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<th>Item Desc</th>
<th>UOM</th>
<th>Unit Price</th>
<th>Max Qty</th>
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<td>RECYCLED 100 LB. BRISTOL, WHITE. SEE ATTACHED PRICE LIST.</td>
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<td>T</td>
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<td>MEMORANDUMS. BLACK INK, ONE SIDE 20# WHITE BOND RECYCLED CHLORINE FREE STOCK. SEE ATTACHED PRICE SHEET FOR SIZES AND PRICING.</td>
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<td>12</td>
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<td>VD-001 Dealer Temporary Plates</td>
<td>EA</td>
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Quantity: 20,000
Size: 8.75 x 4.5
Stock: 10 ply White Outdoor board
Printing: Red Ink
Numbering: Consecutively numbered: D00001 - X20000
Other:
*Two 1/4" diameter holes punched in top - same alignment as metal plates
*Beginning and ending numbers indicated on outside of cartons
*Must be shrink-wrapped, banded or otherwise bundles in set of 100
*All boxes shall be marked plainly on the front to show, at a minimum, the following information:
  1. Vendor's Name
  2. DMV Form Number
  3. Carton Number
  4. Quantity in carton
  5. Date forms packed (month and year)
### Line #   Item ID   Item Desc   UOM   Unit Price   Max Qty   Max Amt
13  VG-142 Transcode Separator Sheet   EA  0.00000   0.00   0.00

- Quantity: 720,000
- Size: 8.75 x 11
- Stock: 20 lb. White
- Printing: Black Ink Only

Price: $26.06 / thousand

Other:
- Deliver 60,000 per month with the first delivery on or before 9/01/2021
- Deliveries are only accepted Mon-Fri, 8 am - 3 pm, State Holidays excluded
- Inside delivery, using 48" x 40" standard GMA pallet
- All boxes shall be marked plainly on the front to show, at a minimum, the following information:
  1. Vendor's Name
  2. DMV Form Number
  3. Carton Number
  4. Quantity in carton
  5. Date forms packed (month and year)

Contact: Michael Charter, 802.828.0496 or michael.charter@vermont.gov

### Line #   Item ID   Item Desc   UOM   Unit Price   Max Qty   Max Amt
14  VD-004 OTC Temporary Plate   EA  1.01000   0.00   0.00

- Approx. Quantity: 18,000 annually
- Size: 12.25 x 6
- Stock: 10 ply White outdoor board
- Printing: Black Ink
- Numbering: Consecutively numbered: TXXXXX - TXXXXX
- Two 1/4" diameter holes punched in top - same alignment as metal plates
- Beginning and ending numbers indicated on outside of cartons
- Must be shrink-wrapped, banded or otherwise bundled in sets of 100
- All boxes shall be marked plainly on the front to show, at a minimum, the following information:
  1. Vendor's Name
  2. DMV Form Number
  3. Carton Number
  4. Quantity in carton
  5. Date forms packed (month and year)

Contact: Josh Commo, 802.249.1654 or josh.commo@vermont.gov
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<tbody>
<tr>
<td>15</td>
<td>VD-004a</td>
<td>Temporary Motorcycle Plate</td>
<td>EA</td>
<td>0.32692</td>
<td>0.00</td>
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Approx. Quantity: 600 annually  
Size: 9 X 4.5  
Stock: 10 ply White outdoor board  
Printing: Black Ink  
Numbering: Consecutively numbered: XXXX - XXXX  
- Two 1/4"diameter holes punched in top - same alignment as metal plates  
- Beginning and ending numbers indicated on outside of cartons  
- Must be shrink-wrapped, banded or otherwise bundled in sets of 100  
- All boxes shall be marked plainly on the front to show, at a minimum, the following information:  
  1. Vendor's Name  
  2. DMV Form Number  
  3. Carton Number  
  4. Quantity in carton  
  5. Date forms packed (month and year)  

Contact: Josh Commo, 802.249.1654 or josh.commo@vermont.gov  
Ship to: Department of Motor Vehicles, Attn: Stockroom, 120 State Street, Montpelier, VT 05603-0001  
Invoice to: Department of Motor Vehicles, Attn: Finance Unit, 120 State Street, Montpelier, VT 05603-0001  

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<td>VD-004b</td>
<td>Temporary ATV Plate</td>
<td>EA</td>
<td>0.32692</td>
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Approx. Quantity: 4,000 annually  
Size: 9 X 4.5  
Stock: 10 ply White outdoor board  
Printing: Black Ink  
Numbering: Consecutively numbered: XXXX - XXXX  
- Two 1/4"diameter holes punched in top - same alignment as metal plates  
- Beginning and ending numbers indicated on outside of cartons  
- Must be shrink-wrapped, banded or otherwise bundled in sets of 100  
- All boxes shall be marked plainly on the front to show, at a minimum, the following information:  
  1. Vendor's Name  
  2. DMV Form Number  
  3. Carton Number  
  4. Quantity in carton  
  5. Date forms packed (month and year)  

Contact: Josh Commo, 802.249.1654 or josh.commo@vermont.gov  
Ship to: Department of Motor Vehicles, Attn: Stockroom, 120 State Street, Montpelier, VT 05603-0001  
Invoice to: Department of Motor Vehicles, Attn: Finance Unit, 120 State Street, Montpelier, VT 05603-0001
Approx. Quantity: 3,000 annually
Size: 9 X 4.5
Stock: 10 ply White outdoor board
Printing: Black Ink
Numbering: Consecutively numbered: XXXXX - XXXXX
- Two 1/4"diameter holes punched in top - same alignment as metal plates
- Beginning and ending numbers indicated on outside of cartons
- Must be shrink-wrapped, banded or otherwise bundled in sets of 100
- All boxes shall be marked plainly on the front to show, at a minimum, the following information:
  1. Vendor's Name
  2. DMV Form Number
  3. Carton Number
  4. Quantity in carton
  5. Date forms packed (month and year)

Contact: Josh Commo, 802.249.1654 or josh.commo@vermont.gov
9. Order of Precedence. Any ambiguity, conflict or inconsistency between the documents comprising this contract shall be resolved according to the following order of precedence:

(1) Standard Contract
(2) Attachment C (Standard Contract Provisions for Contracts and Grants)
(3) Attachment A
(4) Attachment B

August 24, 2021
CONTRACT AMENDMENT #1

It is hereby agreed by and between the State of Vermont, Office of Purchasing & Contracting (the "State") and Vermont Correctional Industries, with a principal place of business in Waterbury, VT (the "Contractor") that the contract between them originally dated as of May 1, 2020, Contract # 39912, as amended to date, (the "Contract") is hereby amended as follows:

I. Maximum Amount. The maximum amount payable under the Contract, wherever such reference appears in the Contract, shall be changed from $265,000 to $285,000, representing an increase of $20,000.

