

# State of Vermont

Buildings and General Services  
Office of Purchasing & Contracting  
109 State St  
Montpelier VT 05609-3001  
USA

# CONTRACT



**Vendor ID 0000041408**  
**Vermont Correctional Industries/Vermont**  
**280 State Dr, NOB 2 S**  
**Waterbury VT 05671-2000**  
**USA**

<b>Contract ID</b> 0000000000000000000028008	<b>Page</b> 1 of 14
<b>Contract Dates</b> 10/01/2014 to 09/30/2017	<b>Origin</b> CPS
<b>Description:</b> CPS-PRINTED ENVELOPES	<b>Contract Maximum</b> \$9,999,999.00
<b>Buyer Name</b> Wortman,Linda	<b>Buyer Phone</b> 828-5684
<b>Contract Status</b> Approved	

**Phone #: (802) 241-1472**

Line #	Item ID	Item Desc	UOM	Unit Price	Max Qty	Max Amt
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1	9835	NO. 10 REGULAR ENVELOPES PRINTED 24# WHITE WOVE RECYCLED CONTENT 30% PC. PRINTED ONE SIDE BLACK INK. SIDE SEAM CONSTRUCTION.	T	0.01000	0.00	0.00
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500 PER BOX

1M - 4M PRICE: \$28.62/M (INCLUDES DELIVERY)

5M - 9M PRICE: \$24.25//M (INCLUDES DELIVERY)

10M - 19M PRICE: \$22.44/M (INCLUDES DELIVERY)

20M - 40M PRICE: \$20.64/M (INCLUDES DELIVERY)

OVER 40M PRICE: \$19.48/M (INCLUDES DELIVERY)

2 X 0 BLACK PLUS 1 PMS INK PRICING:

1M - 4M PRICE: \$40.25/M (INCLUDES DELIVERY)

5M - 9M PRICE: \$29.42/M (INCLUDES DELIVERY)

10M - 19M PRICE: \$25.03/M (INCLUDES DELIVERY)

20M - 40M PRICE: \$21.84/M (INCLUDES DELIVERY)

OVER 40M PRICE: \$20.39/M (INCLUDES DELIVERY)

2	9836	NO. 10 OUTLOOK COMMERCIAL ENVELOPES 24# WHITE WOVE RECYCLED, 30% PC, PRINTED ONE SIDE BLACK.	T	0.01000	0.00	0.00
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NO. 10 OUTLOOK COMMERCIAL ENVELOPES 24# WHITE WOVE RECYCLED 30% PC NO. 10 WINDOW ENVELOPES PRINTED ONE SIDE BLACK INK. SIDE SEAM CONSTRUCTION. WINDOW PLACEMENT MUST MEET REQUIREMENT FOR USPS "FAST FORWARD" COA PROGRAM. DISTANCE BETWEEN RIGHT SIDE OF WINDOW AND RIGHT EDGE OF ENVELOPE MUST BE AT LEAST 4 3/4". DISTANCE BETWEEN BOTTOM OF ENVELOPE AND BOTTOM OF WINDOW MUST BE AT LEAST 5/8".

500 PER BOX

1M - 4M PRICE: \$31.29/M (INCLUDES DELIVERY)

5M - 9M PRICE: \$26.92/M (INCLUDES DELIVERY)

10M - 19M PRICE: \$25.11/M (INCLUDES DELIVERY)

20M - 40M PRICE: \$23.22/M (INCLUDES DELIVERY)

OVER 40M PRICE: \$21.95/M (INCLUDES DELIVERY)

2 X 0 BLACK PLUS 1 PMS INK PRICING:

1M - 4M PRICE: \$42.93/M (INCLUDES DELIVERY)

5M - 9M PRICE: \$32.09/M (INCLUDES DELIVERY)

10M - 19M PRICE: \$27.71/M (INCLUDES DELIVERY)

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<b>Contract ID</b> 0000000000000000000028008	<b>Page</b> 2 of 14
<b>Contract Dates</b> 10/01/2014 to 09/30/2017	<b>Origin</b> CPS
<b>Description:</b> CPS-PRINTED ENVELOPES	<b>Contract Maximum</b> \$9,999,999.00
<b>Buyer Name</b> Wortman,Linda	<b>Buyer Phone</b> 828-5684
<b>Contract Status</b> Approved	

**Phone #: (802) 241-1472**

Line #	Item ID	Item Desc	UOM	Unit Price	Max Qty	Max Amt
		20M - 40M PRICE: \$24.41/M (INCLUDES DELIVERY)				
		OVER 40M PRICE: \$22.86/M (INCLUDES DELIVERY)				
3	10447	NO. 10 RIGHT WINDOW ENVELOPE - 24# WHITE WOVE RECYCLED 30% PC. SIDE SEAM CONSTRUCTION PRINTED ONE SIDE BLACK INK	T	0.01000	0.00	0.00
		500 PER BOX - 5 BOXES PER CASE				
		1M - 4M PRICE: \$36.47/M (INCLUDES DELIVERY)				
		5M - 9M PRICE: \$32.08/M (INCLUDES DELIVERY)				
		10M - 19M PRICE: \$30.26/M (INCLUDES DELIVERY)				
		20M - 40M PRICE: \$28.17/M (INCLUDES DELIVERY)				
		OVER 40M PRICE: \$26.69/M (INCLUDES DELIVERY)				
		2 X 0 BLACK PLUS 1 PMS INK PRICING:				
		1M - 4M PRICE: \$48.08/M (INCLUDES DELIVERY)				
		5M - 9M PRICE: \$37.25/M (INCLUDES DELIVERY)				
		10M - 19M PRICE: \$32.86/M (INCLUDES DELIVERY)				
		20M - 40M PRICE: \$29.36/M (INCLUDES DELIVERY)				
		OVER 40M PRICE: \$27.60/M (INCLUDES DELIVERY)				
4	9837	NO. 9 REGULAR ENVELOPES PRINTED WHITE WOVE 24# RECYCLED 30% PC. SIDE SEAM CONSTRUCTION. PRINTED ONE SIDE BLACK.	T	0.01000	0.00	0.00
		500 PER BOX - 5 BOXES PER CASE				
		1M - 4M PRICE: \$28.64/M (INCLUDES DELIVERY)				
		5M - 9M PRICE: \$24.27/M (INCLUDES DELIVERY)				
		10M - 19M PRICE: \$22.46/M (INCLUDES DELIVERY)				
		20M - 40M PRICE: \$20.68/M (INCLUDES DELIVERY)				
		OVER 40M PRICE: \$19.51/M (INCLUDES DELIVERY)				
		2 X 0 BLACK PLUS 1 PMS INK PRICING:				
		1M - 4M PRICE: \$40.28/M (INCLUDES DELIVERY)				
		5M - 9M PRICE: \$29.44/M (INCLUDES DELIVERY)				
		10M - 19M PRICE: \$25.06/M (INCLUDES DELIVERY)				
		20M - 40M PRICE: \$21.86/M (INCLUDES DELIVERY)				
		OVER 40M PRICE: \$20.42/M (INCLUDES DELIVERY)				

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**280 State Dr, NOB 2 S**  
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<b>Contract ID</b> 0000000000000000000028008	<b>Page</b> 3 of 14
<b>Contract Dates</b> 10/01/2014 to 09/30/2017	<b>Origin</b> CPS
<b>Description:</b> CPS-PRINTED ENVELOPES	<b>Contract Maximum</b> \$9,999,999.00
<b>Buyer Name</b> Wortman,Linda	<b>Buyer Phone</b> 828-5684
<b>Contract Status</b> Approved	

**Phone #: (802) 241-1472**

Line #	Item ID	Item Desc	UOM	Unit Price	Max Qty	Max Amt
5	10448	NO. 9 WINDOW ENVELOPES PRINTED WHITE WOVE 24# RECYCLED - SIDE SEAM CONSTRUCTION	T	0.01000	0.00	0.00

