFICULTY FACTOR FOR ESTIMATING PURPOSES WILL BE DEFINED AS PER THE FRANKLIN ESTIMATING SYSTEM. ALL STATE WORK MUST BE DONE AT EXCELLENT, GOOD, OR ORDINARY QUALITY.

IF THE DEGREE OF DIFFICULTY REQUIRES "EXCELLENT" AT AN ADDITIONAL 15% COST, IT MUST BE AGREED UPON BETWEEN THE AGENCY AND THE VENDOR.

(\* NOTE - STATE PURCHASING RESERVES THE RIGHT TO DIRECT THE VENDOR IN THE DEGREE OF DIFFICULTY, IF THE JOB FALLS WITHIN PARAMETERS IT FEELS BEST DESCRIBES THE JOB, AS SHOWN BELOW)

EXCELLENT: (+15%) EXCELLENT QUALITY OFFSET WORK IS USED FOR HIGH QUALITY COLOR OR BLACK AND WHITE PRINTING WHERE ACCURATE REGISTER AND HIGHEST GRADE WORK IS CONTEMPLATED. SUCH JOBS HAVE VERY FINE LINES AND DRAWINGS, HALFTONES AND OTHER SCREENS, LARGE REVERSE AREAS, SOLID AREAS, AND COLORS PRINTING ONE OVER THE OTHER. METALLIC INKS MAY BE USED. PAPER AND BINDERY OPERATIONS SHOULD BE IN KEEPING W/ OTHER OPERATIONS.

GOOD: (0%) GOOD QUALITY OFFSET WORK IS USED FOR THE MAJORITY OF BLACK AND WHITE AND COLORED JOBS WHERE NORMAL REGISTER AND GOOD WORK ARE CONTEMPLATED. SUCH JOBS MAY HAVE MEDIUM LINES AND DRAWINGS, HALFTONES, AND OTHER SCREENS, REVERSES SOLID AREAS, AND LIGHT AREAS OF COLOR PRINTING ONE OVER THE OTHER. METALLIC INKS AND PROCESS WORK ARE NOT GENERALLY INCLUDED. PAPER AND BINDERY OPERATIONS SHOULD BE IN KEEPING WITH ALL OTHER OPERATIONS. GOOD IS THE DEFAULT IN ALL SECTIONS.

ORDINARY: (-15%) ORDINARY OR ACCEPTABLE/DISCOUNT QUALITY OFFSET WORK IS USED FOR THE LEAST EXPENSIVE KIND OF NON-REGISTER WORK. SUCH JOBS ARE PRODUCED FROM ANY KIND OF COPY AND HAVE COARSE LINES AND DRAWINGS, SMALL REVERSE AND SOLID AREAS. COARSE SCREEN HALFTONES AND OTHER SCREENS MAY BE USED, BUT WITH NO COLORS TO PRINT ONE OVER THE OTHER, NO METALLIC INKS, AND NO PROCESS WORK INCLUDED. PAPER AND BINDERY OPERATIONS SHOULD BE IN KEEPING WITH ALL OTHER OPERATIONS.

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PROOF CHOICE:

AGENCIES MUST BE INFORMED ABOUT THE TYPE OF PROOF TO BE PROVIDED. EVERY EFFORT MUST BE MADE TO ENSURE THAT ALL PROOF CHOICES AND THEIR COSTS ARE PROVIDED TO THE AGENCIES SO THAT THE AGENCY MAY MAKE AN INFORMED DECISION ON THE TYPE OF PROOF TO BE ORDERED. IF THE AGENCY ELECTS TO HAVE A CERTAIN TYPE OF PROOF OR NO PROOF AT ALL, THEY WILL ASSUME THE RISK OF ANY ERRORS RELATED TO THE CHOICE OF OR LACK OF PROOF. WRITTEN DOCUMENTATION MUST BE KEPT FOR PROOF CHOICES THAT GO AGAINST THE ADVICE OF THE PRINTING VENDOR.

