



**UTAH CORRECTIONAL INDUSTRIES
CONTRACT NUMBER: PD2195**

February 04, 2015

Item: BUSINESS CARDS

Vendor: 08897A

Utah Correctional Industries
14072 South Pony Express Rd.
Draper, Utah 84020

Internet Homepage:

www.uciprintshop.corrections.utah.gov

General Contact:

Jeff Woodall

Telephone:

(801) 576-7700

Fax number:

(801) 572-0247

Email:

jwoodall@utah.gov

Usage Report Contact:

Same

Reporting Type:

Item-Line

Brand/trade name:

UCI

Price:

See attached pricing

Terms:

Net 30

Effective dates:

02/04/15 through 02/03/20

Potential renewal options remaining:

None

Days required for delivery:

2-5 Days

Price guarantee period:

1 Year

Freight:

FOB Destination

Minimum order:

250

Min shipment without charges:

This is a new contract.

Solicitation #: MP15028

The administrative fee for this contract is **0.40%** and is already included in the contract price.

This contract covers only those procurement items listed. When placing orders, make sure to identify your organization as a government entity and provide the contract number. It is the responsibility of the ordering agency to ensure that the vendor is given the correct delivery and billing address. Agencies should return to the vendor any invoice which reflects incorrect pricing. Other items ordered that are not listed on the contract must be invoiced separately.

State agencies are to place orders directly with the vendor creating a PRC in Finet.

This contract information sheet is subject to change. State Purchasing doesn't recommend that you print a copy due to the potential to change. Always view contract information online at www.purchasing.utah.gov



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Please contact Jeff Woodall at (801) 576-7700 and leave a message he will return your call to set up an account with a user ID and a temporary password.

On-line Account

A formal request for an on-line account with **uciprintshop.corrections.utah.gov** can be made through uciprintshop@utah.gov (our general email address). Once the request is process by our staff, an account will be created and an email will be sent to the customer enabling access to **uciprintshop.corrections.utah.gov**.

Ordering System Details and Online Proofing

Business card layout and templates are created by the UCI Print Shop using Adobe Professional and XMPie based on your layout request. The user will be able to key in the template fields, proof, and submit a request for business cards. This is done from a workgroup that only authorized customers have access to. Detailed instructions will be made available upon request.

Our site is accessible at: <http://uciprintshop.corrections.utah.gov>

QUALITY SPECIFICATIONS:

Business cards supplied shall be free from ink smudges, lint, dirt, slime spots, wrinkles, folds, scuff marks, curling and dog ears. Paper must be flat, squarely cut and free from knife markings and ragged or torn edges. Cards may be rejected that display these or related problems, any old stock, or any paper not conforming to the specifications.

The printing and workmanship of all printing furnished under this contract must be of "first class" quality. First class shall include but not be limited to:

- 1) Colors are strong and not faded,
- 2) Printing is sharp and in register,
- 3) Trims square, dimensions vary plus or minus 1/32 inch.

DELIVERY REQUIREMENTS:

Business cards must be delivered to the location specified on the agency order form within the number of working days authorized. "Working days" shall be defined as Monday through Friday of each week exclusive of all official State holidays. Delivery or transportation expenses are the responsibility of the contractor.

The maximum number of days required to complete a production order should not exceed 7 calendar days. The time proofs are in agency's possession will not count as production time.

If the contractor exceeds the delivery time for a normal delivery, the contractor may be charged late charges. Liquidated damages imposed by the State against the contractor for failure to meet delivery schedule will be 2% of the invoice amount for each working day beyond the specified delivery time. The contractor shall be relieved of delays due to causes beyond its control such as acts of God, national emergency, strikes or fire. The State will assess penalties for late delivery in all cases except those that relate to causes beyond the contractor's control. The contractor must notify the ordering agency, in writing, on a timely basis, of such developments stating reason, justification and extent of delay.



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PROOFS:

Orders requiring multiple proofs correcting authors alterations will be allotted additional time.

Orders requiring a proof to correct contractor's errors will be counted as production time.

If proofs are sent via facsimile, the contractor must make sure that the transmittal copy is clear and legible (i.e. Contractor may choose to enlarge proof) in order for the ordering agency to determine accuracy of the proof. A statement should appear on the proof indicating that if any of the information is not legible, contact contractor for a new proof copy to be sent.

