

# REQUEST FOR PROPOSAL

#6826

## Printing & High Speed Copying Services

FOR

## Various Washtenaw County Departments

Issued By:

Washtenaw County Purchasing  
Administration Building  
220 N. Main Street  
Ann Arbor, MI 48104

Beth A. Duffy, CPPB  
(734) 222-6761



**Proposal Submitted by:**

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*Please type Bidder's Company Name & include as proposal cover*



## WASHTENAW COUNTY

### Finance Department

#### Purchasing Division

220 N. Main, Ann Arbor, MI 48104  
Phone (734) 222-6760, Fax (734) 222-6764  
[www.purchasing.ewashtenaw.org](http://www.purchasing.ewashtenaw.org)

## RFP #6826

February 5, 2015

Washtenaw County Purchasing Division on behalf of all Washtenaw County Departments is issuing a sealed RFP #6826 for Printing & High Speed Copy Services.

**Sealed Proposals:** Vendor will deliver one (1) **unbound original** and two (2) **bound copies each with the pricing page flagged** to the County location specified below. In addition, vendor will also deliver an electronic copy on a USB drive, CD-RW, or DVD in pdf format to the location specified below:

**Washtenaw County  
Administration Building  
Purchasing Division  
220 N. Main St. Basement  
Ann Arbor, MI 48104**

## By Monday, March 2, 2015 @ 4:00 pm EST

**Proposals received after the above cited time will be considered a late bid and are not acceptable unless waived by the Purchasing Manager.**

- Your proposal submission envelope(s) must be clearly marked including FedEx & UPS package labels "SEALED RFP#6826"
- Please direct purchasing and procedural questions regarding this RFP to Beth A. Duffy **via e-mail only** to [duffy@ewashtenaw.org](mailto:duffy@ewashtenaw.org)
- Please direct technical questions regarding this RFP to Dept contact **via e-mail only** at [duffy@ewashtenaw.org](mailto:duffy@ewashtenaw.org)

Thank you for your interest.

**BID #6826 Printing & High Speed Copying Services**

**PROPOSAL INFORMATION**

**I. PROPOSAL DEFINITIONS**

**Definitions**

<b>“Bidder”</b>	An individual or business submitting a bid to Washtenaw County
<b>“Contractor/Vendor”</b>	One who contracts to perform services in accordance with a contract
<b>“County”</b>	Washtenaw County in Michigan
<b>“Department”</b>	Washtenaw County Finance Department

**II. TERMS**

A. Washtenaw County reserves the right to reject any and all proposals received as a result of this RFP. If a proposal is selected, it will be the most advantageous regarding price, quality of service, the CONTRACTORS qualifications and capabilities to provide the specified service, and other factors that the County may consider. The County does not intend to award a contract fully on the basis of any response made to the proposal; the County reserves the right to consider proposals for modifications at any time before a contract would be awarded and negotiations would be undertaken with that CONTRACTOR whose proposal is deemed to best meet the County’s specifications and needs.

B. The County reserves the right to reject any or all bids, to waive or not waive informalities or irregularities in bids or bidding procedures, and to accept or further negotiate cost, terms, or conditions of any bid determined by the County to be in the best interests of the County even though not the lowest bid.

C. Proposals must be signed by an official authorized to bind the CONTRACTOR to its provisions for at least a period of 90 days. Failure of the successful bidder to accept the obligation of the contract may result in the cancellation of any award.

D. In the event it becomes necessary to revise any part of the RFP, addenda will be provided. Deadlines for submission of RFP's may be adjusted to allow for revisions. To be considered, **one (1) original and three (3) copies** (one copy unbound) and an electronic version in pdf format, submitted on CD-RW, DVD or USB drive must be at the County as indicated on or before the date specified.

E. Proposals should be prepared simply and economically providing a straight-forward, concise description of the CONTRACTOR'S ability to meet the requirements of the RFP. Proposals must be typed. No erasures are permitted. Mistakes may be crossed out and corrected and must be initialed in ink by the person signing the proposal. *CONTRACTOR shall ensure that proposals are submitted using both sides of recycled paper whenever practicable.*

**BID #6826 Printing & High Speed Copying Services**

F. In the event, the County receives two or more bids from responsive, responsible bidders, one or more of whom are Washtenaw County Contractors and the bids are substantially equal in price, quality and service, the County shall award the contract to the most responsive, responsible Washtenaw County Contractor. For purposes of this section, Washtenaw County Contractor means a company which has maintained its principal office in Washtenaw County for at least six (6) months. Maintaining a Washtenaw County P.O. Box, is not, in and of itself, sufficient to establish a company as a Washtenaw County Contractor. The County shall have sole discretion under this section to determine if a company qualifies as a Washtenaw County Contractor and if two or more bids are substantially equal.

G. The initial award of this contract shall be for a period of 3 year(s), with an option to renew an additional 2 year(s), pending agreement by both parties.

H. CONFLICT OF INTEREST. Contractor warrants that to the best of contractor's knowledge, there exists no actual or potential conflict between contractor and the County, and its Services under this request, and in the event of change in either contractor's private interests or Services under this request, contractor will inform the County regarding possible conflict of interest which may arise as a result of the change. Contractor also affirms that, to the best of contractor's knowledge, there exists no actual or potential conflict between a County employee and Contractor.

I. The bidder shall be responsible for all costs incurred in the development and submission of this response. Washtenaw County assumes no contractual obligation as a result of the issuance of this RFP, the preparation or submission of a response by a bidder, the evaluation of an accepted response, or the selection of finalists. All proposals, including attachments, supplementary materials, addenda, etc. shall become the property of Washtenaw County and will not be returned to the bidder.

J. Any responses, materials, correspondence, or documents provided to Washtenaw County under this solicitation are subject to the State of Michigan Freedom of Information Act and may be released to third parties in compliance with that Act.

**III. VENDOR SPECIFICATIONS**

The proposal shall include all of the following information. Failure to include all of the required information may result in disqualification of a Bidder.

A. State the bidder's qualifications to provide the services required by Washtenaw County. Include years in business under your present company name; number of locations (with addresses) which may provide the services required; staff profile including number of staff at all locations and the level of staff experience to provide the services required by Washtenaw County.

**(Attach as Addendum A)**

B. List three (3) references from previous corporate or government customers purchasing similar services for the past two (2) years. Include business name, contact name and phone number.