500 PER BOX

1M - 4M PRICE: \$32.36/M (INCLUDES DELIVERY)

5M - 9M PRICE: \$27.99/M (INCLUDES DELIVERY)

10M - 19M PRICE: \$26.18/M (INCLUDES DELIVERY)

20M - 40M PRICE: \$24.25/M (INCLUDES DELIVERY)

OVER 40M PRICE: \$22.93/M (INCLUDES DELIVERY)

2 X 0 BLACK PLUS 1 PMS INK PRICING:

1M - 4M PRICE: \$44.00/M (INCLUDES DELIVERY)

5M - 9M PRICE: \$33.16/M (INCLUDES DELIVERY)

10M - 19M PRICE: \$28.78/M (INCLUDES DELIVERY)

20M - 40M PRICE: \$25.43/M (INCLUDES DELIVERY)

OVER 40M PRICE: \$23.84/M (INCLUDES DELIVERY)

6	9838	COMMERCIAL 6 3/4 REGULAR ENVELOPES 24# WHITE WOVE RECYCLED 30% PC COMMERCIAL 6 3/4 PRINTED ONE SIDE BLACK. SIDE SEAM CONSTRUCTION.	T	0.01000	0.00	0.00
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500 PER BOX

1M - 4M PRICE: \$29.05/M (INCLUDES DELIVERY)

5M - 9M PRICE: \$24.67/M (INCLUDES DELIVERY)

10M - 19M PRICE: \$22.87/M (INCLUDES DELIVERY)

20M - 40M PRICE: \$21.06/M (INCLUDES DELIVERY)

OVER 40M PRICE: \$19.88/M (INCLUDES DELIVERY)

2 X 0 BLACK PLUS 1 PMS INK PRICING:

1M - 4M PRICE: \$40.68/M (INCLUDES DELIVERY)

5M - 9M PRICE: \$29.85/M (INCLUDES DELIVERY)

10M - 19M PRICE: \$25.46/M (INCLUDES DELIVERY)

20M - 40M PRICE: \$22.25/M (INCLUDES DELIVERY)

OVER 40M PRICE: \$20.79/M (INCLUDES DELIVERY)

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<b>Contract Dates</b> 10/01/2014 to 09/30/2017	<b>Origin</b> CPS
<b>Description:</b> CPS-PRINTED ENVELOPES	<b>Contract Maximum</b> \$9,999,999.00
<b>Buyer Name</b> Wortman,Linda	<b>Buyer Phone</b> 828-5684
<b>Contract Status</b> Approved	

**Phone #: (802) 241-1472**

Line #	Item ID	Item Desc	UOM	Unit Price	Max Qty	Max Amt
7	9839	COMMERCIAL ENVELOPES 6 3/4 OUTLOOK WHITE WOVE 24# RECYCLED 30% PC. SIDE SEAM CONSTRUCTION. PRINTED ONE SIDE BLACK.	T	0.01000	0.00	0.00

500 PER BOX

1M - 4M PRICE: \$31.37/M (INCLUDES DELIVERY)

5M - 9M PRICE: \$26.99/M (INCLUDES DELIVERY)

10M - 19M PRICE: \$25.18/M (INCLUDES DELIVERY)

20M - 40M PRICE: \$23.29/M (INCLUDES DELIVERY)

OVER 40M PRICE: \$22.01/M (INCLUDES DELIVERY)

2 X 0 BLACK PLUS 1 PMS INK PRICING:

1M - 4M PRICE: \$42.99/M (INCLUDES DELIVERY)

5M - 9M PRICE: \$32.16/M (INCLUDES DELIVERY)

10M - 19M PRICE: \$27.78/M (INCLUDES DELIVERY)

20M - 40M PRICE: \$24.47/M (INCLUDES DELIVERY)

OVER 40M PRICE: \$22.92/M (INCLUDES DELIVERY)

8	9840	NO. 10 WINDOW (NON-COMPLIANT) ENVELOPES 24# WHITE WOVE RECYCLED 30% PC. SIDE SEAM CONSTRUCTION. PRINTED ONE SIDE BLACK INK. WINDOW SIZE: 1 1/8" X 3 1/2". WINDOW POSITION: 7/8" FROM LEFT EDGE AND 1/2" FROM BOTTOM EDGE.	T	0.01000	0.00	0.00
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500 PER BOX

1M - 4M PRICE: \$35.32/M (INCLUDES DELIVERY)

5M - 9M PRICE: \$30.95/M (INCLUDES DELIVERY)

10M - 19M PRICE: \$29.14/M (INCLUDES DELIVERY)

20M - 40M PRICE: \$27.09/M (INCLUDES DELIVERY)

OVER 40M PRICE: \$25.65/M (INCLUDES DELIVERY)

2 X 0 BLACK PLUS 1 PMS INK PRICING:

1M - 4M PRICE: \$46.96/M (INCLUDES DELIVERY)

5M - 9M PRICE: \$36.12/M (INCLUDES DELIVERY)

10M - 19M PRICE: \$31.74/M (INCLUDES DELIVERY)

20M - 40M PRICE: \$28.27/M (INCLUDES DELIVERY)

OVER 40M PRICE: \$26.56/M (INCLUDES DELIVERY)

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<b>Contract Dates</b> 10/01/2014 to 09/30/2017	<b>Origin</b> CPS
<b>Description:</b> CPS-PRINTED ENVELOPES	<b>Contract Maximum</b> \$9,999,999.00
<b>Buyer Name</b> Wortman,Linda	<b>Buyer Phone</b> 828-5684
<b>Contract Status</b> Approved	

**Phone #: (802) 241-1472**

Line #	Item ID	Item Desc	UOM	Unit Price	Max Qty	Max Amt
9	10449	NO. 12 COMMERCIAL ENVELOPE 24# WHITE WOVE RECYCLED 30% PC SIDE SEAM CONSTRUCTION 11 X 4-3/4	T	0.01000	0.00	0.00

500 PER BOX

1M - 4M PRICE: \$48.16/M (INCLUDES DELIVERY)

5M - 9M PRICE: \$43.79/M (INCLUDES DELIVERY)

10M - 19M PRICE: \$41.98/M (INCLUDES DELIVERY)

20M - 40M PRICE: \$39.41/M (INCLUDES DELIVERY)

OVER 40M PRICE: \$37.46/M (INCLUDES DELIVERY)

2 X 0 BLACK PLUS 1 PMS INK PRICING:

1M - 4M PRICE: \$59.80/M (INCLUDES DELIVERY)

5M - 9M PRICE: \$48.96/M (INCLUDES DELIVERY)

10M - 19M PRICE: \$44.58/M (INCLUDES DELIVERY)

20M - 40M PRICE: \$40.60/M (INCLUDES DELIVERY)

OVER 40M PRICE: \$38.37/M (INCLUDES DELIVERY)

10	10405	#7 WINDOW ENVELOPE	T	0.01000	0.00	0.00
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CORNER CARD: BLACK INK ONLY

SIZE: 6X9-1/2 WITH THE POLY WINDOW UP 2-7/16 FROM BOTTOM AND IN 1/2" FROM LEFT

WINDOW: CLEAR POLY WINDOW IS REQUIRED. 1-1/16 X 3-1/2

WEIGHT: 24# WHITE WOVEN 30% POST CONSUMER CONTENT PRINTMASTER ENVELOPE

COMMERCIAL ANGLED FLAP. ANGLE DEPTH 1-5/8

THE THROAT ANGLE MUST BE BETWEEN 10° MIN. AND 12° MAX. THE THROAT

DEPTH MUST BE BETWEEN 10MM AND 15MM

NO SECURITY INSIDE PRINT IS NEEDED

MUST WORK WITH MAILING MACHINE NEOPOST DS 100/140.

COMMERCIAL STYLE ENVELOPES NOT SIDE SEAMED. IT SHOULD HAVE INTERNAL DIAGONAL SEAMS.