WORKSHEET TIME FRAME:

THE VENDOR MUST PROVIDE A FRANKLIN ESTIMATE TO THE AGENCY WITHIN 2 BUSINESS DAYS (EXCLUDING WEEKENDS AND HOLIDAYS). IF THIS TIME FRAME CANNOT BE MET, THE VENDOR MUST COMMUNICATE WITH THE AGENCY AND STATE PURCHASING TO EXPLAIN THE DELAY AND GIVE A TIME WHEN THE ESTIMATE CAN BE EXPECTED.

CONTACT PERSONNEL:

THE AWARDED VENDOR MUST HAVE A MINIMUM OF TWO (2) CONTACT PERSONNEL, TRAINED IN USE OF THE FRANKLIN ESTIMATOR AND AVAILABLE FROM 8:00AM TO 5:00PM MONDAY - FRIDAY, EXCLUDING HOLIDAYS.

PAPER:

THE AWARDED VENDOR WILL BE REQUIRED TO PURCHASE PAPER FOR STATE JOBS

SPECIAL TERMS & CONDITIONS

VENDOR NAME :

VENDOR NUMBER: -  
ITB NO. : 10-X-2219450  
OPEN DATE : 09/01/10 TIME: 10:00 AM  
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INVITATION TO BID

FROM THE STATE OF ALABAMA T-103 PAPER CONTRACT, AT THE CONTRACT PRICE. THE T103 CONTRACT IS AVAILABLE FOR VIEWING ON STATE PURCHASING'S WEB-SITE UNDER THE LINK "ACTIVE STATEWIDE CONTRACTS" AT WWW.PURCHASING.ALABAMA.GOV

THE VENDOR MUST SUBMIT A COPY OF THE PURCHASE ORDER AND THE FRANKLIN ESTIMATING WORKSHEET TO THE T103 VENDOR(S) WHEN PLACING THE ORDER.

PAPER THAT IS NOT ON THE T103 CONTRACT MAY BE PURCHASED FROM A PAPER SUPPLIER OF THE AWARDED VENDOR'S CHOICE. DOCUMENTATION FROM THAT PAPER SUPPLIER MUST BE ATTACHED TO THE FRANKLIN ESTIMATE WORKSHEET OR THE PRINTING ORDER WILL NOT BE PROCESSED.

\* THE STATE RESERVES THE RIGHT TO GET OTHER ESTIMATES ON NON-CONTRACT PAPER. IF BETTER PRICING IS GAINED, THE AWARDED VENDOR MUST BUY THE NON-CONTRACT PAPER FROM THE VENDOR SELECTED BY THE STATE AND PREPARE A REVISED ESTIMATE USING THE NON-CONTRACT PAPER SELECTED BY THE STATE.

PRICES ENTERED INTO FRANKLIN FOR JOB COMPUTATION MUST BE AT THE PRICE SHOWN ON THE T103 CONTRACT FOR CONTRACT PAPER OR AT ACTUAL COST FOR NON-CONTRACT PAPER. THE VENDOR WILL IMPORT THE T-103 CONTRACT PRICING INTO THE FRANKLIN ESTIMATOR.

THE VENDOR MAY MARKUP AN ADJUSTMENT OF 5% TO THE PAPER COST TO COVER HANDLING.

EXAMPLE: IF THE PERCENTAGE BID OFF FRANKLIN IS 20%, THE PAPER MARKUP ADJUSTMENT WOULD BE 25%.

PLEASE NOTE, HOWEVER, THAT THE ACTUAL PERCENTAGE SHOWN ON THE FRANKLIN ESTIMATE WOULD BE A GREATER PERCENTAGE THAN "25%" (AS SHOWN IN THE EXAMPLE ABOVE), IN ORDER FOR THE STATE'S SYSTEM (SNAP) TO ACCURATELY DISCOUNT THE JOB THE PERCENTAGE BID WILL BE "ADDED BACK" TO THE PAPER. THIS PERCENTAGE ADJUSTMENT WILL BE ADDED UNDER "STOCK ADJUSTMENTS" ON THE PRICE DETAIL PAGE OF THE FRANKLIN ESTIMATE.