**(Attach as Addendum B)**

C. Review contract provisions and insurance requirements. Note any limitations on any of the articles or providing insurance requirements as outlined in the contract provisions contained in Sample Contract.

**(Attach as Addendum C)**

D. The County must have the ability to submit orders in an electronic format. Describe your procedure for accepting such orders. Describe your ability to electronically archive repeat orders.

**(Attach as Addendum D)**

E. On occasion the County may require the successful Contractor to reproduce confidential or sensitive documents. Provide your standard procedure for insuring that our confidential information remains confidential throughout the order process, from pick-up through delivery.

**(Attach as Addendum E)**

F. Provide your standard procedure for Quality Control, and a plan for tracking the status of the various County jobs submitted for production, to ensure that jobs are completed in a timely, organized manner.

**(Attach as Addendum F)**

G. Describe the types of equipment used in your facility for the specified services (Make, Model and Year).

**(Attach as Addendum G)**

H. The County will require the successful Contractor to pick-up orders and deliver completed orders at selected County buildings and sites. Describe bidder's standard turn-around time for pick-up and delivery of orders, including ability to handle "rush" jobs. Include a sample order form.

**(Attach as Addendum H)**

**BID #6826 Printing & High Speed Copying Services**

- I. All letterhead, envelopes and business cards used by Washtenaw County departments shall be on recycled paper and shall bear an imprint or recycle symbol identifying the paper as recycled whenever practicable. Washtenaw County personnel are encouraged to purchase recycled and other environmentally preferable products whenever practical.

**(Attach as Addendum I)**

- J. Review VI. Standard Provisions for Contracts (pgs. 7-14) and concur that these provisions will be met.

**(Attach as Addendum J)**

- K. Provide bank reference with name and phone number of contact person.

**(Attach as Addendum K)**

## BID #6826 Printing & High Speed Copying Services

### IV. AWARD

Award will be made to the lowest responsive, responsible bidder, with the most relevant experience and best qualifications. However, the award may not be based solely on low bid alone.

### V. SCOPE OF WORK

#### Type of Work:

The County's High Speed Copying jobs represent varying degrees of complexity and finish work.

The County's Printing jobs require letterhead, envelopes, forms and business cards.

**Payment:** The successful Contractor will be expected to provide multiple invoicing for each County account and annotations on each delivery ticket/invoice indicating: 1) the unique account purchase order number; 2) the individual placing the order; 3) the delivery date; 4) description of order; 5) the unit price of each unit submitted; 6) the total price billed on the order.

**Reports:** The successful Contractor will be expected to provide customized quarterly reports to the Purchasing Division Manager showing all purchases made under the contractual agreement.

**Consultation Services:** The successful Contractor will be expected to coordinate with each individual department, if requested, to offer assistance in job preparation (primarily large complicated jobs). The vendor shall be prepared to visit the using department's site if necessary **to show samples, answer questions and make cost saving recommendations.**

**Training:** The successful Contractor will be expected to present initial training workshops and necessary retraining sessions to the County users, educating them on proposed contract services offered, and the best way to interface with your company to promote smooth implementation of the contractual arrangement

**Site Visit:** Vendor site visits may be required of the bidder(s) who qualify for award of this bid. Site visits, if required, will be scheduled approximately one (1) - two (2) weeks following the due date of this bid.

#### Requirements:

1. All paper for letterhead shall be Fox River Bond 20# or equivalent, with or without having the Washtenaw County seal watermark, depending on the department ordering the letterhead. Letterhead shall be packaged 500 sheets per package.

## **BID #6826 Printing & High Speed Copying Services**

2. In general, imprinted standard and window envelopes shall be #10, #6  $\frac{3}{4}$ ; 15 x 10" and 13 x 10" self-sealing manila envelopes; and other miscellaneous sizes. All envelope stock shall be recycled stock, unless recycled stock is generally unavailable in certain envelope sizes. Number 10 envelopes shall be boxed 500 per box.
3. The bidder shall have temperature/humidity controlled warehouse space to provide, if necessary, storage for large runs of letterhead/envelopes to be delivered in smaller drop shipments.
4. All paper shall be recycled when available. Bids for any non-recycled paper are to be specified.
5. There will be 10% over/under run that will be accepted by the County on printing jobs.
6. Most of the jobs will have camera-ready artwork included. Submit bid prices as if you have received camera-ready artwork from the County.
7. Any artwork done by the vendor is the property of the County, but can be retained by the vendor for future work.
8. Delivered jobs must be packaged weighing less than 40lbs. each.
9. Vendor must be able to provide such miscellaneous services as binding (spiral, comb & snap-out) and laminating, to be quoted on a per job basis.



**VI. SAMPLE STANDARD PROVISIONS FOR CONTRACTS**

*If a contract is awarded, the selected contractor will be required to adhere to a set of general contract provisions which will become a part of any formal agreement. These provisions are general principles which apply to all contractors of service to Washtenaw County such as the following:*

**SERVICE CONTRACT  
(NAME OF CONTRACTOR)**

CR \_\_\_\_\_

AGREEMENT is made this \_\_\_\_\_ day of \_\_\_\_\_, 2015, by the COUNTY OF WASHTENAW, a municipal corporation, with offices located in the County Administration Building, 220 North Main Street, Ann Arbor, Michigan 48107 ("County") and **(NAME OF CONTRACTOR)** located at **(CONTRACTOR'S ADDRESS)** ("Contractor").

In consideration of the promises below, the parties mutually agree as follows:

ARTICLE I - SCOPE OF SERVICES

The Contractor will **(SPELL OUT SCOPE OF SERVICE)**

ARTICLE II - COMPENSATION

Upon completion of the above services and submission of invoices the County will pay the Contractor an annual amount not to exceed **(SPELL OUT DOLLAR AMOUNT)**.

ARTICLE III - REPORTING OF CONTRACTOR

Section 1 - The Contractor is to report to **(DEPARTMENT HEAD TITLE)** and will cooperate and confer with him/her as necessary to insure satisfactory work progress.

Section 2 - All reports, estimates, memoranda and documents submitted by the Contractor must be dated and bear the Contractor's name.

Section 3 - All reports made in connection with these services are subject to review and final approval by the County Administrator.

Section 4 - The County may review and inspect the Contractor's activities during the term of this contract.

Section 5 - When applicable, the Contractor will submit a final, written report to the County Administrator.