CANCELLATION OF AN ORDER:

If an order is cancelled, without cause, the contractor will be compensated for all materials used and all work completed on the order prior to request for cancellation under the pricing provisions specified herein. The ordering agency shall notify the contractor at the earliest possible moment of its intent to request cancellation.

Contractor will be required to document in writing to agency, all materials used and work completed at point of cancellation.

OBLIGATIONS OF CONTRACTOR:

- Contractor will have available a local representative who can provide technical assistance when requested.
- Contractor will assist with suggestions for design and layout of business cards in the most efficient manner i.e. cost and time savings.
- There will be no return fees for inaccuracies or other errors on the part of the Contractor.
- Contractor will ensure that any defects in design, workmanship or materials that would result in non-compliance with the product requirements are fully corrected by the Contractor at no cost.
- Contractor will bear the cost to replace or repair products damaged during transportation and delivery.

STANDARD PRINT FORMAT OPTIONS:

Format 1: RESERVED FOR USE BY THE GOVERNOR'S AND ATTORNEY GENERAL'S OFFICE ONLY:

- Gold Foil "State of Utah" Seal (approx. center of card), with Black Thermography type, printed on 80# Linen Natural or Vellum Cream stock.

Format 2: STANDARD CARD FOR USE BY ALL OTHER STATE AGENCIES:

- Two color, Blue PMS647 "State of Utah" Seal (approx. center of card) with Black Thermography, printed on 80# Vellum White or Linen White stock.

Format 3: ADDITIONAL OPTIONS FOR POLITICAL SUBS. OR STATE SPECIALTY CARDS ONLY:

- One to three colors of ink, Thermography.

Ink Colors:

Black	Red PMS185	Brown PMS469	Rhodamine Red
Gold PMS873	Gray PMS423	Blue PMS647	Gray PMS423
Teal PMS321	Process Blue	Green PMS568	Silver PMS877
Reflex Blue	Green PMS355	Burgundy PMS221	



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Business cards gold foil (all 80# stock):

-Vellum White; Linen White; Linen Soft White; -Linen Ivory; or an approved equal.

Business cards with no gold foil (all 80# stock):

-Vellum to include all colors
-Linen to include all colors
-Laid to include all colors
-Parch to include all colors
-Fibertone to include all colors

In addition to the above, a State entity or political subdivision may order specialty business cards which require logos with tight registration, PMS Colors, and two or more colors of ink.

Contractor will be required to assist ordering entity with following proper State guidelines for business card print options (i.e. a State agency can't have gold foil unless they are a part of the Governor's or Attorney General's Office).

All state agencies are required to adhere to the standard business cards unless special written approval from the Governor's Office is provided. It is the responsibility of the contractor to ensure that the guidelines are followed. Failure to do so will result in inappropriately printed cards being returned to contractor at no cost.

Return Policy

If you are not satisfied with the product, we will replace your order at our expense.



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REGION (specify or ALL): all

(Note: for pricing different per region, please submit multiple forms)

1. STANDARD PRICES (per name): Virgin Paper

	500 Cards	1000 Cards
2 Color	\$18.00	\$22.75
2 Color with backside printing	\$23.00	\$28.25
Full Color	\$24.95	\$44.95
Full Color 2 sided	\$34.95	\$59.95

2. STANDARD PRICES (per name): Recycled Paper

	500 Cards	1000 Cards
2 Color	\$18.00	\$22.75
2 Color with backside printing	\$23.00	\$28.25
Full Color	\$24.95	\$44.95
Full Color 2 sided	\$34.95	\$59.95

ADDITIONAL CHARGES:

- Additional lines of type over nine: \$ /line
- Logo other than or in addition to State Seal: \$ /logo
- Screens: \$ each
- One or more additional colors (other than **Standard** ink colors): \$ /color
- Proof charge, per name if requested: \$ /name
- Online proofing (through online ordering Systems) \$ /name
- PMS Ink colors other than standards indicated: \$
- Minimum Guaranteed Usage per year to set up Shell for specialty cards: Cards per year

FINET COMMODITY CODE(S):

966-07 - Business Cards Printed
966-11 - Card Printing: Tab, Post, Form, etc.
966-86 - Specialty Printing: Die Cutting, Laser, Plastic, Thermography, etc. (folders, Invitations, Tabs, Binders, Banners, Banner Displays, Etc.)

REVISION HISTORY: