



PMB 01231  
BUREAU OF ADMINISTRATION  
OFFICE OF PROCUREMENT MANAGEMENT  
523 EAST CAPITOL  
PIERRE, SD 57501-3182  
(605) 773-3405  
FAX (605) 773-4840



NSU DIPLOMA COVERS

NOTICE

CONTRACT EXTENSION  
ADDENDUM #2

Jostens, Inc.  
148 East Broadway  
Owatonna, MN 55060  
Contact: Ann Brenke  
Phone: 800-488-2173  
E-mail: [Campus.services.west@jostens.com](mailto:Campus.services.west@jostens.com)  
Vendor #1220899  
Contract #16436

February 23, 2016

Buyer: Missy Schuetzle

Phone Number: 605-773-4277

1. The contract for furnishing the NSU Diploma Cover annual contract to the State of South Dakota, resulting from IFB #1054 has been extended for a period of one (1) year, beginning March 1, 2016 through February 28, 2017.
2. All terms, conditions and specifications of this contract are firm for the extended period.

Sincerely,

Steven L. Berg, Director  
Office Procurement Management



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NSU DIPLOMA COVERS

NOTICE

CONTRACT EXTENSION  
ADDENDUM #1

Jostens, Inc.  
148 East Broadway  
Owatonna, MN 55060  
Contact: Ann Brenke  
Phone: 800-488-2173  
E-mail: [Campus.services.west@jostens.com](mailto:Campus.services.west@jostens.com)  
Vendor #1220899  
Contract #16436

February 27, 2015

Buyer: Missy Schuetzle

Phone Number: 605-773-4277

1. The contract for furnishing the NSU Diploma Cover annual contract to the State of South Dakota, resulting from IFB #1054 has been extended for a period of one (1) year, beginning March 1, 2015 through February 29, 2016.
2. All terms, conditions and specifications of this contract are firm for the extended period.

Sincerely,

Steven L. Berg, Director  
Office Procurement Management



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## NSU DIPLOMA COVERS

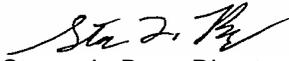
### NOTICE OF AWARDS

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 8, 2013

- 1. Contract Term:** This notice establishes contract(s) resulting from IFB# 1054 for a period of two (2) years, from March 1, 2013 through February 28, 2015 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.
- 2. Extension:** The State may, at its own discretion, extend a contract for an additional two (2) months past the original contract expiration date. It is agreed that NSU will have the option to extend this contract three (3) times for a period not to exceed one (1) year each time. 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.
- 3. 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.
- 4. 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.
- 5.** 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.
- 6.** All orders shall be shipped F.O.B. destination with all shipping and handling paid by the vendor. 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.
- 7.** 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.

8. **Surety:** This contract(s) shall be in full force and effect upon the execution and delivery thereof and the furnishing and delivery by the Contractor, to the Office of Procurement Management, of a good and sufficient Surety Bond in the sum required by the above-referenced solicitation, to be approved by the Office of Procurement Management.
9. STATE AGENCIES MUST INCLUDE ITEM NUMBERS AND A BRIEF DESCRIPTION WHEN ORDERING FROM THIS CONTRACT.
10. **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

**CONTRACTORS**

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|  | <p><b>Jostens, Inc.</b><br/><b>148 East Broadway</b><br/><b>Owatonna, MN 55060</b></p> <p><b>Contact: Ann Brenke</b><br/><b>Phone: 800-488-2173</b><br/><b>Fax: 800-394-1986</b><br/><b>E-mail:</b><br/><a href="mailto:Campus.services.west@jostens.com">Campus.services.west@jostens.com</a></p> <p><b>Vendor #12020899</b><br/><b>Contract #16436</b></p> |  |
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## Northern State University - Diploma Covers

This IFB will establish a contract for a period of two (2) years, from March 1, 2013 through February 28, 2015 inclusive.

### 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.
2. **CASE MATERIAL** – Maroon Kivar 7 kidskin.
3. **CASE BOARD** – The thickness of the case board to be used is 80 point.
4. **CASE PADDING** – The foam padding is 5/32-inch thickness with a .016 top liner.
5. **EMBOSSING** – The school 2-1/4” 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.

### ENVELOPES

A white envelope to cover each cover must be provided.

### ACETATE

A sheet of 8-1/2" x 11" plastic acetate is furnished with each cover.

### PRICING:

|                     |             |
|---------------------|-------------|
| Quantity 500-999:   | \$4.69 each |
| Quantity 1000-1999: | \$4.49 each |
| Quantity 2000-2999: | \$4.39 each |