



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



BUSINESS CARDS

NOTICE

CONTRACT EXTENSION

Envelopes & Printed Products, Inc.
135 Fairview Avenue
Prospect Park, NJ 07508
Contact: Bill Higgins
Phone: 973-942-1232
E-mail: envelopro@aol.com
Vendor #12394151
Contract #16522

July 28, 2014

Buyer: Missy Schuetzle

Phone Number: 605-773-4277

1. The contract for furnishing the Business Cards annual contract to the State of South Dakota, resulting from IFB #1156 has been extended for a period of one (1) year, beginning August 1, 2014 through July 31, 2015.
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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BUSINESS CARDS

NOTICE OF AWARDS

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

Date: August 22, 2013

- Contract Term:** This notice establishes contract(s) resulting from IFB #1156 for a period of one (1) year, from August 1, 2013 through July 31 2014 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. Further extensions may be for a period of one year. 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.
- 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.
- 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.
- 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.**

A handwritten signature in black ink, appearing to read "Steven L. Berg". The signature is fluid and cursive, with a prominent initial "S" and a long, sweeping underline.

Steven L. Berg, Director
Office of Procurement Management

CONTRACTORS

Envelopes & Printed Products, Inc.
135 Fairview Avenue
Prospect Park, NJ 07508

Contact: Bill Higgins
Phone: 973-942-1232
Fax: 973-942-5626
E-mail: envelopro@aol.com

Vendor #12394151
Contract #16522

Business Cards- 20% Post Consumer Content

Size: 3-1/2" x 2". Stock: The stock used must be a Brilliant White Card Stock at least .015" thick. 20% Post Consumer Content. Printing under the terms of this contract will be done on one side only. Copy will be typeset by the contractor with a proof sent to the ordering agency before printing is done. Black ink only (State Seal and text) raised throughout (Thermograph or equal). Delivery: To various state agencies located throughout South Dakota. All deliveries to be FOB Destination and shall be made within two (2) weeks following receipt of approved proof.

Envelopes & Printed Products, Inc.
Vendor #12394151

100 Cards	\$21.94
250 Cards	\$22.94
500 Cards	\$23.94
1000 Cards	\$31.94
1500 Cards	\$41.94
2000 Cards	\$54.94
2500 Cards	\$64.94