



523 East Capitol, Pierre, South Dakota 57501

605.773.3405 / [boa.sd.gov](http://boa.sd.gov)

NSU DIPLOMA COVERS – ANNUAL  
NOTICE  
CONTRACT EXTENSION - ADDENDUM #2

Josten's Inc.  
1341 Meadow Lane  
Shakopee, MN 55379  
Contact: Brian Klempe  
Phone: (612) 418-8169  
Email: [brian.klempe@jostens.com](mailto:brian.klempe@jostens.com)  
Vendor #12020899  
Contract #17657

January 29, 2024

Buyer: Missy Schuetzle

Phone Number: 605-773-4277

Addendum #2 is issued for the following:

1. The contract for furnishing the NSU Diploma Covers annual contract to the State of South Dakota, resulting from IFB #2661 has been extended for a period of one (1) year, beginning March 1, 2024 through February 28, 2025.

**Compliance With SDCL Ch 5-18A:** Contractor certifies and agrees that the following information is correct:

The bidder or offeror is not an organization, association, corporation, partnership, joint venture, limited partnership, limited liability partnership, limited liability company, or other entity or business association, including all wholly-owned subsidiaries, majority-owned subsidiaries, parent companies, or affiliates, of those entities or business associations, regardless of their principal place of business, which is ultimately owned or controlled, directly or indirectly, by a foreign parent entity from, or the government of, the People's Republic of China, the Republic of Cuba, the Islamic Republic of Iran, the Democratic People's Republic of Korea, the Russian Federation, or the Bolivarian Republic of Venezuela.

It is understood and agreed that, if this certification is false, such false certification will constitute grounds for the purchasing agency to reject the bid or response submitted by the bidder or offeror on this project and terminate any contract awarded based on the bid or response, and further would be cause to suspend and debar a business under SDCL § 5-18D-12.

The successful bidder or offeror further agrees to provide immediate written notice to the purchasing agency if during the term of the contract it no longer complies with this certification and agrees such noncompliance may be grounds for contract termination and would be cause to suspend and debar a business under SDCL § 5-18D-12.

All terms and conditions remain the same.

Sincerely,

A handwritten signature in black ink, appearing to read 'Steve L. Berg', is written over a white background.

Steven L. Berg, Director  
Office Procurement Management

NSU DIPLOMA COVERS

NOTICE  
CONTRACT EXTENSION  
ADDENDUM #1

Josten's Inc.  
1341 Meadow Lane  
Shakopee, MN 55379  
Contact: Brian Klempe  
Phone: 612-418-8169  
Email: [brian.klempe@jostens.com](mailto:brian.klempe@jostens.com)  
Vendor #12020899  
Contract #17657

February 23, 2023

Buyer: Missy Schuetzle

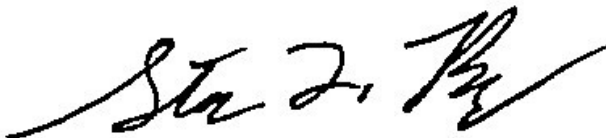
Phone Number: 605-773-4277

1. The contract for furnishing the NSU Diploma Covers annual contract to the State of South Dakota, resulting from IFB #2661 has been extended for a period of one (1) year, beginning March 1, 2023 through February 28, 2024.
2. All terms, conditions and specifications of this contract are firm for the extended period. Contractor certifies and agrees that the following information is correct:

In preparing its response or offer or in considering proposals submitted from qualified, potential vendors, suppliers, and subcontractors, or in the solicitation, selection, or commercial treatment of any vendor, supplier, or subcontractor, Contractor is not an entity, regardless of its principal place of business, that is ultimately owned or controlled, directly or indirectly, by a foreign national, a foreign parent entity, or foreign government from China, Iran, North Korea, Russia, Cuba, or Venezuela, as defined by South Dakota Executive Order 2023-02.

Contractor further agrees that, if this certification is false, such false certification will constitute grounds for the State to terminate this Agreement. Contractor further agrees to provide immediate written notice to the State if during the term of this Agreement it no longer complies with this certification and agrees such noncompliance may be grounds for termination of this Agreement.

Sincerely,



Steven L. Berg, Director  
Office Procurement Management

**NSU DIPLOMA COVERS**

**NOTICE OF AWARDS**

Buyer: Missy Schuetzle (007)  
Phone: 605-773-4277  
Fax: 605-773-4840  
Email: [Missy.Schuetzle@state.sd.us](mailto:Missy.Schuetzle@state.sd.us)

Date: February 24, 2022

- Contract Term:** This notice establishes contract(s) resulting from IFB #2661 for a period of one (1) year, from March 1, 2022 through February 28, 2023 inclusive. The Solicitation and the vendor's response, along with the South Dakota Vendor's Manual are made part of the vendor's contract by this reference.
- Extension:** The State may, at its own discretion, extend a contract for an additional two (2) months past the original contract expiration date. The State may renew this contract for up to four (4) additional one (1) year periods. Notice shall be given by the State to the vendor at least 60 days prior to the termination of the contract, and the vendor shall agree to such extension within 30 days thereafter, before such extension period shall become effective
- Pricing:** All prices quoted in the referenced proposal are firm for the term of this contract. Price decreases are acceptable on invoice(s) presented for payment. If the open market price of a specific contract item is under the vendor's price, the State reserves the right to purchase the lower priced product.
- Delivery:** The contractor shall furnish and deliver all of the awarded items of supplies, equipment, and commodities enumerated in the schedules and specifications, at the price and according to the terms and conditions, and of the kind, quality, and amounts and at the times specified in the schedules and specifications. The supplies, equipment and commodities shall be delivered to the Director of the Office of Procurement Management or to such State Department or State agency as he shall direct and such delivery shall be made without cost to the State.
- Restriction of Boycott Israel:**