II. Line item 13 added: VG-142 Transcode Separator Sheet

III. Attachment B, Payment Provisions. The payment provisions are amended as follows:
VCI Stationary and Forms Pricing of Attachment B is amended by the addition of the following requirements:
  a. VG-142 Transcoder Separator Sheet, quantity 720,000, price $26.06/thousand

IV. Attachment A, Statement of Work. The statement of work is amended as follows:
Section 7 of Attachment A is hereby deleted in its entirety and replaced as set forth below:

Primary Contacts. The Parties will keep and maintain current at all times a primary point of contact for this contract. The primary contacts for this this Contract are as follows:

a. For the Contractor:
Phone: 802-334-8997
Email: AHS.DOCVCIPrintShop@vermont.gov

b. For the State:
Name: State of Vermont, Michael Carr
Address: 109 State Street, Montpelier, VT 05633-3001
Phone: 802-828-4658
Fax: 802-828-2222
Email: Michael.carr@vermont.gov

Taxes Due to the State. Contractor certifies under the pains and penalties of perjury that, as of the date this contract amendment is signed, the Contractor is in good standing with respect to, or in full compliance with a plan to pay, any and all taxes due the State of Vermont.

Child Support (Applicable to natural persons only; not applicable to corporations, partnerships or LLCs). Contractor is under no obligation to pay child support or is in good standing with respect to or in full compliance with a plan to pay any and all child support payable under a support order as of the date of this amendment.

Certification Regarding Suspension or Debarment. Contractor certifies under the pains and penalties of
perjury that, as of the date this contract amendment is signed, neither Contractor nor Contractor's principals (officers, directors, owners, or partners) are presently debarred, suspended, proposed for debarment, declared ineligible or excluded from participation in federal programs, or programs supported in whole or in part by federal funds.

Contractor further certifies under pains and penalties of perjury that, as of the date this contract amendment is signed, Contractor is not presently debarred, suspended, nor named on the State's debarment list at:
http://bgs.vermont.gov/purchasing-contracting/debarment

This document consists of 5 pages. Except as modified by this Amendment No. 1, all provisions of the Contract remain in full force and effect.

October 25, 2021
CONTRACT AMENDMENT #2

It is hereby agreed by and between the State of Vermont, Office of Purchasing & Contracting (the "State") and Vermont Correctional Industries, with a principal place of business in Waterbury, VT (the "Contractor") that the contract between them originally dated as of May 1, 2020, Contract # 39912, as amended to date, (the "Contract") is hereby amended as follows:

I. Maximum Amount. The maximum amount payable under the Contract, wherever such reference appears in the Contract, shall be changed from $285,000 to $310,000, representing an increase of $25,000.

Taxes Due to the State. Contractor certifies under the pains and penalties of perjury that, as of the date this contract amendment is signed, the Contractor is in good standing with respect to, or in full compliance with a plan to pay, any and all taxes due the State of Vermont.

Child Support (Applicable to natural persons only; not applicable to corporations, partnerships or LLCs). Contractor is under no obligation to pay child support or is in good standing with respect to or in full compliance with a plan to pay any and all child support payable under a support order as of the date of this amendment.

Certification Regarding Suspension or Debarment. Contractor certifies under the pains and penalties of perjury that, as of the date this contract amendment is signed, neither Contractor nor Contractor's principals (officers, directors, owners, or partners) are presently debarred, suspended, proposed for debarment, declared ineligible or excluded from participation in federal programs, or programs supported in whole or in part by federal funds.

Contractor further certifies under pains and penalties of perjury that, as of the date this contract amendment is signed, Contractor is not presently debarred, suspended, nor named on the State's debarment list at:
http://bgs.vermont.gov/purchasing-contracting/debarment

This document consists of 6 pages. Except as modified by this Amendment No. 2, all provisions of the Contract remain in full force and effect.

December 10, 2021
CONTRACT AMENDMENT # 3

It is hereby agreed by and between the State of Vermont, Office of Purchasing and Contracting (the "State") and Vermont Correctional Industries, with a principal place of business in Waterbury, VT (the "Contractor") that the contract between them originally dated as of May 01, 2020, Contract # 39912, as amended to date, (the "Contract") is hereby amended as follows:

I. Maximum Amount. The maximum amount payable under the Contract, wherever such reference appears in the Contract, shall be changed from $310,000.00 to $460,000.00, representing an increase of $150,000.00.

II. Contract Term. The Contract end date, wherever such reference appears in the Contract, shall be changed to April 30, 2023.

The Contract Term may be renewed for one additional one-year period at the discretion of the State.
III. Attachment A, Scope of Services. The scope of services is amended as follows:

Section 1 of Attachment A is amended by the addition of the following products:

- VD-004 OTC Temporary Plate
- VD-004a Temporary Motorcycle Plate
- VD-004b Temporary ATV Plate
- VD-014 Temporary Motorboat Plate

IV. Attachment B, Payment Provisions. The payment provisions are amended as follows:

Attachment B is amended by the addition of the following requirements:

- VD-004 OTC Temporary Plate - $1.01 Each
- VD-004a Temporary Motorcycle Plate - $0.32692 Each
- VD-004b Temporary ATV Plate - $0.32692 Each
- VD-014 Temporary Motorboat Plate - $0.32692 Each

Taxes Due to the State. Contractor certifies under the pains and penalties of perjury that, as of the date this contract amendment is signed, the Contractor is in good standing with respect to, or in full compliance with a plan to pay, any and all taxes due the State of Vermont.

Child Support (Applicable to natural persons only; not applicable to corporations, partnerships or LLCs). Contractor is under no obligation to pay child support or is in good standing with respect to or in full compliance with a plan to pay any and all child support payable under a support order as of the date of this amendment.

Certification Regarding Suspension or Debarment. Contractor certifies under the pains and penalties of perjury that, as of the date this contract amendment is signed, neither Contractor nor Contractor's principals (officers, directors, owners, or partners) are presently debarred, suspended, proposed for debarment, declared ineligible or excluded from participation in federal programs, or programs supported in whole or in part by federal funds.