THE PAPER COST IS INCREASED BY 5% TO GIVE THE VENDOR THE APPROPRIATE REIMBURSEMENT AMOUNT FOR THE PAPER. THE PAPER REIMBURSEMENT AMOUNT IS THEN ARTIFICIALLY ADJUSTED SO THAT WHEN THE SNAP PERCENTAGE IS APPLIED, (THE VENDOR'S DISCOUNTED PERCENTAGE) THE TOTAL REIMBURSEMENT FOR THE PAPER + THE ADMINISTRATIVE CHARGE COMES OUT TO THE APPROPRIATE DOLLAR AMOUNT. THE MANUFACTURING COSTS ARE NOT ADJUSTED AND THE PERCENTAGE IS APPLIED.

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\*\*\*\*\* RETURNED PAPER \*\*\*\*\*

ANY PAPER RETURNED TO THE T103 VENDOR, WHICH IS THE RESULT OF A STATE AGENCY CANCELLING A JOB, MUST BE SUPPORTED BY WRITTEN DOCUMENTATION. WRITTEN DOCUMENTATION MAY INCLUDE A PO CHANGE/CANCELLATION OR A LETTER FROM THE AGENCY OR STATE PURCHASING THAT THE JOB HAS BEEN OR WILL BE CANCELLED.

SPECIAL ORDERED PAPER(S): SPECIAL ORDERED PAPER(S) ORDERED FROM THE T103 CONTRACT PAPER VENDOR ARE UNRETURNABLE AND MUST BE PAID FOR BY THE AGENCY UNDER A SEPARATE PURCHASE ORDER FROM THE ORIGINAL PO.

PAYMENTS TO T103 VENDORS MUST BE MADE WITHIN 30 DAYS AFTER RECEIPT OF PAPER. PAYMENTS MUST NOT BE DELAYED UNTIL AFTER THE JOB IS COMPLETE OR PAYMENT FOR THE PRINTING JOB HAS BEEN RECEIVED FROM THE STATE.

FILLING OUT THE PRICE SHEET:  
VENDORS WILL BE BIDDING AT A PERCENTAGE OFF THE FRANKLIN ESTIMATING SYSTEM. ALL BIDS WILL BE ENTERED AS A "-" NEGATIVE PERCENTAGE; POSITIVE PERCENTAGES ("+") WILL NOT BE ALLOWED.

SPECIAL TERMS & CONDITIONS

VENDOR NAME :

VENDOR NUMBER: -  
ITB NO. : 10-X-2219450  
OPEN DATE : 09/01/10 TIME: 10:00 AM  
T-NUMBER : T400  
RETURN DATE: 08/31/10 TIME: 5:00 PM

PAGE 8

INVITATION TO BID

STORAGE AND PULL CHARGES;  
SOMETHING SHOULD BE ENTERED IN THE SPACES FOR LINE 02 (MONTHLY PER  
SKID CHARGE \$ \_\_\_\_\_ AND PULL CHARGE PER "M" \$ \_\_\_\_\_).  
BIDS WITHOUT AN ENTRY IN THESE FIELDS WILL BE ACCEPTED AS "NO CHARGE"  
FOR THESE SERVICES.

\* VENDORS MUST ENTER THE % OFF FRANKLIN IN THE UNIT PRICE COLUMN FOR  
LINE 01. VENDORS NEED NOT ENTER ANYTHING IN THE UNIT PRICE COLUMN  
FOR LINE 02.

SPECIAL TERMS & CONDITIONS

VENDOR NAME :

VENDOR NUMBER: -  
ITB NO. : 10-X-2219450  
OPEN DATE : 09/01/10 TIME: 10:00 AM  
T-NUMBER : T400  
RETURN DATE: 08/31/10 TIME: 5:00 PM

PAGE 9

INVITATION TO BID

THE FOLLOWING CONFERENCES WILL BE HELD

CONFERENCE

LOCATION

MANDATORY PRE-BID CONFERENCE  
DATE: 08/11/10  
TIME: 9:00 AM

STATE PURCHASING  
RSA UNION BUILDING  
100 NORTH UNION ST, SUITE 192  
MONTGOMERY, AL 36104

SPECIFICATIONS

VENDOR NAME :