For contractors, vendors, suppliers, or subcontractors with five (5) or more employees who enter into a contract with the State of South Dakota that involves

the expenditure of one hundred thousand dollars (\$100,000) or more, by submitting a response to this solicitation or agreeing to contract with the State, the bidder certifies and agrees that the following information is correct:

The bidder in preparing its response in considering bids submitted from qualified, potential vendors, suppliers, and subcontractors, or in the solicitation, selection, or commercial treatment of any vendor, supplier, or subcontractor, has not refused to transact business activities, has not terminated business activities, and has not taken other similar actions intended to limit its commercial relations, related to the subject matter of the bid, with a person or entity on the basis of Israeli national origin, or residence or incorporation in Israel or its territories, with the specific intent to accomplish a boycott or divestment of Israel in a discriminatory manner. It is understood and agreed that, if this certification is false, such false certification will constitute grounds for the State to reject the bid submitted by the bidder on this project and terminate any contract awarded based on the bid. The successful bidder further agrees to provide immediate written notice to the contracting executive branch agency if during the term of the contract it no longer complies with this certification and agrees such noncompliance may be grounds for contract termination.

6. In the event of the inability or failure of the contractor to furnish and deliver any item or items enumerated in the schedules and specifications at the time and in accordance with the terms and conditions therein provided, the Director of the Office of Procurement Management may contract for or purchase such supplies, equipment, and commodities in the open market and the contractor shall make good the excess over the price named in the schedule and specifications and the cost of such supplies, equipment, and commodities in the open market provided however, that the foregoing provisions shall not apply where other penalties for any default in the performance of the conditions of this contract are provided for in the schedules and specifications.
7. All orders shall be shipped F.O.B. destination. Deliveries shall be made at such time, place and in such quantities as shown on the Purchase Order. All items in common usage are to be shipped within 30 days from the date of purchase order. An additional 10 days will be allowed for back-ordered items when notification is given, in writing, to the ordering agency that the items are not available for immediate delivery.
8. All delivery tickets, invoices and statements shall show the purchase order number, brand or trade name and State Item Number when applicable as shown in this contract. Invoices must be submitted in duplicate to the State Agency ordering the merchandise. DO NOT SUBMIT STATEMENTS OR INVOICES TO THE OFFICE OF PROCUREMENT MANAGEMENT AS IT ONLY DELAYS PAYMENT.

9. Unless otherwise indicated, payment for items on the contract(s) may be made with the South Dakota Purchasing Card (Citibank Master Card). State agencies may use the Purchasing Card when making purchases of \$1000.00 or less per transaction.



Steven L. Berg, Director  
Office of Procurement Management

**Contractor**

**Jostens Inc.**

1341 Meadow Lane  
Shakopee, MN 55379

Contact: Brian Klempke

Phone: 612-418-8169

E-mail: [brian.klempke@jostens.com](mailto:brian.klempke@jostens.com)

Vendor #12020899

Contract #17657

## **Northern State University - Diploma Covers**

This will be an annual contract to print the NSU Diploma Covers. The contract shall be effective March 1, 2022 through February 28, 2023.

### **CASE SIZE AND MATERIALS**

**CASE SIZE – The outside dimension of the case is 8 -15/16 x 11 - 7/16 inches.**

Deluxe padded diploma cover; End Open – opens from right to left and holds a horizontal diploma.

- 1. CASE MATERIAL – Maroon Kivar 7 kidskin.**
- 2. CASE BOARD – The thickness of the case board to be used is 80 point.**
- 3. CASE PADDING – The foam padding is 5/32-inch thickness with a .016 top liner.**
- 4. EMBOSSING – The school 2 ¼” diameter seal is heat stamped in gold in the center of diploma cover.**

### **LINING**

- A.** The lining consists of two pads to accommodate 8 ½” x 11” certificate. One pad has four corner pockets. The liners are flush cut with the moiré grain running in a vertical direction on both of the lining boards. The moiré is laminated securely to a .024 board. The lining pads are glued neatly in place in the cover and must be glued securely. The entire case is neatly constructed and taut. The case is folded and turned neatly so that when the case is closed, all four corners will coincide.
- B.** Lining Material 2- Bar Moiré Taffeta – 180 x 60 – 100% Acetate, 180 ends to the warp, 60 pick in the filling Warp – 75 Denier Filling – 150 Denier Bright Acetate. The material is light gold in color.
- C.** Lining that is to hold the insert is made with four corner pockets. The pockets are made from a 100% acetate ribbon and are maroon in color.

### **ACETATE**

A sheet of 8 ½” x 11” plastic acetate is furnished with each cover.

Deliver to Aberdeen, SD 57501.

Questions: Contact Crystal Joseph 605-626-2529

**Pricing:**

**Quantity: 500-999**

**\$4.15 each**

**Quantity: 1000-1999**

**\$4.15 each**

**Quantity: 2000-2999**

**\$4.15 each**