Contractor further certifies under pains and penalties of perjury that, as of the date this contract amendment is signed, Contractor is not presently debarred, suspended, nor named on the State's debarment list at:
http://bgs.vermont.gov/purchasing-contracting/debarment

This document consists of 9 pages. Except as modified by this Amendment No. 3, all provisions of the Contract remain in full force and effect.
Contract ID: 000000000000000000039912
Contract Dates: 05/01/2020 to 04/30/2023
Origin: CPS
Description: CPS - STATIONARY & FORMS
Contract Maximum: $460,000.00
Buyer Name: Joshua Commo
Buyer Phone: Approved

WE THE UNDERSIGNED PARTIES AGREE TO BE BOUND BY THIS CONTRACT

By the STATE of VERMONT

Date:__________________________
Signature:______________________
Name: Jennifer Fitch
Title: Commissioner of Buildings & General Services
Email: _________________________

By the CONTRACTOR

Date:__________________________
Signature:______________________
Name:__________________________
Title:__________________________
Email:__________________________
# CONTRACT

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

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

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<td>BUSINESS CARDS - PRINTED IN GREEN AND BLACK INK. SIZE: 3.5&quot; X 2&quot;, STOCK: RECYCLED 100 LB. BRISTOL, WHITE. SEE ATTACHED PRICE LIST.</td>
<td>LOT</td>
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<td>LETTERHEAD, PRINTS 2 COLORS: BLACK &amp; GREEN-(BLACK &amp; GOLD FOR COURTS) ONE SIDE. SIZE: 8.5&quot; X 11&quot; STOCK: 20 LB. WHITE, RECYCLED 100% CHLORINE FREE. SEE ATTACHED PRICE LIST.</td>
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<td>CARBONLESS BOND PRECOLLATED SETS, 8.5&quot; X 5.5&quot; PRINTS IN BLACK INK, TWO SIDES, CAMERA READY, SAME COPY ON EACH PART. SEE ATTACHED PRICE LIST FOR OPTIONS AND PRICING PER PARTS</td>
<td>T</td>
<td>0.01000</td>
<td>0.00</td>
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<td>MEMORANDUMS. BLACK INK, ONE SIDE 20# WHITE BOND RECYCLED CHLORINE FREE STOCK. SEE ATTACHED PRICE SHEET FOR SIZES AND PRICING.</td>
<td>T</td>
<td>0.01000</td>
<td>0.00</td>
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<tr>
<td>12</td>
<td></td>
<td>VD-001 Dealer Temporary Plates</td>
<td>EA</td>
<td>1.01000</td>
<td>0.00</td>
<td>0.00</td>
</tr>
</tbody>
</table>

Quantity: 20,000
Size: 8.75 x 4.5
Stock: 10 ply White Outdoor board
Printing: Red Ink
Numbering: Consecutively numbered: D00001 - X20000
Other:
* Two 1/4" diameter holes punched in top - same alignment as metal plates
* Beginning and ending numbers indicated on outside of cartons
* Must be shrink-wrapped, banded or otherwise bundles in set of 100
* All boxes shall be marked plainly on the front to show, at a minimum, the following information:
  1. Vendor's Name
  2. DMV Form Number
  3. Carton Number
  4. Quantity in carton
  5. Date forms packed (month and year)
State of Vermont
Buildings and General Services
Office of Purchasing & Contracting
109 State St
Montpelier VT 05609-3001
USA

Supplier
Vermont Correctional Industries/Vermont
280 State Dr, NOB 2 S
Waterbury VT 05671-2000
USA

Phone #: (802) 241-1472

Contract ID: 0000041408
Origin: CPS

Contract Dates: 05/01/2020 to 04/30/2022

Description: CPS - STATIONARY & FORMS
Contract Maximum: $310,000.00

Buyer Name: Michael Carr
Buyer Phone: Approved

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<th>UOM</th>
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Quantity: 720,000
Size: 8.75 x 11
Stock: 20 lb. White
Printing: Black Ink Only

Price: $26.06 / thousand

Other:
Deliver 60,000 per month with the first delivery on or before 9/01/2021
Deliveries are only accepted Mon-Fri, 8 am - 3 pm, State Holidays excluded
Inside delivery, using 48" * 40" standard GMA pallet
All boxes shall be marked plainly on the front to show, at a minimum, the following information:

1. Vendor's Name
2. DMV Form Number
3. Carton Number
4. Quantity in carton
5. Date forms packed (month and year)

Contact: Michael Charter, 802.828.0496 or michael.charter@vermont.gov

Ship to: Department of Motor Vehicles, Attn: Stockroom, 120 State Street, Montpelier, VT 05603-0001
Invoice to: Department of Motor Vehicles, Attn: Finance Unit, 120 State Street, Montpelier, VT 05603-0001

Invoice to: Department of Motor Vehicles, Attn: Retrievals, 120 State Street, Montpelier, VT 05603-0001

1. Parties. This is a contract for Commodities between the State of Vermont, Buildings and General Services (hereinafter called "State"), and Vermont Correctional Industries, with a principal place of business in Newport Vermont, (hereinafter called "Contractor"). Contractor's form of business organization is State of Vermont governmental entity established pursuant to 28 V.S.A. Chapter 11, Subchapter 2. It is Contractor's responsibility to contact the Vermont Department of Taxes to determine if, by law, Contractor is required to have a Vermont Department of Taxes Business Account Number.

2. Subject Matter. The subject matter of this contract is commodities generally on the subject of providing Stationary & Forms. Detailed requirements to be provided by Contractor are described in Attachment A.

3. Maximum Amount. In consideration of the commodities to be provided by Contractor, the State agrees to pay Contractor, in accordance with the payment provisions specified in Attachment B, a sum not to exceed $265,000.00

4. Contract Term. The period of contractor's performance shall begin on May 1, 2020 and end on April 30, 2022 with the option to renew for up to two additional 12-month periods...

5. Prior Approvals. This Contract shall not be binding unless and until all requisite prior approvals have been obtained in accordance with current State law, bulletins, and interpretations.

6. Amendment. No changes, modifications, or amendments in the terms and conditions of this contract shall be effective unless reduced to writing, numbered and signed by the duly authorized representative of the State and Contractor.