VENDOR NUMBER: -
ITB NO. : 10-X-2219450
OPEN DATE : 09/01/10 TIME: 10:00 AM
T-NUMBER : T400
RETURN DATE: 08/31/10 TIME: 5:00 PM

PAGE 10

INVITATION TO BID

STATE PURCHASING RESERVES THE RIGHT TO INSPECT ANY OR ALL FACILITIES IN WHICH THE PRINTING AND BINDING WILL BE PREPARED. BIDDERS SHALL BE REQUIRED TO FURNISH EVIDENCE SATISFACTORY TO THE DIRECTOR OF PURCHASING UPON REQUEST THAT THE COMPANY POSSESSES THE FACILITIES, TOOLS, EQUIPMENT, MACHINES, PERSONNEL, RESOURCES, AND EXPERTISE NECESSARY TO CARRY OUT EFFICIENTLY AND PROMPTLY THE TERMS OF THIS CONTRACT.

STATE PRINTING FACILITIES:
THE STATE OF ALABAMA MAY OPT, AT ANY TIME, FOR ANY WORK, TO USE THEIR STATE PRINTING FACILITIES (CORRECTIONAL INDUSTRIES OR ISD COPY CENTER FOR EXAMPLE) AND SUCH USE WILL NOT BE CONSTRUED AS A BREACH OF CONTRACT.

STATE PRINTING MUST BE A PRIORITY:
IN ACCEPTING THE CONTRACT FOR THE T400 STATE PRINTING & BINDING, THE CONTRACTOR, WHEN NECESSARY, IN ORDER TO DO THE WORK PROMPTLY AND WITHOUT UNNECESSARY DELAY IN A GOOD WORKMANSHIP MANNER, WILL BE REQUIRED TO GIVE STATE OF ALABAMA WORK ANY NECESSARY PRECEDENCE OVER OTHER WORK. THE PURCHASING DIRECTOR RESERVES THE RIGHT TO DETERMINE WHAT IS UNNECESSARY DELAY. AFTER FULLY HEARING THE REASONS FOR THE DELAY IN DOING THE WORK, THE PURCHASING DIRECTOR MAY FIX A DEFINITE DATE BY WHICH THE JOB MUST BE COMPLETED. IF THE JOB IS NOT COMPLETED AND DELIVERED WITHIN THE SPECIFIED TIME, THE PURCHASING DIRECTOR MAY DEDUCT 10% PER DAY FROM THE CONTRACT PRICE AS LIQUIDATED DAMAGES FOR THE DELAY. IF AT ANY TIME THE CONTRACTOR FAILS TO DO THE WORK OF THE STATE WITHIN A REASONABLE LENGTH OF TIME, THE PURCHASING DIRECTOR RESERVES THE RIGHT TO ORDER THE WORK DONE ELSEWHERE. SUCH WORK MUST THEN BE PAID FOR BY THE CONTRACT VENDOR TO THE 3RD PARTY VENDOR WITHIN 30 DAYS FROM THE TIME OF DELIVERY OF THE WORK AND IN TURN THE CONTRACT VENDOR WILL INVOICE THE AGENCY AT THE STATE CONTRACT PRICE.

AGENCY RESPONSIBILITY AND OVERTIME:
THE CONTRACT VENDOR WILL BE ALLOWED SUFFICIENT TIME IN WHICH TO COMPLETE A JOB. IN THE EVENT THAT AN AGENCY DOES NOT SUBMIT A JOB IN A TIMELY MANNER THAT WILL ALLOW THE VENDOR SUFFICIENT TIME IN WHICH TO COMPLETE THE JOB, THE VENDOR MUST SEND WRITTEN DOCUMENTATION TO STATE PURCHASING. OVERTIME CHARGES WILL NOT BE ALLOWED ON THIS CONTRACT.

EMERGENCY PRINTING:
IN CASES OF EMERGENCY WHERE PRINTING IS REQUIRED IN GREAT HASTE, WHICH THE AGENCY HAS NO CONTROL OVER AND/OR WHICH THE CONTRACT VENDOR CANNOT EXECUTE IN THE TIME REQUIRED, THE PURCHASING DIRECTOR RESERVES THE RIGHT TO PROCURE SUCH EMERGENCY PRINTING FROM ANOTHER AVAILABLE PRINTING VENDOR WHO CAN DELIVER THE JOB WITHIN THE TIME FRAME NEEDED AND SUCH ACT SHALL NOT BE CONSTRUED AS A BREACH OF CONTRACT.

NON-CONTRACT JOBS:
THE STATE, BY AND THROUGH THE PURCHASING DIRECTOR, RESERVES THE RIGHT TO ASK FOR QUOTES (< \$7,500.00) OR BIDS (\$7,500.00 OR >) ON ANY WORK NOT CLEARLY COVERED BY THE CONTRACT. THE DECISION OF THE PURCHASING DIRECTOR AS TO WHAT IS INCLUDED IN THE CONTRACT SHALL BE FINAL.

ACTIVATED EQUIPMENT RATES IN THE FRANKLIN ESTIMATOR SOFTWARE SYSTEM;

SPECIFICATIONS

VENDOR NAME :

VENDOR NUMBER: -  
ITB NO. : 10-X-2219450  
OPEN DATE : 09/01/10 TIME: 10:00 AM  
T-NUMBER : T400  
RETURN DATE: 08/31/10 TIME: 5:00 PM

PAGE 11

INVITATION TO BID

ALL PRINTING JOBS WILL BE CALCULATED AT THE "BEST RUNNING SELECTION" PER FRANKLIN ESTIMATING SYSTEM USING CURRENT PRINTING TECHNOLOGIES.

FRANKLIN ESTIMATOR CALCULATES THE CORRECT PAPER SPOILAGE SHEETS. THE AWARDED VENDOR CAN NOT CHANGE THIS CALCULATION FOR ANY REASON WITHOUT WRITTEN PERMISSION FROM STATE PURCHASING.

CHANGING THE PAPER SPOILAGE AMOUNTS WITHOUT WRITTEN PERMISSION FROM STATE PURCHASING WILL BE CONSIDERED A BREACH OF CONTRACT.

THE FRANKLIN ESTIMATING SYSTEM MUST BE USED AT THE MOST EFFICIENT / LEAST EXPENSIVE RUNNING PROCESS POSSIBLE ("BEST RUNNING SELECTION") WITH ONLY THE FOLLOWING PRESSES:

- 28 X 40 6 COLOR COATER
- 28 X 40 4 COLOR PERFECTOR
- 28 X 40 4 COLOR COATER
- 20.5 X 28 2 COLOR PERFECTOR
- 20.5 X 28 2 COLOR
- 14 X 20 4 COLOR COATER
- 14 X 20 2 COLOR
- 14 X 20 1 COLOR

\*\*\*\*\*  
\*\*\*\*\*  
PRINTING INDUSTRY STANDARDS SHOULD BE USED WHEN DETERMINING FILE MANIPULATION/IMPOSTION, GRAPHIC ART DESIGN, PREFILGHT TIME COSTS WHEN PROCESSING DIGITAL FILES.  
\*\*\*\*\*

\*\*\*\*\*  
IF PRINTING JOBS CANNOT BE FIGURED BY THE FRANKLIN ESTIMATING SYSTEMS, IT WILL BE CONSIDERED A NON-CONTRACT JOB AND CANNOT BE DONE UNDER THIS CONTRACT.

ANY ADDITONAL CHARGES MUST BE SHOWN UNDER THE "VARIATION" OF THE FRANKLIN ESTIMATING PRICE DETAIL SHEETS.  
\*\*\*\*\*  
\*\*\*\*\*

GENERAL JOB INFORMATION  
\*\*\*\*\*

FRANKLIN ESTIMATING SOFTWARE:  
THE CONTRACT VENDOR MUST HAVE AND MAINTAIN THE NEWEST FRANKLIN ESTIMATING SOFTWARE MINIMUM (5.51), AND BE CURRENT WITH ALL UPDATES WHEN USING THIS SOFTWARE FOR ESTIMATING ALL STATE JOBS. THE CONTRACT VENDOR WILL BE REQUIRED TO ENTER INTO THE FRANKLIN SOFTWARE ALL INFORMATION REQUIRED TO ESTIMATE JOBS. THIS ENCLUDES THE T-103 CONTRACT PAPER PRICING, PRESS EQUIPMENT ETC...

STATE PURCHASING RESERVES THE RIGHT TO REQUEST USER ACCESS TO THE AWARDED VENDOR'S DATABASE VIA FRANKLIN ESTIMATOR SOFTWARE FOR VIEWING PURPOSES TO ASSURE COMPLIANCE WITH THIS CONTRACT. SUCH ACCESS MUST BE GRANTED IF REQUESTED. A COPY OF THE VENDOR'S DATABASE MAY BE REQUIRED AND MUST BE PROVIDED UPON REQUEST.

THE AWARDED VENDOR WILL PROVIDE ANY AND ALL INFORMATION REQUESTED BY STATE PURCHASING REGARDING THE VENDOR'S FRANKLIN ESTIMATOR.

ESTIMATES PREPARED MUST CONTAIN THE PAPER VENDOR'S NAME AND CONTRACT LINE NUMBER WHEN T103 CONTRACT PAPER IS USED.

DOCUMENTATION FOR NON-CONTRACT PAPER MUST ACCOMPANY EVERY ESTIMATE WHENEVER NON-CONTRACT PAPER IS USED OR IT WILL NOT BE PROCESSED.

SPECIFICATIONS

VENDOR NAME :

VENDOR NUMBER: -  
ITB NO. : 10-X-2219450  
OPEN DATE : 09/01/10 TIME: 10:00 AM  
T-NUMBER : T400  
RETURN DATE: 08/31/10 TIME: 5:00 PM

PAGE 12

INVITATION TO BID

THE VENDOR'S NAME, DATE, THE DECRPTION OF THE PAPER, NUMBER OF SHEETS, COST OF PAPER ETC... MUST BE SHOWN.

THE AWARDED VENDOR MUST NOTIFY STATE PURCHASING, IN WRITING, WHEN ANY MANUAL MODIFICATIONS ARE MADE TO THE FRANKLIN ESTIMATING SYSTEM, AS WELL AS WHEN FRANKLIN UPDATED PRICING IS INSTALLED ON THE SOFTWARE. STATE PURCHASING WILL CONSIDER IT A BREACH OF CONTRACT NOT TO NOTIFY AND FURNISH INFORMATION REGARDING ANY MANUAL MODIFICATIONS TO THE FRANKLIN ESTIMATOR.

INVOICE REQUIREMENTS:  
ALL CONTRACT VENDORS MUST PROVIDE DETAILED INVOICES TO THE AGENCIES, INCLUDING THE PURCHASE ORDER NUMBER.

THE INVOICE MUST MIRROR THE WORKSHEET DONE VIA THE FRANKLIN ESTIMATING SYSTEM. AN INVOICE GENERATED FROM USING THE FRANKLIN SOFTWARE IS ALSO ACCEPTABLE.

IF REQUESTED, A COPY OF THE WORK MUST BE FURNISHED TO STATE PURCHASING WITHOUT COST TO THE STATE.

\*\*\*\*\*

\*\*\*\*\*  
PICK UP AND DELIVERY OF MATERIALS:  
THE AWARDED VENDOR MUST PROVIDE PICK UP OF MATERIALS FROM AND DELIVERY TO AGENCIES WHICH ARE NECESSARY IN COMPLETING A PRINTING JOB. THIS MUST BE DONE AT NO CHARGE TO THE STATE.

\*\*\*\*\*

\*\*\*\*\*  
CONTRACT PRODUCT SHOW ATTENDANCE:  
THE AWARDED VENDOR MUST ATTEND STATE PURCHASING ANNUAL CONTRACT PRODUCT SHOW HELD EACH YEAR.

\*\*\*\*\*

\*\*\*\*\*  
THE AWARDED VENDOR MUST MAINTAIN AND UP DATE THEIR VENDOR REGISTRATION FEE WITH STATE PURCHASING IF THIS CONTRACT THIS RENEWED.