Section 6 - After reasonable notice to the Contractor, the County may review any of the Contractor's internal records, reports, or insurance policies.

ARTICLE IV - TERM

This contract is for a three (3) year term **(change as necessary)** which begins on **(MONTH, DAY, YEAR)** and ends on **(MONTH, DAY, YEAR)** with an option to extend for two (2) additional one (1) year periods.

ARTICLE V - PERSONNEL

Section 1 - The contractor will provide the required services and will not subcontract or assign the services without the County's written approval.

Section 2 - The Contractor will not hire any County employee for any of the required services without the County's written approval.

Section 3 - The parties agree that all work done under this contract shall be completed in the United States and that none of the work will be partially or fully completed by either an offshore subcontractor or offshore business interest either owned or affiliated with the contractor. For purposes of this contract, the term, "offshore" refers to any area outside the contiguous United States, Alaska or Hawaii.

ARTICLE VI-INDEPENDENT CONTRACTOR

Contractor and the County shall, at all times, be deemed to be independent contractors and nothing herein shall be construed to create or imply that there exists between the parties a partnership, joint venture or other business organization. Contractor shall hold no authority, express or implied, to commit, obligate or make representations on behalf of the County and shall make no representation to others to the contrary.

Nothing herein is intended nor shall be construed for any purpose as creating the relationship of employer and employee or agent and principal between the parties. Except as otherwise specified in this contract, Contractor retains the sole right and obligation to direct, control or supervise the details and means by which the services under this contract are provided.

Contractor shall not be eligible for, or participate in, any insurance, pension, workers' compensation insurance, profit sharing or other plans established for the benefit of the County's employees. Contractor shall be solely responsible for payment of all taxes arising out of the Contractor's activities in connection with this Agreement, including, without limitation, federal and state income taxes, social security taxes, unemployment insurance taxes and any other tax or business license fees as required. The County shall not be responsible for withholding any income or employment taxes whatsoever on behalf of the Contractor.

ARTICLE VII - INDEMNIFICATION AGREEMENT

The contractor will protect, defend and indemnify Washtenaw County, its officers, agents, servants, volunteers and employees from any and all liabilities, claims, liens, fines, demands and costs, including legal fees, of whatsoever kind and nature which may result in injury or death to any persons, including the Contractor's own employees, and for loss or damage to any property, including property owned or in the care, custody or control of Washtenaw County in connection with or in any way incident to or arising out of the occupancy, use, service, operations, performance or non-performance of work in connection with this contract resulting in whole or in part from negligent acts or omissions of contractor, any sub-contractor, or any employee, agent or representative of the contractor or any sub-contractor.

ARTICLE VIII - INSURANCE REQUIREMENTS

The Contractor will maintain at its own expense during the term of this Contract, the following insurance:

1. Workers' Compensation Insurance with Michigan statutory limits and Employers Liability Insurance with a minimum limit of \$100,000 each accident for any employee.
2. Commercial General Liability Insurance with a combined single limit of \$1,000,000 each occurrence for bodily injury and property damage. The County shall be added as "additional insured" on general liability policy with respect to the services provided under this contract.
3. Automobile Liability Insurance covering all owned, hired and nonowned vehicles with Personal Protection Insurance and Property Protection Insurance to comply with the provisions of the Michigan No Fault Insurance Law, including residual liability insurance with a minimum combined single limit of \$1,000,000 each accident for bodily injury and property damage.

Insurance companies, named insureds and policy forms may be subject to the approval of the Washtenaw County Administrator, if requested by the County Administrator. Such approval shall not be unreasonably withheld. Insurance policies shall not contain endorsements or policy conditions which reduce coverage provided to Washtenaw County. Contractor shall be responsible to Washtenaw County or insurance companies insuring Washtenaw County for all costs resulting from both financially unsound insurance companies selected by Contractor and their inadequate insurance coverage. Contractor shall furnish the Washtenaw County Administrator with satisfactory certificates of insurance or a certified copy of the policy, if requested by the County Administrator.

No payments will be made to the Contractor until the current certificates of insurance have been received and approved by the Administrator. If the insurance as evidenced by the certificates furnished by the Contractor expires or is canceled during the term of the contract, services and related payments will be suspended. Contractor shall furnish the County Administrator's Office with certification of insurance evidencing such coverage and endorsements at least ten (10) working days prior to commencement of services under this contract. Certificates shall be addressed to the Washtenaw County c/o: INSERT DEPARTMENT & CR# \_\_\_\_\_, P. O. Box 8645, Ann Arbor, MI, 48107, and shall provide for 30 day written notice to the Certificate holder of cancellation of coverage.

ARTICLE IX - COMPLIANCE WITH LAWS AND REGULATIONS

The Contractor will comply with all federal, state and local regulations, including but not limited to all applicable OSHA/MIOSHA requirements and the Americans with Disabilities Act.

ARTICLE X - INTEREST OF CONTRACTOR AND COUNTY

The Contractor promises that it has no interest which would conflict with the performance of services required by this contract. The Contractor also promises that, in the performance of this contract, no officer, agent, employee of the County of Washtenaw, or member of its governing bodies, may participate in any decision relating to this contract which affects his/her personal interest or the interest of any corporation, partnership or association in which he/she is directly or indirectly interested or has any personal or pecuniary interest. However, this paragraph does not apply if there has been compliance with the provisions of Section 3 of Act No. 317 of the Public Acts of 1968 and/or Section 30 of Act No. 156 of Public Acts of 1851, as amended by Act No. 51 of the Public Acts of 1978, whichever is applicable.

ARTICLE XI - CONTINGENT FEES

The Contractor promises that it has not employed or retained any company or person, other than bona fide employees working solely for the Contractor, to solicit or secure this contract, and that it has not paid or agreed to pay any company or person, other than bona fide employees working solely for the Contractor, any fee, commission, percentage, brokerage fee, gifts or any other consideration contingent upon or resulting from the award or making of this contract. For breach of this promise, the County may cancel this contract without liability or, at its discretion, deduct the full amount of the fee, commission, percentage, brokerage fee, gift or contingent fee from the compensation due the Contractor.

ARTICLE XII - EQUAL EMPLOYMENT OPPORTUNITY

The Contractor will not discriminate against any employee or applicant for employment because of race, creed, color, sex, sexual orientation, national origin, physical handicap, age, height, weight, marital status, veteran status, religion and political belief (except as it relates to a bona fide occupational qualification reasonably necessary to the normal operation of the business).