500 PER BOX

1M - 4M PRICE: \$42.94/M (INCLUDES DELIVERY)

5M - 9M PRICE: \$38.57/M (INCLUDES DELIVERY)

10M - 19M PRICE: \$36.76/M (INCLUDES DELIVERY)

20M - 40M PRICE: \$34.40/M (INCLUDES DELIVERY)

OVER 40M PRICE: \$32.66/M (INCLUDES DELIVERY)

2 X 0 BLACK PLUS 1 PMS INK PRICING:

1M - 4M PRICE: \$54.58/M (INCLUDES DELIVERY)

5M - 9M PRICE: \$43.74/M (INCLUDES DELIVERY)

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<b>Contract ID</b> 0000000000000000000028008	<b>Page</b> 6 of 14
<b>Contract Dates</b> 10/01/2014 to 09/30/2017	<b>Origin</b> CPS
<b>Description:</b> CPS-PRINTED ENVELOPES	<b>Contract Maximum</b> \$9,999,999.00
<b>Buyer Name</b> Wortman,Linda	<b>Buyer Phone</b> 828-5684
<b>Contract Status</b> Approved	

**Phone #: (802) 241-1472**

Line #	Item ID	Item Desc	UOM	Unit Price	Max Qty	Max Amt
		10M - 19M PRICE: \$39.36/M (INCLUDES DELIVERY)				
		20M - 40M PRICE: \$35.59/M (INCLUDES DELIVERY)				
		OVER 40M PRICE: \$33.57/M (INCLUDES DELIVERY)				
11	10450	MAILING ENVELOPE - 10 X 13 WHITE WOVE RECYCLED	T	0.01000	0.00	0.00
		500 PER BOX				
		1M - 4M PRICE: \$92.34/M (INCLUDES DELIVERY)				
		5M - 9M PRICE: \$87.96/M (INCLUDES DELIVERY)				
		10M - 19M PRICE: \$86.16/M (INCLUDES DELIVERY)				
		20M - 40M PRICE: \$81.82/M (INCLUDES DELIVERY)				
		OVER 40M PRICE: \$78.11/M (INCLUDES DELIVERY)				
		2 X 0 BLACK PLUS 1 PMS INK PRICING:				
		1M - 4M PRICE: \$103.98/M (INCLUDES DELIVERY)				
		5M - 9M PRICE: \$93.14/M (INCLUDES DELIVERY)				
		10M - 19M PRICE: \$88.76/M (INCLUDES DELIVERY)				
		20M - 40M PRICE: \$83.01/M (INCLUDES DELIVERY)				
		OVER 40M PRICE: \$79.02/M (INCLUDES DELIVERY)				
12	10451	6 X 9 BOOKLET ENVELOPE WITH WINDOW - 24# WHITE WOVE RECYCLED. WINDOW SIZE 1-5/8 X 3-7/8. POSITION 4-3/8 FROM LEFT SIDE OF ENVELOPE - 7/8 FROM BOTTOM OF ENVELOPE	T	0.01000	0.00	0.00
		500 PER BOX				
		1M - 4M PRICE: \$49.84/M (INCLUDES DELIVERY)				
		5M - 9M PRICE: \$45.46/M (INCLUDES DELIVERY)				
		10M - 19M PRICE: \$43.66/M (INCLUDES DELIVERY)				
		20M - 40M PRICE: \$41.02/M (INCLUDES DELIVERY)				
		OVER 40M PRICE: \$39.00/M (INCLUDES DELIVERY)				
		2 X 0 BLACK PLUS 1 PMS INK PRICING:				
		1M - 4M PRICE: \$61.48/M (INCLUDES DELIVERY)				
		5M - 9M PRICE: \$50.63/M (INCLUDES DELIVERY)				
		10M - 19M PRICE: \$46.26/M (INCLUDES DELIVERY)				
		20M - 40M PRICE: \$42.21/M (INCLUDES DELIVERY)				

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**CONTRACT**



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<b>Buyer Name</b> Wortman,Linda	<b>Buyer Phone</b> 828-5684
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Line #	Item ID	Item Desc	UOM	Unit Price	Max Qty	Max Amt
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OVER 40M PRICE: \$39.91 (INCLUDES DELIVERY)

13	10442	#6 COMMERCIAL ENVELOPES -CORNER CARD: BLACK INK ONLY SIZE: 6X9-1/2 WEIGHT: 24# WHITE WOVEN 30% POST CONSUMER CONTENT	T	0.01000	0.00	0.00
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COMMERCIAL ANGLED FLAP. ANGLE DEPTH 1-5/8 THE THROAT ANGLE MUST BE BETWEEN 10° MIN. AND 12° MAX. THE THROAT DEPTH MUST BE BETWEEN 10MM AND 15MM. 6 X 9-1/2 INCHES WITH 1-1/16 INCH X 3 1/2 INCH CORNER CARD (RETURN ADDRESS AND GRAPHIC SYMBOL) AND INDICIA PRINTED.

1M - 4M PRICE: \$45.16/M (INCLUDES DELIVERY)

5M - 9M PRICE: \$40.78/M INCLUDES DELIVERY)

10M - 19M PRICE: \$38.96/M (INCLUDES DELIVERY)

20M - 40M PRICE: \$36.53/M (INCLUDES DELIVERY)

OVER 40M PRICE: \$34.69/M (INCLUDES DELIVERY)

2 X 0 BLACK PLUS 1 PMS INK PRICING:

1M - 4M PRICE: \$56.78/M INCLUDES DELIVERY)

5M - 9M PRICE: \$45.95/M INCLUDES DELIVERY)

10M - 19M PRICE: \$41.57/M (INCLUDES DELIVERY)

20M - 40M PRICE: \$37.71/M (INCLUDES DELIVERY)

OVER 40M PRICE: \$35.61/M (INCLUDES DELIVERY)

14		ADDITIONAL INKS, TYPESETTING, BARCODING	EA	0.01000	0.00	0.00
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INK ON SECOND SIDE ADDITIONAL

1M - 4M PRICE: \$42.84

5M - 9M PRICE: \$52.02

10M - 19M PRICE: \$60.18

20M - 40M PRICE: \$68.34

OVER 40M PRICE: \$99.96

TYPESETTING: \$15.00 PER ORDER

BAR CODING: \$15.00 PER ORDER

PMS INK OR ADDITIONAL 1 PMS INK: \$32.50 PER ORDER

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<b>Buyer Name</b> Wortman,Linda	<b>Buyer Phone</b> 828-5684	<b>Contract Status</b> Approved

**Phone #: (802) 241-1472**

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15		DELETED - DUPLICATE ITEM	T	0.01000	0.00	0.00
16	10441	#7 ENVELOPE FOR ADPC	T	0.01000	0.00	0.00

CORNER CARD: CORNER CARD PRINTING BLACK INK ONLY  
SIZE: 6"X 9-1/2"  
NO WINDOW  
WEIGHT: 24# WHITE WOVEN 30% POST CONSUMER CONTENT  
COMMERCIAL ANGLED FLAP. ANGLE DEPTH 1-5/8". THE THROAT ANGLE MUST BE BETWEEN 10° MIN. AND 12° MAX. THE THROAT DEPTH MUST BE BETWEEN 10MM AND 15MM  
NO SECURITY INSIDE PRINT IS NEEDED  
MUST WORK WITH MAILING MACHINE NEOPOST DS 100/140.  
COMMERCIAL STYLE ENVELOPES - NOT SIDE SEAMED. IT SHOULD HAVE INTERNAL DIAGONAL SEAMS.

