

SP-06-0046 Diploma Inserts and Covers Contract

Vendor: Herff Jones, Inc.

Contract Term: January 1, 2010 - December 31, 2012

INVOICE TO:

Ordering Agency

DELIVER TO:

As Specified on PO

CONTRACT AWARDED TO:

Herff Jones, Inc.
2502 N. State
P.O. Box 707
Iola, KS 66749

CONTACT NAME: Heather Bailey

TELEPHONE: 800-635-5670

FAX: 620-365-3627

E-MAIL: hrbailey@herffjones.com

FEDERAL ID: 35-1637714

PROCUREMENT PARTICIPATION:

All State Agencies, Cooperative Purchasing Program Participants.

SELLING TO COOPERATIVE PURCHASING PROGRAM PARTICIPANTS: Arkansas Purchasing Law provides that local public procurements units (counties, municipalities, school districts, certain not-for profit corporations, etc...) may participate in State Purchasing Contracts. The contractor(s) therefore agrees to sell to Cooperative Purchasing Program participants. Unless otherwise stated, all standard and special terms and conditions listed within the Invitation For Bid must equally apply to such participants.

ORDERING PROCEDURE:

All purchase orders will be routed directly to the contractor. The contractor is responsible for promptly returning all purchase orders that are not covered by the specifications of this contract.

DELIVERY LOCATIONS:

(FOB Destination, freight paid - Normal Inside Delivery): Various delivery locations within the State of Arkansas will be specified on the purchase order from the ordering entity. All transportation expenses for delivery will be the responsibility of the contractor.

Delivery is **LIMITED TO ONE ADDRESS PER PURCHASE ORDER** to a delivery location which meets the "Normal inside delivery" definition stated below.

DEFINITION - NORMAL INSIDE DELIVERY:

Unit prices quoted include, at no additional charge, the contractor providing "normal inside delivery" service. "Normal inside delivery" is defined in this contract as: "The inside delivery to a building with an accessible dock to one specific room or area by use of material handling equipment without breaking shipping container to hand truck deliver individual cartons."

DELIVERY:

Final information will be given to the contractor forty-five (45) working days prior to graduation. Last minute changes must be supplied to the contractor twenty (20) working days prior to graduation. Advance run information from the schools will be given to the contractor no less than (90) working days before graduation including the exact date of graduations and the approximate number of seniors for the graduating class. All deliveries must be complete at least ten (10) working days prior to graduation dates.

"Working days" are defined as Monday through Friday of each week exclusive of all official State holidays and holidays for the College and Universities."

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<u>Item #</u>	<u>Size</u>	<u>Description</u>	<u>Price/each</u>
<u>Section I: Heading and Die Inserts</u>			
1	8 1/2" x 11"	Heading and Die Inserts	0.58
<u>Section II: Complete Printed and Blank Inserts</u>			
1	7" x 9"	Complete Printed Insert	1.19
2	7" x 9"	Complete Blank Insert	0.58
3	8 1/2" x 11"	Complete Printed Insert	1.19
4	8 1/2" x 11"	Complete Blank Insert	0.58
5	14" x 11"	Complete Printed Insert	2.65
6	14" x 17"	Complete Printed Insert	2.65
7	16" x 20"	Complete Printed Insert	3.00
8	16" x 20"	Complete Blank Insert	2.15

Section III: Diploma Covers

1	7" x 9"	Cover	2.45
2	8 1/2" x 11"	Cover	2.90

Section IV: Dies/Plates

1	6" x 8" up to 8 1/2" x 11"	Steel Engraved Plates	207.00
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*Plates for new agencies or replacement of current plates for body of diplomas

2	1" up to 1 1/2"	Steel Engraved Die	145.00
3	1 3/4" up to 2"	Steel Engraved Die	175.00

*Steel Engraving Dies used for logos/seals on the diplomas

4	Up to 2" diameter	Foil Stamped Dies for Seals	90.00
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*Dies for Foil stamped logos/seals

ADDITIONAL CHARGES AND INSTRUCTIONS: A flat charge of \$10.00, in addition to the cost of the diploma, will be made for diplomas which require the date of graduation to be changed. This is applicable to lost or damaged documents that the Registrar's Office is attempting to replace.

Vendor will be allowed a \$45.00 one time plate charge for schools changing the format of their diploma. The charge will only be allowed if that particular school requests new and or additional school emblem, etc...which requires the making of a new plate. This charge is on plates used for the diplomas that are produced using the photo offset method. These are metal plates. The steel engraved plates are to be priced as a line item.

Total quantity of diplomas may be produced at the time of initial order. Neither the State nor the Cooperative Purchasing Participants will be under any obligation to pay for any unused diplomas in excess of the number ordered.

A \$10.00 flat charge will be allowed for a signature change.

Agency may request Pressure Sensitive Honor Seals "With Merit", "With High Distinction", "Cum Laude",

"Magna Cum Laude", etc... Vendor may charge \$.20 per seal.

Air freight may be charged if orders do not reach the contractor in the time frame specified under the contract.
A copy of the freight bill must be attached to the invoice.

The State of Arkansas reserves the right to purchase at a price that is comparable with a contract item nearest in size.
If an order is issued to the contractor for a size of insert that is not included on the contract, the contractor must notify the Office of State Procurement prior to production.