The Contractor will take affirmative action to eliminate discrimination based on sex, race, or a handicap in the hiring of applicant and the treatment of employees. Affirmative action will include, but not be limited to: Employment; upgrading, demotion or transfer; recruitment advertisement; layoff or termination; rates of pay or other forms of compensation; selection for training, including apprenticeship.

The Contractor agrees to post notices containing this policy against discrimination in conspicuous places available to applicants for employment and employees. All solicitations or advertisements for employees, placed by or on the behalf of the Contractor, will state that all qualified applicants will receive consideration for employment without regard to race, creed, color, sex, sexual orientation, national origin, physical handicap, age, height, weight, marital status, veteran status, religion and political belief.

ARTICLE XIII - LIVING WAGE

The parties understand that the County has enacted a Living Wage Ordinance that requires covered vendors who execute a service or professional service contract with the County to pay their employees under that contract, a minimum of either \$11.81 per hour with benefits or \$ 13.85 per hour without benefits. Contractor agrees to comply with this Ordinance in paying its employees. Contractor understands and agrees that an adjustment of the living wage amounts, based upon the Health and Human Services poverty guidelines, will be made on or before April 30, 2014 and annually thereafter which amount shall be automatically incorporated into this contract. County agrees to give Contractor thirty (30) days written notice of such change. Contractor agrees to post a notice containing the County's Living Wage requirements at a location at its place of business accessed by its employees.

**ARTICLE XIV - EQUAL ACCESS**

The Contractor shall provide the services set forth in Article I without discrimination on the basis of race, color, religion, national origin, sex, sexual orientation, marital status, physical handicap, or age.

**ARTICLE XV - OWNERSHIP OF DOCUMENTS AND PUBLICATION**

All documents developed as a result of this contract will be freely available to the public. None may be copyrighted by the Contractor. During the performance of the services, the Contractor will be responsible for any loss of or damage to the documents while they are in its possession and must restore the loss or damage at its expense. Any use of the information and results of this contract by the Contractor must reference the project sponsorship by the County. Any publication of the information or results must be co-authored by the County.

**ARTICLE XVI - ASSIGNS AND SUCCESSORS**

This contract is binding on the County and the Contractor, their successors and assigns. Neither the County nor the Contractor will assign or transfer its interest in this contract without the written consent of the other.

**ARTICLE XVII - TERMINATION OF CONTRACT**

**Section 1** - Termination without cause. Either party may terminate the contract by giving thirty (30) days written notice to the other party.

**Section 2** - In the event of any breach or default by the County or the Contractor of the terms and conditions of this Agreement, the party not in default will give written notice to the party in default specifying the acts and/or omissions constituting the alleged default or breach; if within fifteen (15) working days after issuance of such notice, the party in default has failed to cure such default, then in that event, the party not in default may terminate this Agreement and exercise such other rights as are provided herein and by law for breach of contract; provided, however, that if the alleged default can be cured by the performance of work or repairs or by some act, the performance of which requires a period of time, such default will be determined to have been cured if, within the above-referenced fifteen (15) working days, the party allegedly

in default has begun to cure the default and continues until such default is cured within a reasonable time.

ARTICLE XVIII - PAYROLL TAXES

The Contractor is responsible for all applicable state and federal social security benefits and unemployment taxes and agrees to indemnify and protect the County against such liability.

ARTICLE XIX - PRACTICE AND ETHICS

The parties will conform to the code of ethics of their respective national professional associations.

ARTICLE XX- CHANGES IN SCOPE OR SCHEDULE OF SERVICES

Changes mutually agreed upon by the County and the Contractor, will be incorporated into this contract by written amendments signed by both parties.

ARTICLE XXI - CHOICE OF LAW AND FORUM

This contract is to be interpreted by the laws of Michigan. The parties agree that the proper forum for litigation arising out of this contract is in Washtenaw County, Michigan.

ARTICLE XXII-FEDERALLY REQUIRED PROVISIONS

When applicable, the following provisions shall apply to contracts funded in whole, or in part, by federal award monies:

For "federally assisted construction contracts" as defined by 41 CFR Part 60-1.3, Contractor must comply with the equal opportunity clause provided under 41 CFR 60—1.4(b), in accordance with Executive Order 11246, "Equal Employment Opportunity (30 FR 12319, 12935, 3 CFR Part, 1964—1965 Comp., p. 339), as amended by Executive Order 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," and implementing regulations at 41 CFR part 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor."

For all prime construction contracts exceeding \$2,000.00 awarded by non-Federal entities, Contractor shall comply with the Davis-Bacon Act (40 U.S.C. 3141—3144, and 3146—3148), as supplemented by Department of Labor regulations (29 CFR Part 5, "Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction"). Contractor must pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, Contractor must be paid wages not less than once a week. The parties agree that the County will report all suspected or reported violations of this provision to the Federal awarding agency.

In addition, Contractor must also comply with the Copeland "Anti-Kickback Act (40 U.S.C. 3145), as supplemented by Department of Labor regulations (29 CFR Part 3, "Contractors and Subcontractors on Public Bidding or Public Work Financed in Whole or

in Part by Loans or Grants from the United States”) which prohibits Contractor or Subrecipient from inducing, by any means, any person employed in the construction, completion or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled. County shall report all suspected or reported violations to the Federal awarding agency.

If this contract exceeds \$100,000.00 and involves the employment of mechanics or laborers, Contractor shall comply with U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR Part 5). To that extent, Contractor must compute the wages of each mechanic and laborer on the basis of a standard forty (40) hour work week with hours exceeding this standard to be paid at one and one half the standard hourly rate. In addition, Contractor agrees that no mechanic or laborer shall be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous.

If the Federal award funding this Agreement meets the definition of “funding agreement” under 37 CFR, Sec. 401.2(a) and the recipient or subrecipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental or research work under that funding agreement, the recipient or subrecipient must comply with 37 CFR Part 401, “Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements,” and any implementing regulations issued by the awarding agency.

If this Agreement and/or subgrant exceeds \$150,000.00, Contractor shall comply with all applicable standards, orders and/or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401-7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251-1387). The parties agree that the County shall report all violations of these Acts to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (“EPA”).