1M - 4M PRICE: \$48.16/M (INCLUDES DELIVERY)

5M - 9M PRICE: \$43.79/M (INCLUDES DELIVERY)

10M - 19M PRICE: \$41.98/M (INCLUDES DELIVERY)

20M - 40M PRICE: \$39.41/M (INCLUDES DELIVERY)

OVER 40M PRICE: \$37.46/M (INCLUDES DELIVERY)

2 X 0 BLACK PLUS 1 PMS INK PRICING:

1M - 4M PRICE: \$59.80/M (INCLUDES DELIVERY)

5M - 9M PRICE: \$48.96/M (INCLUDES DELIVERY)

10M - 19M PRICE: \$44.58/M (INCLUDES DELIVERY)

20M - 40M PRICE: \$40.60/M (INCLUDES DELIVERY)

OVER 40M PRICE: \$38.37/M (INCLUDES DELIVERY)

17	10406	APDC #6 BUSINESS REPLY ENVELOPE	T	24.99000	0.00	0.00
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#6 BUSINESS REPLY WINDOW ENVELOPES

ESTIMATED ANNUAL QUANTITY: 800,000

BUSINESS REPLY INFORMATION: BUSINESS REPLY MAIL INFORMATION AND INDICIA PRINTING. BLACK INK ONLY.

SIZE: 5-3/4 X 8-7/8 WINDOW UP 1/2" FROM BOTTOM AND IN 7/8 FROM LEFT

WINDOW: CLEAR POLY WINDOW REQUIRED 1-1/16 X 3-1/2

COMMERCIAL V FLAP

NO SECURITY INSIDE PRINT IS NEEDED

SIDE SEAM CONSTRUCTION

WEIGHT: 24# WHITE WOVEN 30% POST CONSUMER CONTENT. PRINTMASTER

ENVELOPES WILL BE ORDERED IN A TIMELY MANNER AND IN AMOUNT OF CURRENT NEED

INSIDE DELIVERY REQUIRED TO: APPROXIMATELY 1 DELIVERY PER MONTH OF 66,000

# State of Vermont

Buildings and General Services  
Office of Purchasing & Contracting  
109 State St  
Montpelier VT 05609-3001  
USA

# CONTRACT



**Vendor ID 0000041408**  
**Vermont Correctional Industries/Vermont**  
**280 State Dr, NOB 2 S**  
**Waterbury VT 05671-2000**  
**USA**

<b>Contract ID</b> 0000000000000000000028008	<b>Page</b> 9 of 14
<b>Contract Dates</b> 10/01/2014 to 09/30/2017	<b>Origin</b> CPS
<b>Description:</b> CPS-PRINTED ENVELOPES	<b>Contract Maximum</b> \$9,999,999.00
<b>Buyer Name</b> Wortman,Linda	<b>Buyer Phone</b> 828-5684
<b>Contract Status</b> Approved	

**Phone #: (802) 241-1472**

Line #	Item ID	Item Desc	UOM	Unit Price	Max Qty	Max Amt
		ADPC DALE BUILDING GROUND FLOOR 103 SOUTH MAIN STREET WATERBURY, VT 05671				
		1M - 4M PRICE: \$40.13/M (INCLUDES DELIVERY)				
		5M - 9M PRICE: \$35.76/M (INCLUDES DELIVERY)				
		10M - 19M PRICE: \$33.95/M (INCLUDES DELIVERY)				
		20M - 40M PRICE: \$31.70/M (INCLUDES DELIVERY)				
		OVER 40M PRICE: \$30.08/M (INCLUDES DELIVERY)				
		2 X 0 BLACK PLUS 1 PMS INK PRICING:				
		1M - 4M PRICE: \$51.77/M (INCLUDES DELIVERY)				
		5M - 9M PRICE: \$40.93/M (INCLUDES DELIVERY)				
		10M - 19M PRICE: \$36.55/M (INCLUDES DELIVERY)				
		20M - 40M PRICE: \$32.88/M (INCLUDES DELIVERY)				
		OVER 40M PRICE: \$30.89/M (INCLUDES DELIVERY)				
18		#6 BRE REGULAR ENVELOPE PRINTED 24# WHITE WOVE 5 3/4" X 8 7/8" SIDE SEAM CONSTRUCTIONS, PRINTED ONE SIDE BLACK INK	T	0.01000	0.00	0.00
		1M - 4M PRICE: \$39.95/M (INCLUDES DELIVERY)				
		5M - 9M PRICE: \$35.58/M (INCLUDES DELIVERY)				
		10M - 19M PRICE: \$33.77/M (INCLUDES DELIVERY)				
		20M - 40M PRICE: \$31.54/M (INCLUDES DELIVERY)				
		OVER 40M PRICE: \$29.92/M (INCLUDES DELIVERY)				
19		#10 WINDOW SECURITY PRINTED 24# WHITE WOVE WITH SECURITY TINT ON THE INSIDE, WINDOW PLACEMENT APPROX. 3/4" FROM LEFT EDGE 5/8" FROM THE BOTTOM, WINDOW SIZE 4 1/2" X 1 1/8", PRINTED ONE SIDE BLACK INK	T	0.01000	0.00	0.00
		1M - 4M PRICE: \$33.44/M (INCLUDES DELIVERY)				
		5M - 9M PRICE: \$29.06/M (INCLUDES DELIVERY)				
		10M - 19M PRICE: \$27.25/M (INCLUDES DELIVERY)				
		20M - 40M PRICE: \$25.28/M (INCLUDES DELIVERY)				
		OVER 40M PRICE: \$23.92/M (INCLUDES DELIVERY)				

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# CONTRACT



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<b>Contract ID</b> 0000000000000000000028008	<b>Page</b> 10 of 14	
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<b>Description:</b> CPS-PRINTED ENVELOPES	<b>Contract Maximum</b> \$9,999,999.00	
<b>Buyer Name</b> Wortman,Linda	<b>Buyer Phone</b> 828-5684	<b>Contract Status</b> Approved

**Phone #: (802) 241-1472**

Line #	Item ID	Item Desc	UOM	Unit Price	Max Qty	Max Amt
20		#6 3/4 WINDOW ENVELOPE PRINTED 24# WHITE WOVE, WINDOW PLACEMENT APPROX. 3/4" FROM LEFT 5/8" FROM THE BOTTOM, WINDOW SIZE 4 1/2" X 1 1/8", PRINTED ONE SIDE BLACK INK	T	0.01000	0.00	0.00
		1M - 4M PRICE: \$49.14/M (INCLUDES DELIVERY)				
		5M - 9M PRICE: \$32.36/M (INCLUDES DELIVERY)				
		10M - 19M PRICE: \$31.30/M (INCLUDES DELIVERY)				
		20M - 40M PRICE: \$30.77/M (INCLUDES DELIVERY)				
		OVER 40M PRICE: \$30.13/M (INCLUDES DELIVERY)				
21		#7 DIAGONAL SEAM WINDOW ENVELOPE PRINTED 24# WHITE WOVE, WINDOW PLACEMENT 1/2" FROM LEFT 2 7/16" FROM THE BOTTOM, WINDOW SIZE 3 1/2" X 1 1/8"	T	0.01000	0.00	0.00
		1M - 4M PRICE: \$56.20/M (INCLUDES DELIVERY)				
		5M - 9M PRICE: \$51.84/M (INCLUDES DELIVERY)				
		10M - 19M PRICE: \$50.02/M (INCLUDES DELIVERY)				
		20M - 40M PRICE: \$47.13/M (INCLUDES DELIVERY)				
		OVER 40M PRICE: \$44.86/M (INCLUDES DELIVERY)				

## CONTRACT TERMS AND ADDITIONAL INFORMATION

REPORTING REQUIREMENTS: CONTRACTORS WILL BE REQUIRED TO SUBMIT QUARTERLY PRODUCT SALES REPORT TO THE PURCHASING AGENT PURSUANT TO THE SCHEDULE IN PARAGRAPH 3.13. EACH REPORT MUST CONTAIN THE FOLLOWING INFORMATION: CONTRACT NUMBER; USING DEPARTMENT'S ADDRESS, CONTACT NAME, AND TELEPHONE NUMBER; PRODUCT ORDERED; QUANTITY ORDERED; QUANTITY SHIPPED; AND PRICE CHARGED, WITH TOTALS FOR EACH PRODUCT FOR EACH REPORTING PERIOD. WE RESERVE THE RIGHT TO REQUEST ADDITIONAL INFORMATION OR TO MODIFY THE REPORTING PERIODS.