\*\*\*\*\*

ATTACHMENTS

VENDOR NAME :

VENDOR NUMBER: -  
ITB NO. : 10-X-2219450  
OPEN DATE : 09/01/10 TIME: 10:00 AM  
T-NUMBER : T400  
RETURN DATE: 08/31/10 TIME: 5:00 PM

PAGE 13

INVITATION TO BID

\*\*\*\*\* IMPORTANT INFORMATION \*\*\*\*\*

IT IS THE RESPONSIBILITY OF ALL BIDDING VENDORS TO READ THIS ENTIRE ITB FROM BEGINNING TO END AND TO COMPLY WITH ALL INSTRUCTIONS AND TERMS AND CONDITIONS OF THE ITB.

AN ORIGINAL AND MINIMUM OF ONE COMPLETE COPY OF EACH BID MUST BE SUBMITTED. SEE PAGE 2 OF THE ITB FOR DETAILS.

COMPLETE ALL INFORMATION AS INSTRUCTED. FAILURE TO COMPLETE THE REQUIRED INFORMATION WILL RESULT IN BID REJECTION.

SPECIFICATION AND/OR PROCEDURAL QUESTIONS REGARDING THIS ITB ARE DUE BY E-MAIL ONLY TO THE BUYER; WENDY.PENTON@ PURCHASING.ALABAMA.GOV BY 5:00 PM CENTRAL TIME ON 08/06/2010.

\*\*\*\*\* NON-CONTRACT JOBS \*\*\*\*\*

- DIGITAL PRINT ON DEMAND FORMATS
- BUSINESS CARDS
- CONTINUOUS OR SNAP APART FORMS
- NEWSPRINT
- SPECIALTY OR PROMOTIONAL ITEMS
- PRESENTATION FOLDERS
- ENVELOPES

\*THIS IS A SAMPLE LIST OF NON-CONTRACT JOBS AND IS NOT ALL-INCLUSIVE\*

\*\*A RULE OF THUMB IS THAT IF IT CANNOT BE ESTIMATED BY THE FRANKLIN, ESTIMATING SYSTEMS IT WILL BE CONSIDERED A NON-CONTRACT JOB\*\*

\*\*\*IF A PRINTING METHOD BECOMES AVAILABLE THAT CAN BE ESTIMATED BY FRANKLIN, STATE PURCHASING WILL DETERMINE IF IT IS ALLOWABLE UNDER THIS CONTRACT\*\*\*

\*\*\*\*\*

PRICE SHEET

VENDOR NAME :

VENDOR NUMBER: -  
 ITB NO. : 10-X-2219450 PAGE 14  
 OPEN DATE : 09/01/10 TIME: 10:00 AM  
 T-NUMBER : T400  
 RETURN DATE: 08/31/10 TIME: 5:00 PM

INVITATION TO BID

LINE NO.	COMMODITY/SERVICE DESCRIPTION	QUANTITY	UNIT	RATE/FRANK	% OFF OF	STATE USE
----------	-------------------------------	----------	------	------------	----------	-----------

UNLESS SPECIFIED OTHERWISE BELOW:  
 SHIP TO: R1 /  
 STATEWIDE

00001	COMMODITY CODE: 966-50-057444 PRINTING AND BINDING, PER THE T400 CONTRACT	1	JB	_____	_____	_____
-------	---	---	----	-------	-------	-------

00002	COMMODITY CODE: 966-50-089949 STORAGE AND PULL CHARGES FOR PRINTING AND BINDING T400 CONTRACT	1	LOT	_____	_____	_____
-------	---	---	-----	-------	-------	-------

MONTHLY PER SKID CHARGE \$ \_\_\_\_\_

PULL CHARGE PER "M" \$ \_\_\_\_\_

PAGE TOTAL \_\_\_\_\_

BID TOTAL \_\_\_\_\_



INVITATION TO BID NO: 2219450      ADDENDUM NO: 01

STATE OF ALABAMA

DEPARTMENT OF FINANCE  
DIVISION OF PURCHASING

REQ. AGENCY : 999999  
PURCHASING DIVISION  
AGENCY REQ. NO. :  
T-NUMBER : T400  
DATE ISSUED : 08/20/10  
VENDOR NO. :  
VENDOR PHONE NO. :  
SNAP REQ. NO. : 1442240  
BUYER NAME : WENDY PENTON  
BUYER PHONE NO. : (334) 353-7176