Contractor agrees to comply with all mandatory standards and policies relating to energy efficiency which are contained in the State of Michigan’s energy conservation plan issued in compliance with the Energy Policy and Conservation Act. (42 U.S.C. 6201).

Contractor agrees to comply with the provisions of the Byrd Anti-Lobbying Amendment (31 U.S.C. Section 1352), which prohibits the use of federal funds by the Contractor or subcontractor of a Federal contract, grant, loan or cooperative agreement to pay any person to influence or attempt to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress or an employee of a member of Congress in connection with the federal funds awarded under this Agreement.

The parties agree that County and Contractor shall comply with Section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. The requirements of Section 6002 include, for those items where the purchase price exceeds \$10,000.00 or the value of the quantity acquired by the preceding fiscal year exceeded \$10,000.00, procuring only items designated in guidelines of the EPA at 40 CFR, Part 247, that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition; procuring solid waste management services in a manner that maximizes

**BID** \_\_\_\_\_ **Printing & High Speed Copying Services**

energy and resource recovery; and establishing an affirmative procurement program to procuring recovered materials identified in the EPA guidelines.

ARTICLE XXIII - EXTENT OF CONTRACT

This contract represents the entire agreement between the parties and supersedes all prior representations, negotiations or agreements whether written or oral.

ARTICLE XXIV – ELECTRONIC SIGNATURES

All parties to this contract agree that either electronic or handwritten signatures are acceptable to execute this agreement.

ATTESTED TO:

WASHTENAW COUNTY

By: \_\_\_\_\_  
Lawrence Kestenbaum (DATE)  
County Clerk/Register

By: \_\_\_\_\_  
Verna J. McDaniel (DATE)  
County Administrator

APPROVED AS TO CONTENT:

CONTRACTOR

By: \_\_\_\_\_  
**(DEPARTMENT HEAD)** (DATE)

By: \_\_\_\_\_  
**(CONTRACTOR'S NAME)** (DATE)

APPROVED AS TO FORM:

By: \_\_\_\_\_  
Curtis N. Hedger (DATE)  
Office of Corporation Counsel



PRICE SHEET

DESCRIPTION CODE

Paper choices: White Colored Specialty  
Printing choices: 1-C = One color (black toner) COL = Full Color Copy  
1-S = One side printed 2-S = Two sides printed

VII. SECTION 1 - BID SPECIFICATIONS PRINTING

CATEGORY I – ECONOMY HIGHSPEED COPY

- 1. **20# Xerographic Bond Paper, 1-C**
  - 1.1 White, 8-1/2 x 11” 1-S: \$ \_\_\_\_\_ /sht.  
White, 8-1/2 x 11” 2-S: \$ \_\_\_\_\_ /sht.
  - 1.2 White, 8-1/2 x 14” 1-S: \$ \_\_\_\_\_ /sht.  
White, 8-1/2 x 14” 2-S: \$ \_\_\_\_\_ /sht.
  - 1.3 White, 11 x 17” 1-S: \$ \_\_\_\_\_ /sht.  
White, 11 x 17” 2-S: \$ \_\_\_\_\_ /sht.
  - 1.4 3-Hole, 8-1/2 x 11” 1-S: \$ \_\_\_\_\_ /sht.  
3-Hole, 8-1/2 x 11” 2-S: \$ \_\_\_\_\_ /sht.

CATEGORY II – COLORED PAPER

- 2. **24# Pastels 1-C**
  - 2.1 Colored, 8-1/2 x 11” 1-S: \$ \_\_\_\_\_ /sht.  
Colored, 8-1/2 x 11” 2-S: \$ \_\_\_\_\_ /sht.
  - 2.2 Colored, 8-1/2 x 14” 1-S: \$ \_\_\_\_\_ /sht.  
Colored, 8-1/2 x 14” 2-S: \$ \_\_\_\_\_ /sht.
  - 2.3 Colored, 11 x 17” 1-S: \$ \_\_\_\_\_ /sht.  
Colored, 11 x 17” 2-S: \$ \_\_\_\_\_ /sht.

**CATEGORY III – SPECIALTY PAPERS**

**3. 70# Text White, 1-C**

3.1	White 8-1/2 x 11" 1-S	\$ _____ /sht.
	White 8-1/2 x 11" 2-S	\$ _____ /sht.
3.2	White 8-1/2 x 14" 1-S	\$ _____ /sht.
	White 8-1/2 x 14" 2-S	\$ _____ /sht.
3.3	White 11 x 17" 1-S	\$ _____ /sht.
	White 11 x 17" 2-S	\$ _____ /sht.

**CATEGORY IV – SPECIALTY PAPERS**

**4. Resume Grade Text Stock ( Fiber or Parchment ), 1-C**

4.1	White 8-1/2 x 11" 1-S	\$ _____ /sht.
	White 8-1/2 x 11" 2-S	\$ _____ /sht.
4.2	White 11 x 17" 1-S	\$ _____ /sht.
	White 11 x 17" 2-S	\$ _____ /sht.
4.3	Colored 8-1/2 x 11" 1-S	\$ _____ /sht.
	Colored 8-1/2 x 11" 2-S	\$ _____ /sht.
4.4	Colored 11 x 17" 1-S	\$ _____ /sht.
	Colored 11 x 17" 2-S	\$ _____ /sht.

**CATEGORY V – SPECIALTY PAPERS**

**5. Executive Grade Text Stock ( Linens or 100% Cotton ), 1-C**

5.1	White 8-1/2 x 11" 1-S	\$ _____ /sht.
	White 8-1/2 x 11" 2-S	\$ _____ /sht.
5.2	White 11 x 17" 1-S	\$ _____ /sht.

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	White 11 x 17" 2-S	\$ _____ /sht.
5.3	Colored 8-1/2 x 11" 1-S	\$ _____ /sht.
	Colored 8-1/2 x 11" 2-S	\$ _____ /sht.
5.4	Colored 11 x 17" 1-S	\$ _____ /sht.
	Colored 11 x 17" 2-S	\$ _____ /sht.