THE CONTRACTOR MUST COMPLETE THE REPORTING REQUIREMENTS OUTLINED IN THE RFP AND IN THIS CONTRACT. A FAILURE BY THE CONTRACTOR TO COMPLETE THEIR QUARTERLY REPORTING ON TIME IN TWO CONSECUTIVE QUARTERS WILL RESULT IN A CONTRACT REVIEW WITH POTENTIAL CONSEQUENCES AS SEVERE AS TERMINATION.

REPORTING PERIODS: QUARTERLY REPORTS MUST BE SUBMITTED IN ACCORDANCE WITH THE FOLLOWING SCHEDULE:

REPORTING PERIOD: JANUARY 1 TO MARCH 31 - REPORT DUE APRIL 15  
REPORTING PERIOD: APRIL 1, TO JUNE 30 - REPORT DUE JULY 15  
REPORTING PERIOD: JULY 1 TO SEPTEMBER 30 - REPORT DUE OCTOBER 15  
REPORTING PERIOD: OCTOBER 1 TO DECEMBER 31 - REPORT DUE JANUARY 15

STATE OF VERMONT ATTACHMENT C: STANDARD STATE CONTRACT PROVISIONS DATED SEPTEMBER 2, 2014 AND ATTACHMENT D: COMMODITY PURCHASES TERMS AND CONDITIONS DATED NOVEMBER 10, 2010 ARE ATTACHED AND INCORPORATED AS PART OF THIS ORDER.

SCOPE: PROVIDE PRINTED ENVELOPES FOR THE STATE OF VERMONT TO ITS AGENCIES AND DIVISIONS ON AN AS NEEDED BASIS.

CONTRACT TERM: THIS CONTRACT IS WRITTEN FOR A PERIOD OF TWENTY FOUR (24) MONTHS WITH THE OPTION TO RENEW FOR TWO (2) ADDITIONAL TWELVE MONTH PERIODS.

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# CONTRACT



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**280 State Dr, NOB 2 S**  
**Waterbury VT 05671-2000**  
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<b>Contract ID</b> 0000000000000000000028008		<b>Page</b> 11 of 14
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<b>Description:</b> CPS-PRINTED ENVELOPES		<b>Contract Maximum</b> \$9,999,999.00
<b>Buyer Name</b> Wortman,Linda	<b>Buyer Phone</b> 828-5684	<b>Contract Status</b> Approved

**Phone #:(802) 241-1472**

Line #	Item ID	Item Desc	UOM	Unit Price	Max Qty	Max Amt
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TERMS: NET 30 DAYS

QUANTITY: THE ANNUAL VALUE AND QUANTITIES ARE ESTIMATED ONLY BASED ON PRIOR USAGE; ACTUAL PURCHASES MAY BE HIGHER OR LOWER DEPENDING ON THE STATE'S NEEDS. THE CONTRACT MAXIMUM IS NOT REFLECTIVE OF ACTUAL USAGE.

DELIVERY: RESPONSIBILITY FOR PRODUCT DELIVERY REMAINS WITH THE CONTRACTOR UNTIL THE PRODUCT IS PROPERLY DELIVERED AND SIGNED FOR IN ACCORDANCE WITH THE OFFICE OF PURCHASING & CONTRACTING TERMS AND CONDITIONS. SHIPMENTS SHALL BE SECURELY AND PROPERLY PACKED, ACCORDING TO ACCEPTED COMMERCIAL PRACTICES, WITHOUT EXTRA CHARGE FOR PACKING CASES OR OTHER CONTAINERS. SUCH CONTAINERS WILL REMAIN THE PROPERTY OF THE STATE UNLESS OTHERWISE STATED. DELIVERED GOODS THAT DO NOT CONFORM TO THE SPECIFICATIONS OR ARE NOT IN GOOD CONDITION UPON RECEIPT SHALL BE REPLACED PROMPTLY BY THE CONTRACTOR.

PRICING: ALL EQUIPMENT PRICING IS TO INCLUDE F.O.B. DELIVERY TO THE ORDERING FACILITY. NO REQUEST FOR EXTRA DELIVERY COST WILL BE HONORED. ALL EQUIPMENT SHALL BE DELIVERED ASSEMBLED, SERVICED, OILED, AND READY FOR IMMEDIATE USE, UNLESS OTHERWISE REQUESTED BY THE PURCHASING AGENCY.

QUALITY: ALL PRODUCTS PROVIDED UNDER THESE AGREEMENTS WILL BE NEW AND UNUSED, UNLESS OTHERWISE STATED. FACTORY SECONDS OR REMANUFACTURED PRODUCTS WILL NOT BE ACCEPTED UNLESS SPECIFICALLY REQUESTED BY THE PURCHASING AGENCY. ALL PRODUCTS PROVIDED BY THE CONTRACTOR MUST MEET ALL FEDERAL, STATE, AND LOCAL STANDARDS FOR QUALITY AND SAFETY REQUIREMENTS. PRODUCTS NOT MEETING THESE STANDARDS WILL BE DEEMED UNACCEPTABLE AND RETURNED TO THE CONTRACTOR FOR CREDIT AT NO CHARGE TO THE STATE.

METHOD OF ORDERING: PURCHASE ORDERS MUST BE USED TO ORDER ITEMS AVAILABLE UNDER THIS CONTRACT. IF VERBAL ORDERS ARE GIVEN A CONFIRMING PURCHASE ORDER MUST BE ISSUED.

INVOICING: ALL INVOICES ARE TO BE RENDERED BY THE CONTRACTOR ON THE VENDOR'S STANDARD BILLHEAD AND FORWARDED DIRECTLY TO THE INSTITUTION OR AGENCY ORDERING MATERIALS OR SERVICES AND SHALL SPECIFY THE ADDRESS TO WHICH PAYMENTS WILL BE SENT.

CANCELLATION: THE STATE SPECIFICALLY RESERVES THE RIGHT TO CANCEL THE CONTRACT, OR ANY PORTION THEREOF, IF, IN THE OPINION OF ITS COMMISSIONER OF BUILDINGS AND GENERAL SERVICES, THE SERVICES OR MATERIALS SUPPLIED BY THE CONTRACTOR ARE NOT SATISFACTORY OR ARE NOT CONSISTENT WITH THE TERMS OF THE CONTRACT

DEFAULT: IN CASE OF DEFAULT OF THE CONTRACTOR, THE STATE MAY PROCURE THE MATERIALS OR SUPPLIES FROM OTHER SOURCES AND HOLD THE CONTRACTOR RESPONSIBLE FOR ANY EXCESS COST OCCASIONED THEREBY, PROVIDED, THAT IF PUBLIC NECESSITY REQUIRES THE USE OF MATERIALS OR SUPPLIES NOT CONFORMING TO THE SPECIFICATIONS THEY MAY BE ACCEPTED AND PAYMENT THEREFORE SHALL BE MADE AT A PROPER REDUCTION IN PRICE.

REPORTING REQUIREMENTS: CONTRACTORS WILL BE REQUIRED TO SUBMIT QUARTERLY PRODUCT SALES REPORT TO THE PURCHASING AGENT PURSUANT TO THE SCHEDULE BELOW. EACH REPORT MUST CONTAIN THE FOLLOWING INFORMATION: CONTRACT NUMBER; USING DEPARTMENT'S ADDRESS, CONTACT NAME, AND TELEPHONE NUMBER; PRODUCT ORDERED; QUANTITY ORDERED; QUANTITY SHIPPED; AND PRICE CHARGED, WITH TOTALS FOR EACH PRODUCT FOR EACH REPORTING PERIOD. WE RESERVE THE RIGHT TO REQUEST ADDITIONAL INFORMATION OR TO MODIFY THE REPORTING PERIODS.