7. Termination for Convenience. This contract may be terminated by the State at any time by giving written notice at least thirty (30) days in advance. In such event, Contractor shall be paid under the terms of this contract for all services provided to and accepted by the State prior to the effective date of termination.
State of Vermont
Buildings and General Services
Office of Purchasing & Contracting
109 State St
Montpelier VT 05609-3001
USA

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

Phone #: (802) 241-1472

8. Attachments. This contract consists of 10 pages including the following attachments which are incorporated herein:

Attachment A - Statement of Work
Attachment B - Payment Provisions
Attachment C - "Standard State Provisions for Contracts and Grants" a preprinted form (revision date 12/15/2017)

9. Order of Precedence. Any ambiguity, conflict or inconsistency between the documents comprising this contract shall be resolved according to the following order of precedence:

(1) Standard Contract
(2) Attachment C (Standard Contract Provisions for Contracts and Grants)
(3) Attachment A
(4) Attachment B

August 24, 2021
CONTRACT AMENDMENT #1

It is hereby agreed by and between the State of Vermont, Office of Purchasing & Contracting (the "State") and Vermont Correctional Industries, with a principal place of business in Waterbury, VT (the "Contractor") that the contract between them originally dated as of May 1, 2020, Contract # 39912, as amended to date, (the "Contract") is hereby amended as follows:

I. Maximum Amount. The maximum amount payable under the Contract, wherever such reference appears in the Contract, shall be changed from $265,000 to $265,000, representing an increase of $20,000.

II. Line item 13 added: VG-142 Transcode Separator Sheet

III. Attachment B, Payment Provisions. The payment provisions are amended as follows:

VCI Stationary and Forms Pricing of Attachment B is amended by the addition of the following requirements:

a. VG-142 Transcoder Separator Sheet, quantity 720,000, price $26.06/thousand

IV. Attachment A, Statement of Work. The statement of work is amended as follows:

Section 7 of Attachment A is hereby deleted in its entirety and replaced as set forth below:

Primary Contacts. The Parties will keep and maintain current at all times a primary point of contact for this contract. The primary contacts for this contract are as follows:

a. For the Contractor:
   Phone: 802-334-8997
   Email: AHS.DOCVCI.PrintShop@vermont.gov

b. For the State:
   Name: State of Vermont, Michael Carr
   Address: 109 State Street, Montpelier, VT 05633-3001
   Phone: 802-828-4658
   Fax: 802-828-2222
   Email: Michael.carr@vermont.gov

Taxes Due to the State. Contractor certifies under the pains and penalties of perjury that, as of the date this contract amendment is signed, the Contractor is in good standing with respect to, or in full compliance with a plan to pay, any and all taxes due the State of Vermont.

Child Support (Applicable to natural persons only; not applicable to corporations, partnerships or LLCs).
State of Vermont
Buildings and General Services
Office of Purchasing & Contracting
109 State St
Montpelier VT 05609-3001
USA

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

Phone #: (802) 241-1472

Contract ID
0000000000000000039912

Contract Dates
05/01/2020 to 04/30/2022

Origin
CPS

Description:
CPS - STATIONARY & FORMS

Contract Maximum
$310,000.00

Buyer Name
Michael Carr

Buyer Phone

Contract Status
Approved

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</table>

Contractor is under no obligation to pay child support or is in good standing with respect to or in full compliance with a plan to pay any and all child support payable under a support order as of the date of this amendment.

Certification Regarding Suspension or Debarment. Contractor certifies under the pains and penalties of perjury that, as of the date the contract amendment is signed, neither Contractor nor Contractor's principals (officers, directors, owners, or partners) are presently debarred, suspended, proposed for debarment, declared ineligible or excluded from participation in federal programs, or programs supported in whole or in part by federal funds.

Contractor further certifies under pains and penalties of perjury that, as of the date this contract amendment is signed, Contractor is not presently debarred, suspended, nor named on the State's debarment list at: http://bgs.vermont.gov/purchasing-contracting/debarment

This document consists of 5 pages. Except as modified by this Amendment No. 1, all provisions of the Contract remain in full force and effect.

October 25, 2021
CONTRACT AMENDMENT #2

It is hereby agreed by and between the State of Vermont, Office of Purchasing & Contracting (the "State") and Vermont Correctional Industries, with a principal place of business in Waterbury, VT (the "Contractor") that the contract between them originally dated as of May 1, 2020, Contract # 39912, as amended to date, (the "Contract") is hereby amended as follows:

I. Maximum Amount. The maximum amount payable under the Contract, wherever such reference appears in the Contract, shall be changed from $285,000 to $310,000, representing an increase of $25,000.

Taxes Due to the State. Contractor certifies under the pains and penalties of perjury that, as of the date this contract amendment is signed, the Contractor is in good standing with respect to, or in full compliance with a plan to pay, any and all taxes due the State of Vermont.

Child Support (Applicable to natural persons only; not applicable to corporations, partnerships or LLCs). Contractor is under no obligation to pay child support or is in good standing with respect to or in full compliance with a plan to pay any and all child support payable under a support order as of the date of this amendment.

Certification Regarding Suspension or Debarment. Contractor certifies under the pains and penalties of perjury that, as of the date this contract amendment is signed, neither Contractor nor Contractor's principals (officers, directors, owners, or partners) are presently debarred, suspended, proposed for debarment, declared ineligible or excluded from participation in federal programs, or programs supported in whole or in part by federal funds.