**CATEGORY VI – CARDSTOCK**

**6. Cardstock (White or Colored ), 1-C**

6.1	90# 8-1/2 x 11" 1-S	\$ _____ /sht.
	90# 8-1/2 x 11" 2-S	\$ _____ /sht.
6.2	90# 11 x 17" 1-S	\$ _____ /sht.
	90# 11 x 17" 2-S	\$ _____ /sht.
6.3	110# 8-1/2 x 11" 1-S	\$ _____ /sht.
	110# 8-1/2 x 11" 2-S	\$ _____ /sht.
6.4	110# 11 x 17" 1-S	\$ _____ /sht.
	110# 11 x 17" 2-S	\$ _____ /sht.

**CATEGORY VII – CARDSTOCK**

**7. Cardstock ( Resume or Executive ), 1-C**

7.1	110# 8-1/2 x 11" 1-S	\$ _____ /sht.
	110# 8-1/2 x 11" 2-S	\$ _____ /sht.
7.2	110# 11 x 17" 1-S	\$ _____ /sht.
	110# 11 x 17" 2-S	\$ _____ /sht.



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10.6	Folding – manual assembly/sht.	\$ _____
10.7	Padding (price per pad)	\$ _____
10.8	Drilling (per sheet)	\$ _____
10.9	Cutting (per cut/200 shts.)	\$ _____
10.10	Laminating	\$ _____
10.11	Emergency or RUSH charges	\$ _____
10.12	Shrink Wrapping	\$ _____

**CATEGORY XI - BINDING CHARGES**

**11. Added charge to base price for the following:**

11.1	Plastic comb binding	\$ _____
11.2	Plastic continuous coil	\$ _____
11.3	Inline Xerox tape bind	\$ _____
11.4	Tape bind – manual assembly	\$ _____
11.5	Velo bind	\$ _____
11.6	Bookletizing	\$ _____
11.7	Bookletize and trim	\$ _____

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11.8 Covers – cardstock \$ \_\_\_\_\_

11.9 Slip Sheets \$ \_\_\_\_\_

11.10 Tabs \$ \_\_\_\_\_

11.11 Covers – clear plastic \$ \_\_\_\_\_

11.12 Covers – vinyl \$ \_\_\_\_\_

11.13 Clear-view binders

1/2" \$ \_\_\_\_\_ 1" \$ \_\_\_\_\_ 1 1/2" \$ \_\_\_\_\_ 2"  
\$ \_\_\_\_\_ 2 1/2" \$ \_\_\_\_\_ 3" \$ \_\_\_\_\_

**CATEGORY XII – ADDITIONAL PROJECTS AND SERVICES**

This proposal response schedule is not designed to be an all-inclusive composite of the high speed copying needs for the County. We are asking for a cost plus commitment from interested vendors who wish to produce work outside the proposal response schedule set forth herein.

12.1 To produce work not listed in the proposal schedule, I/WE extend the County the following discount on all other services we provide that are not listed previously: **Discount on all additional services** \_\_\_\_\_ %  
COMMENTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

12.2 **NAME OF VENDOR LIAISON assigned to the County:**  
\_\_\_\_\_  
\_\_\_\_\_

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**VII. SECTION 2 - BID SPECIFICATIONS PRINTING**

**CATEGORY I – Printed Letterhead (Recycled Paper):**

**8.5 x 11”**

**1. Fox River or equivalent or equivalent, 20#, with Washtenaw County Seal Watermark:**

500 Sheets	\$ _____ /Lot
1,000 Sheets	\$ _____ /Lot
2,500 Sheets	\$ _____ /Lot
5,000 Sheets	\$ _____ /Lot

**2. Fox River or equivalent, 20#, without Washtenaw County Seal Watermark:**

500 Sheets	\$ _____ /Lot
1,000 Sheets	\$ _____ /Lot
2,500 Sheets	\$ _____ /Lot
5,000 Sheets	\$ _____ /Lot

**CATEGORY II – Printed Text Stock 20#**

**8.5 x 11”**

<b>1. Printing <u>One Side</u>:</b>	<b><u>White</u></b>	<b><u>Various Colors</u></b>	
500 – 1,000 Sheets	\$ _____	\$ _____	per sheet
1,500 – 2,500 Sheets	\$ _____	\$ _____	per sheet
2,500 – 5,000 Sheets	\$ _____	\$ _____	per sheet

<b>2. Printing <u>Two Sides</u>:</b>	<b><u>White</u></b>	<b><u>Various Colors</u></b>	
500 – 1,000 Sheets	\$ _____	\$ _____	per sheet
1,500 – 2,500 Sheets	\$ _____	\$ _____	per sheet
2,500 – 5,000 Sheets	\$ _____	\$ _____	per sheet

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**8.5 x 14"**

<b>1. Printing <u>One</u> Side:</b>	<b><u>White</u></b>	<b><u>Various Colors</u></b>
500 – 1,000 Sheets	\$ _____	\$ _____ per sheet
1,500 – 2,500 Sheets	\$ _____	\$ _____ per sheet
2,500 – 5,000 Sheets	\$ _____	\$ _____ per sheet
<b>2. Printing <u>Two</u> Sides:</b>	<b><u>White</u></b>	<b><u>Various Colors</u></b>
500 – 1,000 Sheets	\$ _____	\$ _____ per sheet
1,500 – 2,500 Sheets	\$ _____	\$ _____ per sheet
2,500 – 5,000 Sheets	\$ _____	\$ _____ per sheet

**CATEGORY III – Text Stock 60#**

**8.5 x 11"**

<b>1. Printing <u>One</u> Side:</b>	<b><u>White</u></b>	<b><u>Various Colors</u></b>
500 – 1,000 Sheets	\$ _____	\$ _____ per sheet
1,500 – 2,500 Sheets	\$ _____	\$ _____ per sheet
2,500 – 5,000 Sheets	\$ _____	\$ _____ per sheet
<b>2. Printing <u>Two</u> Sides:</b>	<b><u>White</u></b>	<b><u>Various Colors</u></b>
500 – 1,000 Sheets	\$ _____	\$ _____ per sheet
1,500 – 2,500 Sheets	\$ _____	\$ _____ per sheet
2,500 – 5,000 Sheets	\$ _____	\$ _____ per sheet

**8.5 x 14"**

<b>1. Printing <u>One</u> Side:</b>	<b><u>White</u></b>	<b><u>Various Colors</u></b>
500 – 1,000 Sheets	\$ _____	\$ _____ per sheet
1,500 – 2,500 Sheets	\$ _____	\$ _____ per sheet
2,500 – 5,000 Sheets	\$ _____	\$ _____ per sheet