REPORTING PERIODS: QUARTERLY REPORTS MUST BE SUBMITTED IN ACCORDANCE WITH THE FOLLOWING SCHEDULE:

- REPORTING PERIOD: JANUARY 1 TO MARCH 31 - REPORT DUE APRIL 15
- REPORTING PERIOD: APRIL 1, TO JUNE 30 - REPORT DUE JULY 15
- REPORTING PERIOD: JULY 1 TO SEPTEMBER 30 - REPORT DUE OCTOBER 15
- REPORTING PERIOD: OCTOBER 1 TO DECEMBER 31 - REPORT DUE JANUARY 15

CONTRACT TERMS: THIS CONTRACT WILL BE SUBJECT TO REVIEW THROUGHOUT ITS TERM. THE STATE WILL CONSIDER CANCELLATION UPON DISCOVERY THAT A VENDOR IS IN VIOLATION OF ANY PORTION OF THE AGREEMENT, INCLUDING AN INABILITY BY THE VENDOR TO PROVIDE THE PRODUCTS, SUPPORT, AND/OR SERVICE OFFERED IN THEIR RESPONSE.

VERMONT STATE COLLEGES: THIS CONTRACT IS ALSO AVAILABLE FOR USE BY THE UNIVERSITY OF VERMONT AND THE VERMONT STATE COLLEGES INC., A SEPARATE CORPORATION, HAVING UNDER ITS JURISDICTION CASTLETON STATE COLLEGE, JOHNSON STATE COLLEGE, LYNDON STATE COLLEGE, COMMUNITY COLLEGE OF VERMONT, AND THE VERMONT TECHNICAL COLLEGE.

# State of Vermont

Buildings and General Services  
Office of Purchasing & Contracting  
109 State St  
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USA

# CONTRACT



**Vendor ID 0000041408**  
**Vermont Correctional Industries/Vermont**  
**280 State Dr, NOB 2 S**  
**Waterbury VT 05671-2000**  
**USA**

<b>Contract ID</b> 0000000000000000000028008	<b>Page</b> 12 of 14
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<b>Buyer Name</b> Wortman,Linda	<b>Buyer Phone</b> 828-5684
	<b>Contract Status</b> Approved

**Phone #: (802) 241-1472**

Line #	Item ID	Item Desc	UOM	Unit Price	Max Qty	Max Amt
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TOWNS AND SCHOOLS OF THE STATE OF VERMONT: AT THE BIDDER'S ELECTION POLITICAL SUBDIVISIONS AND INDEPENDENT COLLEGES OF THE STATE MAY PARTICIPATE IN STATE CONTRACTS AT THE SAME PRICES, TERMS AND CONDITIONS. ITEMS FURNISHED TO POLITICAL SUBDIVISIONS AND INDEPENDENT COLLEGES WILL BE BILLED DIRECTLY TO AND PAID FOR BY THE POLITICAL SUBDIVISIONS OR INDEPENDENT COLLEGES AND NEITHER THE STATE NOR ITS COMMISSIONER OF BUILDINGS AND GENERAL SERVICES PERSONALLY OR OFFICIALLY ASSUMES ANY RESPONSIBILITY FOR THESE PAYMENTS.

AGENCIES & DEPARTMENTS ARE REQUESTED TO ADVISE THE PURCHASING AGENT AT ONCE OF THE FAILURE ON THE PART OF THE CONTRACTOR TO FULFILL ANY OF THE TERMS OR CONDITIONS OF THIS CONTRACT.

PLEASE REFER TO THE ASSIGNED CONTRACT NUMBER/PURCHASE ORDER # ON ALL CORRESPONDENCE, DELIVERY DOCUMENTS AND INVOICES.

PRODUCTION CONDITIONS FOR PRINTING

PAPER STOCK

PRODUCTION COSTS AND CONDITIONS MUST BE BASED ON THE PAPER STOCK(S) STATED IN SPECIFICATIONS OR FUNCTIONAL EQUIVALENT REGARDING QUALITY, RECYCLED CONTENT, AND PERFORMANCE.

QUALITY CONTROL

ALL WORK SHALL BE PERFORMED BY THE CONTRACTOR IN ACCORDANCE WITH THE SPECIFICATIONS IN A THOROUGHLY FIRST-CLASS MANNER AND MUST BE SATISFACTORY TO THE AGENCY. PRESSWORK SHALL BE FIRST GRADE, PRODUCING A CLEAR, SHARP IMPRESSION.

IN ORDER TO AVOID UNNECESSARY CHANGES IN COMPOSITION AND PRESSWORK, THE AGENCY'S REPRESENTATIVE SHALL PROVIDE THE CONTRACTOR WITH DIRECTIONS.

ALL COST FOR THE MOVEMENT OF PROOFS AND/OR COPY SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR.

IF THE AGENCY'S COMPLETE COPY, ARTWORK, ETC. ARE NOT READY FOR THE CONTRACTOR ON THE DATE LISTED IN THE SPECIFICATIONS, THE DELIVERY DATE MAY HAVE TO BE EXTENDED.

THE DIVISION OR AGENCY REPRESENTATIVE SHALL BE PERMITTED, BY APPOINTMENT, TO VISIT THE CONTRACTOR'S PLANT DURING THE TIME THE JOB IS BEING PRINTED.

ALL DISPUTES OR PROBLEMS BETWEEN THE AGENCY AND CONTRACTOR THAT CANNOT BE SETTLED AT THE AGENCY LEVEL SHALL BE REFERRED TO THE OFFICE OF PURCHASING AND CONTRACTING.

WHEN EQUIPMENT THAT FORMS ARE RUN ON IS LISTED ON THE FORM SPECIFICATION, BY SUBMISSION OF A BID, THE BIDDER IS GUARANTEEING THAT THE ITEMS BID WILL RUN ON THE EQUIPMENT LISTED.

DAYS MEANING WORKING DAYS.

UNLESS OTHERWISE STATED, THE STATE WILL NOT ACCEPT OVERRUNS.

PACKAGING

ALL PRINTED MATTER MUST BE SECURELY WRAPPED IN PAPER OR OTHER MATERIAL OF ADEQUATE STRENGTH TO PROTECT THE CONTENTS FROM DAMAGE, AND THE PACKAGES SHALL BE SUFFICIENTLY TIGHT TO KEEP OUT DUST.

PACKAGES OR CONTAINERS SHALL BE APPROXIMATELY UNIFORM IN SIZE AND CONVENIENT FOR HANDLING AND SHALL CONTAIN EQUAL NUMBERS OF COPIES, WHEN APPLICABLE.

EACH PACKAGE MUST BE MARKED WITH A DESCRIPTION OF THE PRINTED MATERIALS, QUANTITY, AND NAME OF THE DEPARTMENT ORDERING THE WORK, AND PRINTING ORDER NUMBER. THE QUANTITIES STATED ON THE LABELS MUST COINCIDE WITH THE QUANTITIES IN THE PACKAGES.

IF ANY JOB IS REJECTED BECAUSE OF ERROR ATTRIBUTABLE TO THE CONTRACTOR, THE CONTRACTOR SHALL PROMPTLY REPRINT THE JOB WITHOUT ANY ADDITIONAL CHARGES TO THE AGENCY.

DELIVERY

# State of Vermont

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# CONTRACT



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ALL COMPLETED WORK MUST BE DELIVERED IN GOOD ORDER TO THE DESIGNATED LOCATION(S) AND AT THE CONTRACTOR'S EXPENSE.

DELIVERY TERMS SHALL BE FOB DELIVERED. IT IS AGREED BY THE PARTIES HERETO THAT DELIVERY BY THE CONTRACTOR TO THE COMMON CARRIER DOES NOT CONSTITUTE DELIVERY TO THE STATE. ANY CLAIM FOR LOSS OR DAMAGE SHALL BE BETWEEN THE CONTRACTOR AND THE CARRIER(S).