Contractor further certifies under pains and penalties of perjury that, as of the date this contract amendment is signed, Contractor is not presently debarred, suspended, nor named on the State's debarment list at: http://bgs.vermont.gov/purchasing-contracting/debarment

This document consists of 6 pages. Except as modified by this Amendment No. 2, all provisions of the Contract remain in full force and effect.
State of Vermont
Buildings and General Services
Office of Purchasing & Contracting
109 State St
Montpelier VT 05609-3001
USA

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

Phone #: (802) 241-1472

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<tr>
<td>Michael Carr</td>
<td>Approved</td>
<td></td>
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**WE THE UNDERSIGNED PARTIES AGREE TO BE BOUND BY THIS CONTRACT**

By the STATE of VERMONT

Date:__________________________________________
Signature:____________________________________
Name: Jennifer Fitch - Commissioner

Buildings & General Services

Title:__________________________________________
Email:________________________________________

By the CONTRACTOR

Date:__________________________________________
Signature:____________________________________
Name:________________________________________

Title:__________________________________________
Email:________________________________________
**Contract**

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

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

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Quantity: 20,000
Size: 8.75 x 4.5
Stock: 10 ply White Outdoor board
Printing: Red Ink
Numbering: Consecutively numbered: D00001 - X20000
Other:
*Two 1/4" diameter holes punched in top - same alignment as metal plates
*Beginning and ending numbers indicated on outside of cartons
*Must be shrink-wrapped, banded or otherwise bundles in set of 100
*All boxes shall be marked plainly on the front to show, at a minimum, the following information:
1. Vendor's Name
2. DMV Form Number
3. Carton Number
4. Quantity in carton
5. Date forms packed (month and year)
State of Vermont
Buildings and General Services
Office of Purchasing & Contracting
109 State St
Montpelier VT 05609-3001
USA

Supplier 000041408
Vermont Correctional Industries/Vermont
280 State Dr, NOB 2 S
Waterbury VT 05671-2000
USA

Phone #: (802) 241-1472

Contract ID
0000000000000000039912
Page 3 of 5

Contract Dates
05/01/2020 to 04/30/2022
Origin
CPS

Description:
CPS - STATIONARY & FORMS
Contract Maximum
$285,000.00

Buyer Name
Michael Carr
Buyer Phone
Contract Status
Approved

Line # Item ID Item Desc UOM Unit Price Max Qty Max Amt
Contact: Michael Charter, 802.828.0496 or michael.charter@vermont.gov

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Quantity: 720,000
Size: 8.75 x 11
Stock: 20 lb. White
Printing: Black Ink Only

Price: $26.06 / thousand

Other:
Deliver 60,000 per month with the first delivery on or before 9/01/2021
Deliveries are only accepted Mon-Fri, 8 am - 3 pm, State Holidays excluded
Inside delivery, using 48" x 40" standard GMA pallet
All boxes shall be marked plainly on the front to show, at a minimum, the following information:
1. Vendor's Name
2. DMV Form Number
3. Carton Number
4. Quantity in carton
5. Date forms packed (month and year)

Contact: Michael Charter, 802.828.0496 or michael.charter@vermont.gov

Ship to: Department of Motor Vehicles, Attn: Stockroom, 120 State Street, Montpelier, VT 05603-0001
Invoice to: Department of Motor Vehicles, Attn: Finance Unit, 120 State Street, Montpelier, VT 05603-0001

Invoice to: Department of Motor Vehicles, Attn: Finance Unit, 120 State Street, Montpelier, VT 05603-0001

1. Parties. This is a contract for Commodities between the State of Vermont, Buildings and General Services (hereinafter called "State"), and Vermont Correctional Industries, with a principal place of business in Newport, VT, and Vermont Correctional Industries (hereinafter called "Contractor"). Contractor's form of business organization is State of Vermont governmental entity established pursuant to 28 V.S.A. Chapter 11, Subchapter 2. It is Contractor's responsibility to contact the Vermont Department of Taxes to determine if, by law, Contractor is required to have a Vermont Department of Taxes Business Account Number.

2. Subject Matter. The subject matter of this contract is commodities generally on the subject of providing Stationary & Forms. Detailed requirements to be provided by Contractor are described in Attachment A.

3. Maximum Amount. In consideration of the Commodities to be provided by Contractor, the State agrees to pay Contractor, in accordance with the payment provisions specified in Attachment B, a sum not to exceed $285,000.00

4. Contract Term. The period of contractor's performance shall begin on May 1, 2020 and end on April 30, 2022 with the option to renew for up to two additional 12-month periods.

5. Prior Approvals. This Contract shall not be binding unless and until all requisite prior approvals have been obtained in accordance with current State law, bulletins, and interpretations.

6. Amendment. No changes, modifications, or amendments in the terms and conditions of this contract shall be effective unless reduced to writing, numbered and signed by the duly authorized representative of the State and Contractor.

7. Termination for Convenience. This contract may be terminated by the State at any time by giving written notice at least thirty (30) days in advance. In such event, Contractor shall be paid under the terms of this contract for all services provided to and accepted by the State prior to the effective date of termination.
STATE OF VERMONT

Contract ID: 0000041408
CPS - STATIONARY & FORMS
CPS

Supplier: Vermont Correctional Industries/Vermont
280 State Dr, NOB 2 S
Waterbury VT 05671-2000
USA

Buyer Name: Michael Carr
Buyer Phone: (802) 241-1472
Contract Status: Approved

Phone #: (802) 241-1472

8. Attachments. This contract consists of 10 pages including the following attachments which are incorporated herein:

Attachment A - Statement of Work
Attachment B - Payment Provisions
Attachment C - "Standard State Provisions for Contracts and Grants" a preprinted form (revision date 12/15/2017)

9. Order of Precedence. Any ambiguity, conflict or inconsistency between the documents comprising this contract shall be resolved according to the following order of precedence:

(1) Standard Contract
(2) Attachment C (Standard Contract Provisions for Contracts and Grants)
(3) Attachment A
(4) Attachment B

August 24, 2021
CONTRACT AMENDMENT #1

It is hereby agreed by and between the State of Vermont, Office of Purchasing & Contracting (the "State") and Vermont Correctional Industries, with a principal place of business in Waterbury, VT (the "Contractor") that the contract between them originally dated as of May 1, 2020, Contract # 39812, as amended to date, (the "Contract") is hereby amended as follows:

I. Maximum Amount. The maximum amount payable under the Contract, wherever such reference appears in the Contract, shall be changed from $265,000 to $285,000, representing an increase of $20,000.

II. Line Item 13 added: VG-142 Transcode Separator Sheet

III. Attachment B, Payment Provisions. The payment provisions are amended as follows:
VCI Stationary and Forms Pricing of Attachment B is amended by the addition of the following requirements:
   a. VG-142 Transcoder Separator Sheet, quantity 720,000, price $26.06/thousand

IV. Attachment A, Statement of Work. The statement of work is amended as follows:
Section 7 of Attachment A is hereby deleted in its entirety and replaced as set forth below:

Primary Contacts. The Parties will keep and maintain current at all times a primary point of contact for this contract. The primary contacts for this Contract are as follows:

a. For the Contractor:
   Phone: 802-334-8997
   Email: AHS.DOCVICIPrintShop@vermont.gov

b. For the State:
   Name: State of Vermont, Michael Carr
   Address: 109 State Street, Montpelier, VT 05633-3001
   Phone: 802-828-4658
   Fax: 802-828-2222
   Email: Michael.carr@vermont.gov

Taxes Due to the State. Contractor certifies under the pains and penalties of perjury that, as of the date this contract amendment is signed, the Contractor is in good standing with respect to, or in full compliance with a plan to pay, any and all taxes due the State of Vermont.

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

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

Phone #: (802) 241-1472

Contract ID 00000000000000000039912

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<td>CPS</td>
<td>$285,000.00</td>
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</table>

This document consists of 5 pages. Except as modified by this Amendment No. 1, all provisions of the Contract remain in full force and effect.

WE THE UNDERSIGNED PARTIES AGREE TO BE BOUND BY THIS CONTRACT

By the STATE of VERMONT

Date: ____________________________
Signature: _______________________
Name: ___________________________
Title: ___________________________
Email: ___________________________

By the CONTRACTOR

Date: ____________________________
Signature: _______________________
Name: ___________________________
Title: ___________________________
Email: ___________________________

Buildings & General Services
<table>
<thead>
<tr>
<th>Line #</th>
<th>Item ID</th>
<th>Item Desc</th>
<th>UOM</th>
<th>Unit Price</th>
<th>Max Qty</th>
<th>Max Amt</th>
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<td>T</td>
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<td>0.00</td>
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<td>T</td>
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<td>FORMS - PRINTED IN BLACK INK FROM CAMERAREADY COPY. SIZE: 8.5&quot; X 11&quot;. STOCK: 20 LB. BOND, RECYCLED 100% CHLORINE FREE. ADDITIONAL OPTIONS AVAILABLE. SEE ATTACHED PRICE LIST.</td>
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<tr>
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<td>0.00</td>
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## CONTRACT

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

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

Phone #: (802) 241-1472

<table>
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<td>T</td>
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<td>0.00</td>
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<tr>
<td>11</td>
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<td>MEMORANDUMS. BLACK INK, ONE SIDE 20# WHITE BOND RECYCLED CHLORINE FREE STOCK. SEE ATTACHED PRICE SHEET FOR SIZES AND PRICING.</td>
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<td>0.00</td>
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<td>12</td>
<td>VD-001</td>
<td>Dealer Temporary Plates</td>
<td>EA</td>
<td>1.01000</td>
<td>0.00</td>
<td>0.00</td>
</tr>
</tbody>
</table>

Quantity: 20,000
Size: 8.75 x 4.5
Stock: 10 ply White Outdoor board
Printing: Red Ink
Numbering: Consecutively numbered: D00001 - X20000
Other:
* Two 1/4" diameter holes punched in top - same alignment as metal plates
* Beginning and ending numbers indicated on outside of cartons
* Must be shrink-wrapped, banded or otherwise bundles in set of 100
* All boxes shall be marked plainly on the front to show, at a minimum, the following information:
1. Vendor's Name
2. DMV Form Number
3. Carton Number
4. Quantity in carton
5. Date forms packed (month and year)
1. Parties. This is a contract for Commodities between the State of Vermont, Buildings and General Services (hereinafter called “State”), and Vermont Correctional Industries, with a principal place of business in Newport Vermont, (hereinafter called “Contractor”). Contractor’s form of business organization is State of Vermont governmental entity established pursuant to 28 V.S.A. Chapter 11, Subchapter 2. It is Contractor’s responsibility to contact the Vermont Department of Taxes to determine if, by law, Contractor is required to have a Vermont Department of Taxes Business Account Number.

2. Subject Matter. The subject matter of this contract is commodities generally on the subject of providing Stationary & Forms. Detailed requirements to be provided by Contractor are described in Attachment A.

3. Maximum Amount. In consideration of the commodities to be provided by Contractor, the State agrees to pay Contractor, in accordance with the payment provisions specified in Attachment B, a sum not to exceed $265,000.00.

4. Contract Term. The period of contractor’s performance shall begin on May 1, 2020 and end on April 30, 2022 with the option to renew for up to two additional 12-month periods.

5. Prior Approvals. This Contract shall not be binding unless and until all requisite prior approvals have been obtained in accordance with current State law, bulletins, and interpretations.

6. Amendment. No changes, modifications, or amendments in the terms and conditions of this contract shall be effective unless reduced to writing, numbered and signed by the duly authorized representative of the State and Contractor.

7. Termination for Convenience. This contract may be terminated by the State at any time by giving written notice at least thirty (30) days in advance. In such event, Contractor shall be paid under the terms of this contract for all services provided to and accepted by the State prior to the effective date of termination.

8. Attachments. This contract consists of 10 pages including the following attachments which are incorporated herein:

Attachment A - Statement of Work
Attachment B - Payment Provisions
Attachment C - “Standard State Provisions for Contracts and Grants” a preprinted form (revision date 12/15/2017)

9. Order of Precedence. Any ambiguity, conflict or inconsistency between the documents comprising this contract shall be resolved according to the following order of precedence:

(1) Standard Contract
(2) Attachment C (Standard Contract Provisions for Contracts and Grants)
(3) Attachment A
(4) Attachment B
state of vermont
buildings and general services
office of purchasing & contracting
109 state st
montpelier vt 05609-3001
usa

supplier 0000041408
vermont correctional industries/vermont
280 state dr, nob 2 s
waterbury vt 05671-2000
usa

phone #: (802) 241-1472

we the undersigned parties agree to be bound by this contract

<table>
<thead>
<tr>
<th>line #</th>
<th>item id</th>
<th>item desc</th>
<th>uom</th>
<th>unit price</th>
<th>max qty</th>
<th>max amt</th>
</tr>
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</table>

by the state of vermont

<table>
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<tr>
<th>date:</th>
<th>signature:</th>
<th>name:</th>
<th>title:</th>
<th>email:</th>
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<tbody>
<tr>
<td></td>
<td></td>
<td>christopher cole</td>
<td>buildings &amp; general services</td>
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</table>

by the contractor

<table>
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</tbody>
</table>
ATTACHMENT A – STATEMENT OF WORK

The Contractor shall provide:

1. Line items 1-12

2. **WARRANTY**: Each product purchased hereunder shall include a manufacturer’s written warranty, which must be based on commercial use, and extend for a minimum term of one (1) year from the date a Product is available for use by the purchaser, or such longer period as set forth in the written warranty.

3. **REPORTING REQUIREMENTS**: Contractor will be required to submit quarterly product sales report to the Purchasing Agent pursuant to the schedule below detailing the purchasing of all items under this Contractor. Contractor’s reporting shall state "no activity" for any month in which there is no activity during a quarterly reporting period.

   a. The reports shall be an excel spreadsheet transmitted electronically to the Purchasing Agent.
   
   b. Reports are due for each quarter as follows:

<table>
<thead>
<tr>
<th>Reporting Period</th>
<th>Report Due</th>
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</thead>
<tbody>
<tr>
<td>January 1 to March 31</td>
<td>April 30</td>
</tr>
<tr>
<td>April 1 to June 30</td>
<td>July 31</td>
</tr>
<tr>
<td>July 1 to September 30</td>
<td>October 31</td>
</tr>
<tr>
<td>October 1 to December 31</td>
<td>January 31</td>
</tr>
</tbody>
</table>

   c. Failure to meet these reporting requirements may result in suspension or termination of this Participating Addendum.

   d. Notwithstanding the fact that any payment obligation for sales by contractor to any political subdivision or college, pursuant to “Purchasing Entities,” below, shall be solely between the political subdivision or college and the contractor, the contractor must include, in reporting to State, the figures on quantities sold by contractor to, and amounts paid to contractor by, any such political subdivisions or independent colleges.

4. **DELIVERY**: Responsibility for product delivery remains with Contractor until the product is properly delivered and signed for. Contractor shall securely and properly pack all shipments in accordance with accepted commercial practices. Upon delivery, all packaging and containers shall become 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.

5. **QUALITY**: All products will be new and unused. All products provided by the Contractor must meet all federal, state, and local standards for quality and safety requirements. Products not
meeting the requirements of this section will be deemed unacceptable and returned to the Contractor for credit at no charge to the State.

6. **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.

7. **Primary Contacts.** The Parties will keep and maintain current at all times a primary point of contact for this contract. The primary contacts for this Contract are as follows:

   e. **For the Contractor:**
      
      Phone: 802-334-8997
      Email: AHS.DOCVCIPrintShop@vermont.gov

   f. **For the State:**
      
      Name: State of Vermont, Linda Wortman
      Address: 109 State Street, Montpelier, VT 05633-3001
      Phone: 802/828-4658
      Fax: 802/828-2222
      Email: linda.wortman@vermont.gov

8. **Purchasing Entities:** This Participating Addendum may be used by (a) all departments, offices, institutions, and other agencies of the State of Vermont and counties (each a “State Purchaser”) according to the process for ordering and other restrictions applicable to State Purchasers set forth herein; and (b) political subdivisions of the State of Vermont and any institution of higher education chartered in Vermont and accredited or holding a certificate of approval from the State Board of Education as authorized under 29 V.S.A. § 902 (each an “Additional Purchaser”). Issues concerning interpretation and eligibility for participation are solely within the authority of the State of Vermont Chief Procurement Officer. The State of Vermont and its officers and employees shall have no responsibility or liability for Additional Purchasers. Each Additional Purchaser is to make its own determination whether this Participating Addendum and the Master Agreement are consistent with its procurement policies and regulations.
ATTACHMENT B – PAYMENT PROVISIONS

The maximum dollar amount payable under this contract is not intended as any form of a guaranteed amount. The Contractor will be paid for products actually delivered or performed, as specified in Attachment A, up to the maximum allowable amount specified on page 1 of this contract.

1. Prior to commencement of work and release of any payments, Contractor shall submit to the State:
   a. a certificate of insurance consistent with the requirements set forth in Attachment C, Section 8 (Insurance), and with any additional requirements for insurance as may be set forth elsewhere in this contract; and

2. Payment terms are **Net 30** days from the date the State receives an error-free invoice with all necessary and complete supporting documentation.

3. 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 and shall specify the address to which payments will be sent. Percentage discounts may be offered for prompt payments of invoices; however, such discounts must be in effect for a period of 30 days or more in order to be considered in making awards.

4. **PRICING:** Contractor shall provide all products F.O.B. delivery to the ordering facility at no additional cost to the State. No request for extra delivery cost will be honored. All equipment shall be delivered assembled, serviced, and ready for immediate use, unless otherwise requested by the State. No charge for packing, shipping, or for any other purpose will be allowed over and above the price quoted. Prices quoted for printing are to include printing, binding, wrapping, and packaging.

5. Contractor shall submit invoice(s) to: State of Vermont purchaser

6. Following complete delivery of the items, each as specified in Attachment A, and the State’s written confirmation to the Contractor of the State’s acceptance of those items and that training, Contractor will, within 30 business days, invoice the State in accordance with the rates specified in Attachment A.

7. The State Purchasing Card may be used by State Purchasers for the payment of invoices. Use of the Purchasing Card requires all required documentation applicable to the purchase. The Purchasing Card is a payment mechanism, not a procurement approach and, therefore, does not relieve State Purchasers from adhering to all procurement laws, regulations, policies, procedures, and best practices.
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<th>3-1/2&quot; x 2&quot;</th>
<th>Item Number</th>
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<td>250 $28.67</td>
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<td>P3601</td>
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<td>P3602</td>
<td>1000 $44.43</td>
<td>P3607</td>
<td>1000 $52.30</td>
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**LETTERHEAD - 100% Chlorine Free - Rag Bond - 20 lb.**

Two Color (Black & Green; Green & Gold for Courts Only), One Sided

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**LETTERHEAD - 100% Chlorine Free - White Rolland New Life - 20 lb.**

Gold for Courts Only, One Sided

<table>
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**FORMS/MEMORANDUMS - 100% Chlorine Free Paper - 20 lb.**

One Sided White Bond Paper

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<th>Item Number</th>
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Two Sided White Bond Paper

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One Sided Color Paper

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Two Sided Color Paper

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**INDEX CARDS - 3" x 5" All Colors**

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**CARBONLESS BOND PRECOLLATED SETS - One Sided**

(8-1/2" x 11" Recycled, black ink, ONE sided, camera ready, same copy on each part).

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<tr>
<th>Quantity</th>
<th>2 part</th>
<th>3 part</th>
<th>4 part</th>
<th>5 part</th>
</tr>
</thead>
<tbody>
<tr>
<td>500 sheets</td>
<td>$82.24</td>
<td>$105.48</td>
<td>$142.45</td>
<td>$170.29</td>
</tr>
<tr>
<td>1,000 sheets</td>
<td>$89.95</td>
<td>$143.32</td>
<td>$152.65</td>
<td>$179.28</td>
</tr>
<tr>
<td>2,000 sheets</td>
<td>$74.01</td>
<td>$109.16</td>
<td>$136.97</td>
<td>$163.77</td>
</tr>
<tr>
<td>5,000 sheets</td>
<td>$57.99</td>
<td>$88.63</td>
<td>$126.35</td>
<td>$154.45</td>
</tr>
<tr>
<td>10,000 sheets</td>
<td>$54.76</td>
<td>$90.72</td>
<td>$123.25</td>
<td>$141.88</td>
</tr>
</tbody>
</table>

**CARBONLESS BOND PRECOLLATED SETS - Two Sided**

(8-1/2" x 11" Recycled, black ink, TWO sided, camera ready, same copy on each part).

<table>
<thead>
<tr>
<th>Item Number</th>
<th>P3385</th>
<th>P3400</th>
<th>P3415</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Quantity</th>
<th>2 part</th>
<th>3 part</th>
<th>4 part</th>
</tr>
</thead>
<tbody>
<tr>
<td>500 sheets</td>
<td>$124.75</td>
<td>$140.88</td>
<td>$275.79</td>
</tr>
<tr>
<td>1,000 sheets</td>
<td>$146.91</td>
<td>$148.26</td>
<td>$310.03</td>
</tr>
<tr>
<td>2,000 sheets</td>
<td>$128.27</td>
<td>$133.24</td>
<td>$239.00</td>
</tr>
<tr>
<td>5,000 sheets</td>
<td>$117.09</td>
<td>$124.22</td>
<td>$230.17</td>
</tr>
<tr>
<td>10,000 sheets</td>
<td>$113.36</td>
<td>$121.21</td>
<td>$215.58</td>
</tr>
</tbody>
</table>

**CARBONLESS BOND PRECOLLATED SETS**

(8-1/2" x 5-1/2" Recycled, black ink, ONE sided, camera ready, same copy on each part).

<table>
<thead>
<tr>
<th>Item Number</th>
<th>P3300</th>
<th>P3320</th>
<th>P3335</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Quantity</th>
<th>2 part</th>
<th>3 part</th>
<th>4 part</th>
</tr>
</thead>
<tbody>
<tr>
<td>500 sheets</td>
<td>$65.12</td>
<td>$85.18</td>
<td>$94.39</td>
</tr>
<tr>
<td>1,000 sheets</td>
<td>$68.54</td>
<td>$89.70</td>
<td>$99.36</td>
</tr>
<tr>
<td>2,000 sheets</td>
<td>$53.90</td>
<td>$74.21</td>
<td>$83.83</td>
</tr>
<tr>
<td>5,000 sheets</td>
<td>$45.11</td>
<td>$64.92</td>
<td>$75.26</td>
</tr>
<tr>
<td>10,000 sheets</td>
<td>$41.96</td>
<td>$61.82</td>
<td>$74.19</td>
</tr>
</tbody>
</table>

**CARBONLESS BOND PRECOLLATED SETS**

(8-1/2" x 5-1/2" Recycled, black ink, TWO sided, camera ready, same copy on each part).

<table>
<thead>
<tr>
<th>Item Number</th>
<th>P3395</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Quantity</th>
<th>3 part</th>
</tr>
</thead>
<tbody>
<tr>
<td>500 sheets</td>
<td>$90.21</td>
</tr>
<tr>
<td>1,000 sheets</td>
<td>$94.95</td>
</tr>
<tr>
<td>2,000 sheets</td>
<td>$80.32</td>
</tr>
<tr>
<td>5,000 sheets</td>
<td>$71.53</td>
</tr>
<tr>
<td>10,000 sheets</td>
<td>$68.61</td>
</tr>
<tr>
<td>Item Number</td>
<td>Description</td>
</tr>
<tr>
<td>-------------</td>
<td>------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>P3317</td>
<td></td>
</tr>
<tr>
<td>P3333</td>
<td></td>
</tr>
<tr>
<td>P3348</td>
<td></td>
</tr>
<tr>
<td>P3358</td>
<td></td>
</tr>
<tr>
<td>P3375</td>
<td></td>
</tr>
</tbody>
</table>

**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**

<table>
<thead>
<tr>
<th>Item Number</th>
<th>Description</th>
<th>Cost</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>P4100</td>
<td>Numbering, crash on carbonless bond sets</td>
<td>$19.96</td>
<td>Per 1000</td>
</tr>
<tr>
<td>P4120</td>
<td>Padding, in units of 25, 50, or 100 with chipboard back</td>
<td>$14.09</td>
<td>Per 1000</td>
</tr>
<tr>
<td>P4140</td>
<td>Composition/Graphic Design Services/Typesetting</td>
<td>$41.10</td>
<td>Per order</td>
</tr>
<tr>
<td>P4141</td>
<td>Typesetting for Envelopes</td>
<td>$17.10</td>
<td>Per order</td>
</tr>
<tr>
<td>P4143</td>
<td>PMS Ink or additional PMS Ink for Envelopes</td>
<td>$37.05</td>
<td>Per order</td>
</tr>
<tr>
<td>P4135</td>
<td>Colored ink instead of black</td>
<td>$36.94</td>
<td>Per run additional lot charge</td>
</tr>
<tr>
<td>P4130</td>
<td>Drilling either standard three hole or two hole</td>
<td>$3.53</td>
<td>Per 1000</td>
</tr>
<tr>
<td>P4105</td>
<td>Folding</td>
<td>$23.48</td>
<td>Per 1000</td>
</tr>
<tr>
<td>P4115</td>
<td>Stapling</td>
<td>$4.10</td>
<td>Per 1000</td>
</tr>
<tr>
<td>P4110</td>
<td>Banding (lots of 25, 50 or 100)</td>
<td>$0.17</td>
<td>Per 1000</td>
</tr>
<tr>
<td>P4165</td>
<td>Perforating</td>
<td>$11.74</td>
<td>Per 1000</td>
</tr>
<tr>
<td>P4125</td>
<td>Collating</td>
<td>$29.36</td>
<td>Per 1000</td>
</tr>
</tbody>
</table>