<b>2. Printing <u>Two</u> Sides:</b>	<b><u>White</u></b>	<b><u>Various Colors</u></b>
500 – 1,000 Sheets	\$ _____	\$ _____ per sheet
1,500 – 2,500 Sheets	\$ _____	\$ _____ per sheet
2,500 – 5,000 Sheets	\$ _____	\$ _____ per sheet

**CATEGORY IV – PRINTED (One Ink Color) ENVELOPES (Recycled Paper)**

**1. #10 White Envelopes**

500 Envelopes	\$ _____	Per Lot
1,000 Envelopes	\$ _____	Per Lot
2,500 Envelopes	\$ _____	Per Lot
5,000 Envelopes	\$ _____	Per Lot

**2. #10 White Window Envelopes (Glassine Patch)**

500 Envelopes	\$ _____	Per Lot
1,000 Envelopes	\$ _____	Per Lot
2,500 Envelopes	\$ _____	Per Lot
5,000 Envelopes	\$ _____	Per Lot

**3. #6 ¾ (6 ½ x 3 5/8”) White Envelopes**

500 Envelopes	\$ _____	Per Lot
1,000 Envelopes	\$ _____	Per Lot
2,500 Envelopes	\$ _____	Per Lot
5,000 Envelopes	\$ _____	Per Lot

**4. #6 ¾ (6 ½ x 3 5/8”) White Window Envelopes (Glassine Patch)**

500 Envelopes	\$ _____	Per Lot
1,000 Envelopes	\$ _____	Per Lot

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2,500 Envelopes            \$ \_\_\_\_\_ Per Lot

5,000 Envelopes            \$ \_\_\_\_\_ Per Lot

**5. #6 Baronial (6 ½ x 4 ¾ ") White Envelopes**

500 Envelopes            \$ \_\_\_\_\_ Per Lot

1,000 Envelopes            \$ \_\_\_\_\_ Per Lot

2,500 Envelopes            \$ \_\_\_\_\_ Per Lot

5,000 Envelopes            \$ \_\_\_\_\_ Per Lot

**6. Die Cut White Envelopes, Dri-Gummed flap, printed both sides**

500 Envelopes            \$ \_\_\_\_\_ Per Lot

1,000 Envelopes            \$ \_\_\_\_\_ Per Lot

2,500 Envelopes            \$ \_\_\_\_\_ Per Lot

5,000 Envelopes            \$ \_\_\_\_\_ Per Lot

**7. 9 x 12" Gummed White Booklet Envelopes**

500 Envelopes            \$ \_\_\_\_\_ Per Lot

1,000 Envelopes            \$ \_\_\_\_\_ Per Lot

2,500 Envelopes            \$ \_\_\_\_\_ Per Lot

5,000 Envelopes            \$ \_\_\_\_\_ Per Lot

**8. 9 x 12" Gummed White Catalog Envelopes**

500 Envelopes            \$ \_\_\_\_\_ Per Lot

1,000 Envelopes            \$ \_\_\_\_\_ Per Lot

2,500 Envelopes            \$ \_\_\_\_\_ Per Lot

5,000 Envelopes            \$ \_\_\_\_\_ Per Lot

**CATEGORY V – BUSINESS CARDS, Thermograph (raised printing)**

**1. Price for multiples of 500, one color (reflex blue) thermograph**

1-4 Different Names \$\_\_\_\_\_per name

5-24 Different Names \$\_\_\_\_\_per name

25-50 Different Names \$\_\_\_\_\_per name

**2. Price for multiples of 500, two color (reflex blue & gold ink) thermograph**

1-4 Different Names \$\_\_\_\_\_per name

5-24 Different Names \$\_\_\_\_\_per name

25-50 Different Names \$\_\_\_\_\_per name

**3. Price for multiples of 500, two color (reflex blue & gold foil) thermograph**

1-4 Different Names \$\_\_\_\_\_per name

5-24 Different Names \$\_\_\_\_\_per name

25-50 Different Names \$\_\_\_\_\_per name

**CATEGORY VI – CARBONLESS FORMS (Recycled Paper), 8.5 x 11”**

**1. Printed one side (pre-collated & fan-apart)**

	<b>Two-Part</b>	<b>Three Part</b>	<b>Four Part</b>
1-249	\$_____per set	\$_____per set	\$_____per set
250-499	\$_____per set	\$_____per set	\$_____per set
500-999	\$_____per set	\$_____per set	\$_____per set
1,000-5,000	\$_____per set	\$_____per set	\$_____per set

**2. Printed two sides (pre-collated & fan-apart)**

	<b>Two-Part</b>	<b>Three Part</b>	<b>Four Part</b>
1-249	\$_____per set	\$_____per set	\$_____per set
250-499	\$_____per set	\$_____per set	\$_____per set
500-999	\$_____per set	\$_____per set	\$_____per set
1,000-5,000	\$_____per set	\$_____per set	\$_____per set

**CATEGORY VII – MISCELLANEOUS SERVICES**

- |  |                    |
|--|--------------------|
| 1. Reflex blue regular ink                           | \$ _____ per color |
| 2. Reflex blue laser compatible ink                  | \$ _____ per color |
| 3. Black regular ink                                 | \$ _____ per color |
| 4. Black laser compatible ink                        | \$ _____ per color |
| 5. PMS colors, regular ink                           | \$ _____ per color |
| 6. PMS colors, laser compatible ink                  | \$ _____ per color |
| 7. Red ink for numbering per job                     | \$ _____ per job   |
| 8. Numbering per 1,000 finished sheets/sets          | \$ _____ per M     |
| 9. Drilling per 1,000 finished sheets/sets           | \$ _____ per M     |
| 10. Stapling per 1,000 finished sheets/sets          | \$ _____ per M     |
| 11. Folding per 1,000 finished sheets/sets           | \$ _____ per M     |
| 12. Perforating per 1,000 finished sheets/sets       | \$ _____ per M     |
| 13. Micro-perforating per 1,000 finished sheets/sets | \$ _____ per M     |
| 14. Scoring per 1,000 finished sheets/sets           | \$ _____ per M     |