#### RECORD KEEPING

THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE SAFEKEEPING OF ALL MATERIALS SUBMITTED BY FACILITY, WHICH ARE USED IN A CONTRACT.

THE CONTRACTOR SHALL BE HELD AS THE INSURER OF THE SAME AND SAVE AND KEEP HARMLESS THE STATE FROM ALL DAMAGES OR LOSS BY FIRE OR OTHERWISE.

IF ANY SUCH MATERIALS ARE DAMAGED OR LOST, THEY SHALL BE REPLACED BY THE CONTRACTOR AT NO COST TO THE STATE. ALL MATERIALS USED IN A CONTRACT ARE THE PROPERTY OF THE STATE, AND THE CONTRACTOR MUST KEEP THESE MATERIALS ON FILE FOR A PERIOD OF 2 YEARS.

THE CONTRACTOR MUST NOTIFY THE AGENCY BEFORE DESTROYING THE MATERIAL. THE OFFICE OF PURCHASING AND CONTRACTING OR AGENCY MAY REQUEST THAT THESE MATERIALS BE RETURNED WHEN THE CONTRACT IS COMPLETED AND MAY WITHHOLD PAYMENT UNTIL SUCH TIME AS THE MATERIALS ARE RETURNED.

(REVISED MARCH 23, 2012)

AMENDMENT #1 - AUGUST 24, 2016 - THE STATE IS HEREBY ELECTING TO EXERCISE RENEWAL OPTION YEAR ONE THEREBY EXTENDING THE PERIOD OF PERFORMANCE UNDER THIS CONTRACT FOR AN ADDITIONAL ONE YEAR TERM TO SEPTEMBER 30, 2017. ALL OTHER PRICING, TERMS AND CONDITIONS REMAIN THE SAME.

#### VERMONT CORRECTIONAL INDUSTRIES CONTACT INFORMATION:

Mailing Address:  
VCI Print Shop, VCI I  
2559 Glen Road  
Newport, Vermont 05855

Phone (Toll Free): 800-834-2268  
Phone (Local): 802-334-8997  
E-mail: AHS.DOCVCIPrintShop@vermont.gov  
ORDERS MAY BE PLACED ON LINE AT <http://vci.vermont.gov/print-shop>

#### IF YOU HAVE ANY QUESTIONS REGARDING THIS DOCUMENT PLEASE CONTACT:

LINDA WORTMAN  
PURCHASING AGENT  
802-828-4658  
FAX # 802-828-2222  
[linda.wortman@vermont.gov](mailto:linda.wortman@vermont.gov)

# State of Vermont

Buildings and General Services  
Office of Purchasing & Contracting  
109 State St  
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# CONTRACT



**Vendor ID 0000041408**  
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**WE THE UNDERSIGNED PARTIES AGREE TO BE BOUND BY THIS CONTRACT**

By the STATE of VERMONT

By the CONTRACTOR

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Email: \_\_\_\_\_

Email: \_\_\_\_\_

BUSINESS CARDS					
(green and black, one sided, printed on RECYCLED 80 lb. Bright White)			(green and black, TWO sided, printed on RECYCLED 80 lb. Bright White)		
Quantity	3-1/2" x 2"	Item Number	Quantity	3-1/2" x 2"	Item Number
250	\$ 25.75	P3600	250	\$ 26.78	P3605
500	\$ 32.96	P3601	500	\$ 36.05	P3606
1000	\$ 43.26	P3602	1000	\$ 49.44	P3607

LETTERHEAD - 100% Chlorine Free - Rag Bond - 20 lb.					
One Color (Black), One Sided			PRICES ARE PER THOUSAND		
Quantity	8-1/2" x 11"	Item Number	Two Color (Black & Green; Green & Gold for Courts Only), One Sided		
500 sheets	\$105.39	P3015	Quantity	8-1/2" x 11"	Item Number
1,000 sheets	\$60.55	P3015	500 sheets	\$173.78	P3000
2,000 sheets	\$46.46	P3015	1,000 sheets	\$94.72	P3000
5,000 sheets	\$38.03	P3015	2,000 sheets	\$63.56	P3000
10,000 sheets	\$35.22	P3015	5,000 sheets	\$44.87	P3000
Three Color, One Sided			10,000 sheets	\$38.64	P3000
Quantity	8-1/2" x 11"	Item Number			
500 sheets	\$240.53	P3005			
1,000 sheets	\$128.09	P3005			
2,000 sheets	\$96.93	P3005			
5,000 sheets	\$78.24	P3005			
10,000 sheets	\$72.01	P3005			

LETTERHEAD - 100% Chlorine Free - White Rolland New Life - 20 lb.					
One Color (Black), One Sided			PRICES ARE PER THOUSAND		
Quantity	8-1/2" x 11"	Item Number	Two Color (Black & Green; Green & Gold for Courts Only), One Sided		
500 sheets	\$95.46	P3017	Quantity	8-1/2" x 11"	Item Number
1,000 sheets	\$50.60	P3017	500 sheets	\$163.85	P3022
2,000 sheets	\$36.54	P3017	1,000 sheets	\$84.80	P3022
5,000 sheets	\$28.11	P3017	2,000 sheets	\$53.64	P3022
10,000 sheets	\$25.30	P3017	5,000 sheets	\$34.95	P3022
Three Color, One Sided			10,000 sheets	\$28.72	P3022
Quantity	8-1/2" x 11"	Item Number			
500 sheets	\$230.60	P3023			
1,000 sheets	\$118.17	P3023			
2,000 sheets	\$87.01	P3023			
5,000 sheets	\$68.32	P3023			
10,000 sheets	\$62.09	P3023			

FORMS/MEMORANDUMS - 100% Chlorine Free Paper - 20 lb.						
One Sided White Bond Paper				Two Sided White Bond Paper		
Item Number:	P3025	P3050	P3060	Item Number:	P3070	P3080
Quantity	8-1/2" x 5-1/2"	8-1/2" x 11"	8-1/2" x 14"	Quantity	8-1/2" x 11"	8-1/2" x 14"
500 sheets	\$92.58	\$95.46	\$99.58	500 sheets	\$135.63	\$139.75
1,000 sheets	\$47.73	\$50.60	\$52.66	1,000 sheets	\$70.69	\$72.75
2,000 sheets	\$29.99	\$36.54	\$38.60	2,000 sheets	\$51.07	\$53.13
5,000 sheets	\$19.34	\$28.11	\$30.17	5,000 sheets	\$42.63	\$44.69
10,000 sheets	\$15.80	\$25.30	\$27.36	10,000 sheets	\$39.82	\$41.88

FORMS/MEMORANDUMS - 100% Chlorine Free Paper - 20 lb.				
One Sided Color Paper				
Item Number:	P3030	P3055	P3065	P3068
Quantity	8-1/2" x 5-1/2"	8-1/2" x 11"	8-1/2" x 14"	11" x 17"
500 sheets	\$96.18	\$102.67	\$106.79	\$114.66
1,000 sheets	\$49.53	\$54.21	\$56.27	\$63.78
2,000 sheets	\$31.80	\$40.15	\$42.21	\$49.02
5,000 sheets	\$21.15	\$31.71	\$33.77	\$36.37
10,000 sheets	\$17.60	\$28.90	\$30.96	\$33.42
Two Sided Color Paper				
Item Number:	P3074	P3085	P3090	
Quantity	8-1/2" x 11"	8-1/2" x 14"	11" x 17"	
500 sheets	\$139.24	\$143.36	\$149.27	
1,000 sheets	\$74.29	\$76.35	\$81.08	
2,000 sheets	\$54.67	\$71.67	\$60.48	
5,000 sheets	\$46.24	\$56.73	\$51.62	
10,000 sheets	\$43.42	\$45.48	\$48.67	