INVITATION TO BID ADDENDUM

FOR: PRINTING AND BINDING  
\*STATEWIDE CONTRACT\*

BID MUST BE RECEIVED BEFORE:  
DATE: 08/31/10    TIME: 5:00 PM

BIDS WILL BE PUBLICLY OPENED:  
DATE: 09/01/10    TIME: 10:00 AM

PLEASE READ ALL INSTRUCTIONS CAREFULLY

THE FOLLOWING CHANGES ARE HEREBY ADDED TO AND MADE A PART OF  
(INVITATION TO BID NUMBER 2219450 )

PURPOSE OF ADDENDUM; TO NOTIFY VENDORS OF THESE CHANGES:

ITB PAGE 7; PAPER: THE T-400 AWARDED VENDOR WILL NOT BE  
REQUIRED TO PURCHASE FULL CARTONS IF IT IS NOT NECESSARY FOR  
JOB COMPLETION.

\*\*\*\*\*  
ITB PAGE 4; CONTRACT PERIOD: THE DIVISION OF PURCHASING MAY  
ELECT TO REQUIRE A VOLUME BASED PERCENTAGE REBATE UP TO 1% (0.01)  
OF ALL SALES UNDER THIS CONTRACT. IF IMPLEMENTED, THE REBATE SHALL  
APPLY TO ALL PRIOR MONTH SALES. IT SHALL BE PAYABLE BY THE  
TWENTIETH OF THE MONTH AND BE ACCOMPANED BY A SUMMARY REPORT  
LISTING ALL PRIOR MONTH SALES. PAYMENT DETAILS WILL BE PROVIDED  
UPON IMPLEMENTATION.

\*\*\*\*\*  
ITB PAGE 10 & 11; ACTIVATED EQUIPMENT RATES IN THE FRANKLIN  
ESTIMATOR SOFTWARE SYSTEM; THE FOLLOWING PRESS IS ADDED TO THE  
LISTED PRESSES:  
12.625 X 18 1 COLOR ENVELOPE FEEDER

\*\*\*\*\*  
ITB PAGE 10; STATE PRINTING MUST BE A PRIORITY; THERE ARE  
NO CHANGES TO THIS SECTION.

\*\*\*\*\*  
ITB PAGE 10; AGENCY RESPONSIBILITY AND OVERTIME; THERE ARE  
NO CHANGES TO THIS SECTION.

(CONTINUED)

STATEMENT OF UNDERSTANDING

I UNDERSTAND THE ADDENDUM AND THAT, IF INDICATED, IT MUST BE SIGNED IN INK AND  
RETURNED WITH THE BID OR SEPARATELY, PROPERLY IDENTIFIED AND RECEIVED PRIOR TO  
DATE AND TIME SPECIFIED.

\_\_\_\_\_  
COMPANY NAME

\_\_\_\_\_  
AUTHORIZED SIGNATURE (INK)

ADDENDUM NOTARIZATION  
NOT REQUIRED

\_\_\_\_\_  
MAIL ADDRESS

\_\_\_\_\_  
TYPE/PRINT AUTHORIZED NAME

\_\_\_\_\_  
CITY, STATE, ZIP

\_\_\_\_\_  
PHONE INCLUDING AREA CODE

VENDOR NAME :  
VENDOR NUMBER :

2

09/01/10  
T400

10:00 AM

ITB PAGE 13; NON-CONTRACT JOBS; DELETE "ENVELOPES" FROM  
THE LIST.

\*\*\*\*\*

ITB PAGE 13; ADD THE FOLLOWING INFORMATION;  
ENVELOPES AND LETTERHEAD MAY BE DONE AS CONTRACT OR NON-CONTRACT,  
AT THE DISCRETION OF THE AGENCY.

\*\*\*\*\*

THIS ADDENDUM MUST BE SIGNED AND RETURNED WITH THE BID OR THE BID  
WILL BE REJECTED.

\*\*\*\*\*

\* \* \* \* \* END OF ADDENDUM \* \* \* \* \*