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- |  |                     |
|--|---------------------|
| 15. Cutting per 1,000 finished sheets/sets | \$ _____ per M      |
| 16. Rounding corners per 1,000 sheets/sets | \$ _____ per M      |
| 17. Typesetting Charge                     | \$ _____ per hour   |
| 18. Screens                                | \$ _____ per screen |
| 19. Standard padding w/chip board          | \$ _____ per pad    |
| 20. Rush charges (% of total job cost)     | \$ _____ 1 day      |
| 21. Rush charges (% of total job cost)     | \$ _____ 3 day      |
| 23. Rush charges (% of total job cost)     | \$ _____ 5 day      |

**BID #6826 Printing & High Speed Copying Services**

**SAMPLE JOB BIDS MUST BE COMPLETED AND RETURNED ALONG WITH THE PRICE SHEET**

**SAMPLE JOB A:**

Copy Job-Newsletter- Qty 10,000	Price each:	TOTAL
8.5"x11" white – 2 sided	\$_____ x 10,000	\$_____
Stapled	\$_____ x 10,000	\$_____
Folded in half – one fold	\$_____ x 10,000	\$_____
1 seal tab	\$_____ x 10,000	\$_____

**SAMPLE A TOTAL JOB COST: \$\_\_\_\_\_**

**SAMPLE JOB B:**

Stock: 80# Cougar for cover, 60# Cougar for inside

Ink: 4/4

Art: Customer supplied

Flat size: 17x11

Finish size: 8.5x11 \$\_\_\_\_\_ qty 200

Pages: 12 plus cover

Bindery: Score cover, collate, fold, stitch, trim, carton pack  
\$\_\_\_\_\_ qty 500

**SAMPLE JOB C:**

Brochures –

- New Leaf paper; Reincarnation Matte, 80# text
- 4-color, full bleed
- Software: Adobe Illustrator CS6 – or-Adobe InDesign CS6 (Windows)

Brochure A (8-1/2" x 11", letter-fold):single-run      Brochure A: gang-run (two-size "A" per run)

2,000 \$\_\_\_\_\_      2,000 each \$\_\_\_\_\_

5,000 \$\_\_\_\_\_      5,000 each \$\_\_\_\_\_

Brochure B (11 x17", in half then letter-fold): single-run      Brochure B: gang-run(two-size "B" per run)

2,000 \$\_\_\_\_\_      2,000 each \$\_\_\_\_\_

5,000 \$\_\_\_\_\_      5,000 each \$\_\_\_\_\_

Cellophane Packaging: pack of 50 of the same brochures

500 (10 packs) \$\_\_\_\_\_

1,000 (20 packs) \$\_\_\_\_\_

2,000 (40 packs) \$\_\_\_\_\_



**SAMPLE JOB D:**

**Quarterly Newsletter & Mailing**

- 12-page newsletter, plus 4-pager
- Paper: Cascades Paper Co. – Rolland Enviro100 Print; 70#; smooth; white; FSC-certified
- 2-color (black and Pantone spot)
- Full bleed
- Software: Adobe InDesign CS6 (Windows)

**Newsletter**

12-page, self cover  
8-1/2"x11" finished size, saddle stitch  
Cost for 9,000 \$ \_\_\_\_\_  
10,000 \$ \_\_\_\_\_

**Additional 4-Pager**

pages 5-8 of newsletter  
8-1/2"x11" finished size  
Cost for 1,500 \$ \_\_\_\_\_  
2,000 \$ \_\_\_\_\_

**Quarterly Newsletter & Mailing**

- 12-page newsletter, plus 4-pager
- Paper: Cascades Paper Co. – Rolland Enviro100 Print; 70#; smooth; white; FSC-certified
- 4-color
- Full bleed
- Software: Adobe InDesign CS6 (Windows)

**Newsletter**

12-page, self cover  
8-1/2"x11" finished size, saddle stitch  
Cost for 9,000 \$ \_\_\_\_\_  
10,000 \$ \_\_\_\_\_

**Additional 4-Pager**

pages 5-8 of newsletter  
8-1/2"x11" finished size  
Cost for 1,500 \$ \_\_\_\_\_  
2,000 \$ \_\_\_\_\_

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Bulk Mail Services For 12-page newsletter, generation of address from provided electronic file. Sorted, bar-coded and delivered to U.S. Post Office (Ann Arbor); quote not to include postage

Cost for 9,000 \$\_\_\_\_\_ Cost for 10,000 \$\_\_\_\_\_

NOTE: Printer to deliver newsletters and extra copies left over from mailing company to Washtenaw County requesting department

SAMPLE JOB E:

Pocket Folder

Black Ink

9 x 12 with (2) 4" pockets

Business Card Slip

Glossy Cover Stock

Qty: 10,000

TOTAL JOB: \$ \_\_\_\_\_

**SIGNATURE PAGE**

_____ Signature	_____ Company Name
_____ Print Name	_____ Company Address
_____ Title	_____ City, County, St. Zip
_____ Office Telephone #	_____ Cell Phone #
_____ Federal Tax ID #	_____ Email Address for Purchase Orders

**The above individual is authorized to sign on behalf of company submitting proposal.**

Proposals must be signed by an official authorized to bind the provider to its provisions for at least a period of 90 days. Signature page must be signed, boxes checked below, and returned as part of vendor proposal.

By checking this box we hereby certify that we are a Washtenaw County company. If proven otherwise, company may be subject to Disbarment and/or Suspension of doing business with Washtenaw County.

By signing this bid submission, I certify that I and/or my corporation, company, limited liability company, business association, partnership, society, trust or any other non-governmental entity, organization or group is not an "Iran linked business" as defined by P.A. 517 of 2012 (MCLA 129.311 et seq)("Act").

I understand that under the Act, an "Iran linked business means an individual or one of the above-listed groups who engages in investment activities in the energy sector of Iran, including, but not limited to, providing oil or liquefied natural gas tankers or products used to construct or maintain pipelines used to transport oil or liquefied gas for Iran's energy sector or a financial institution extending credit to another person to engage in investment activities in Iran's energy sector.

I further understand that "investment activity" is defined by the Act as an individual or one of the above listed groups that invests \$20,000,000.00 or more in Iran's energy sector or a financial institution that extends credit to another person, if that person uses the credit to engage in "investment activity" in Iran's energy sector.

**BID #6826 Printing & High Speed Copying Services**

**SUBMITTAL CHECK LIST**

Check below if you have enclosed the below listed information with your response:

3 copies of entire proposal document (one must be **unbound**) INCLUDING PRICE SHEET

Addenda A – K

Sample order form

Paper samples