**PRICES ARE PER THOUSAND**

FORMS/MEMORANDUMS - 8 1/2" x 11 - 100% Chlorine Free Paper - 60 lb.				
PRICES ARE PER THOUSAND				
Quantity	One Sided White	One Sided Color	Two Sided White	Two Sided Color
Item Number:	P3100	P3115	P3130	P3145
500 sheets	\$97.52	\$99.07	\$137.69	\$140.78
1,000 sheets	\$52.66	\$53.69	\$72.75	\$75.84
2,000 sheets	\$38.60	\$39.63	\$53.13	\$56.22
5,000 sheets	\$30.17	\$31.20	\$44.69	\$47.77
10,000 sheets	\$27.36	\$28.39	\$41.88	\$44.97

INDEX CARDS - 110 lb. All Colors						
PRICES ARE PER THOUSAND						
Item Number:	One Sided - Black Ink			Two Sided - Black Ink		
	P3200	P3210	P3220	P3230	P3240	P3250
Quantity	3" x 5"	4" x 6"	5" x 8"	3" x 5"	4" x 6"	5" x 8"
500 sheets	\$ 112.27	\$ 118.14	\$ 130.19	\$ 152.44	\$ 158.31	\$ 170.36
1,000 sheets	\$ 59.38	\$ 65.25	\$ 77.00	\$ 79.46	\$ 85.34	\$ 97.39
2,000 sheets	\$ 42.31	\$ 48.18	\$ 60.23	\$ 56.84	\$ 62.71	\$ 74.76
5,000 sheets	\$ 32.06	\$ 37.93	\$ 49.99	\$ 46.59	\$ 52.46	\$ 64.51
10,000 sheets	\$ 28.65	\$ 34.52	\$ 46.57	\$ 43.18	\$ 49.05	\$ 61.10

CARBONLESS BOND PRECOLLATED SETS - One Sided					
(8-1/2" x 11" Recycled, black ink, ONE sided, camera ready, same copy on each part).					
Item Number:	P3305	P3325	P3340	P3355	P3370
Quantity	2 part	3 part	4 part	5 part	6 part
500 sheets	\$ 157.31	\$ 190.74	\$ 257.00	\$ 307.25	\$ 322.64
1,000 sheets	\$ 86.04	\$ 110.29	\$ 136.37	\$ 161.72	\$ 192.99
2,000 sheets	\$ 70.79	\$ 90.35	\$ 122.37	\$ 147.73	\$ 161.32
5,000 sheets	\$ 55.47	\$ 81.31	\$ 113.97	\$ 139.32	\$ 148.45
10,000 sheets	\$ 51.38	\$ 76.80	\$ 111.17	\$ 127.98	\$ 141.98

CARBONLESS BOND PRECOLLATED SETS - Two Sided					
(8-1/2" x 11" Recycled, black ink, TWO sided, camera ready, same copy on each part).					
Item Number:	P3385	P3400	P3415	P3430	P3445
Quantity	2 part	3 part	4 part	5 part	6 part
500 sheets	\$ 187.52	\$ 254.73	\$ 347.62	\$ 427.38	\$ 443.99
1,000 sheets	\$ 110.38	\$ 134.07	\$ 195.38	\$ 224.94	\$ 264.28
2,000 sheets	\$ 96.38	\$ 120.48	\$ 149.16	\$ 198.94	\$ 221.99
5,000 sheets	\$ 87.99	\$ 112.32	\$ 142.29	\$ 190.54	\$ 202.63
10,000 sheets	\$ 85.18	\$ 109.61	\$ 132.01	\$ 187.74	\$ 194.89

CARBONLESS BOND PRECOLLATED SETS				
(8-1/2" x 5-1/2" Recycled, black ink, ONE sided, camera ready, same copy on each part).				
Item Number:	P3300	P3320	P3335	P3350
Quantity	2 part	3 part	4 part	5 part
500 sheets	\$ 124.56	\$ 154.06	\$ 170.28	\$ 212.20
1,000 sheets	\$ 65.56	\$ 81.09	\$ 89.63	\$ 111.68
2,000 sheets	\$ 51.56	\$ 67.10	\$ 75.62	\$ 97.69
5,000 sheets	\$ 43.16	\$ 58.69	\$ 67.23	\$ 89.28
10,000 sheets	\$ 40.14	\$ 55.90	\$ 64.42	\$ 86.49

CARBONLESS BOND PRECOLLATED SETS				
(8-1/2" x 5-1/2" Recycled, black ink, TWO sided, camera ready, same copy on each part).				
Item Number:	P3380	P3395	P3410	P3425
Quantity	2 part	3 part	4 part	5 part
500 sheets	\$ 139.25	\$ 172.57	\$ 199.19	\$ 228.89
1,000 sheets	\$ 73.29	\$ 90.82	\$ 116.41	\$ 120.46
2,000 sheets	\$ 59.28	\$ 76.83	\$ 105.24	\$ 116.17
5,000 sheets	\$ 50.89	\$ 68.42	\$ 96.73	\$ 92.92
10,000 sheets	\$ 48.08	\$ 65.63	\$ 95.39	\$ 90.14

CARBONLESS BOND PRECOLLATED SETS				
(8-1/2" x 14" Recycled, black ink, ONE sided, camera ready, same copy on each part).				
Item Number:	P3310	P3330	P3345	P3357
Quantity	2 part	3 part	4 part	5 part
500 sheets	\$ 164.86	\$ 229.09	\$ 289.90	\$ 351.08
1,000 sheets	\$ 99.36	\$ 120.06	\$ 151.77	\$ 180.47
2,000 sheets	\$ 76.83	\$ 100.12	\$ 137.76	\$ 166.47
5,000 sheets	\$ 61.52	\$ 91.09	\$ 129.37	\$ 158.07
10,000 sheets	\$ 57.42	\$ 86.57	\$ 126.56	\$ 146.74

CARBONLESS BOND PRECOLLATED SETS				
(8-1/2" x 14" Recycled, black ink, TWO sided, camera ready, same copy on each part).				
Item Number:	P3390	P3405	P3420	P3435
Quantity	2 part	3 part	4 part	5 part
500 sheets	\$ 195.06	\$ 281.92	\$ 374.93	\$ 464.90
1,000 sheets	\$ 113.21	\$ 147.86	\$ 219.08	\$ 243.70
2,000 sheets	\$ 102.42	\$ 133.86	\$ 167.41	\$ 217.70
5,000 sheets	\$ 94.03	\$ 125.46	\$ 160.60	\$ 209.29
10,000 sheets	\$ 91.22	\$ 122.67	\$ 150.27	\$ 206.50

ADDITIONAL CHARGE FOR PRECOLLATED SETS (8-1/2" x 14")					
Item Number:	P3317	P3333	P3348	P3358	P3375
Quantity	2 part	3 part	4 part	5 part	6 part
price per 1,000	\$ 6.77	\$ 10.14	\$ 13.50	\$ 16.96	\$ 20.28

Color Collation For Standard Precollated Sets	
2 Part	white, yellow
3 Part	white, yellow, pink
4 Part	white, yellow, pink, goldenrod
5 Part	white, green, yellow, pink, goldenrod

OPTIONAL FEATURES			
Item Number	Discription	Cost	Comment
P4100	Numbering, crash on carbonless bond sets	\$ 17.00	Per 1000
P4120	Padding, in units of 25, 50, or 100 with chipboard back	\$ 12.00	Per 1000
P4140	Composition/Graphic Design Services/Typesetting	\$ 35.00	per order
P4141	Typesetting for Envelopes	\$ 15.00	Per order
P4143	PMS Ink or additional PMS Ink for Envelopes	\$ 32.50	Per order
P4135	Colored ink instead of black	\$ 32.40	Per run additional lot charge
P4130	Drilling either standard three hole or two hole	\$ 3.00	Per 1000
P4105	Folding	\$ 20.00	Per 1000
P4115	Stapling	\$ 3.50	Per 1000
P4110	Banding (lots of 25, 50 or 100)	\$ 0.15	Per 1000
P4165	Perforating	\$ 10.00	Per 1000
P4125	Collating	\$ 25.00	Per 1000