NEW

State of Maine

Master Agreement

Effective Date: 04/13/18 **Expiration Date:** 04/30/19

Master Agreement Description: Annual Contract for Printing Postcards and Bi-fold Mailers

Buyer Information

Debbie Jacques 207-624-7890 **ext.** DEBBIE.JACQUES@MAINE.GOV

Issuer Information

Linsey Gervais 207-624-7797 **ext.** linsey.m.gervais@maine.gov

Requestor Information

Roberta M. Leonard 207-624-7364 **ext.** Roberta.M.Leonard@maine.gov

Agreement Reporting Categories

1. Recycled

Authorized Departments

18S STATE EMPLOYEE HEALTH COMM

Vendor Information

Vendor Line #: 1

Vendor ID
VC0000225473

Vendor Name
SJ ACQUISITION INC

Alias/DBA
SUN PRESS

Vendor Address Information
104 PARK ST

LEWISTON, ME 04240
US

Vendor Contact Information
DAVID CHRISTIE
207-689-2944 **ext.**
dchristie@sunjournal.com

Commodity Information

Vendor Line #: 1

Vendor Name: SJ ACQUISITION INC

Commodity Line #: 1

Commodity Code: 96600

Commodity Description: Master Agreement for Printing for EHB

Commodity Specifications: NOTE: New MA was created to replace previous MA due to vendor Number change. Old number was VS0000005640. Previous MA 18P170427*0118.

Commodity Extended Description: Annual Contract for the Printing of Postcards and Bi-fold Mailers for Employee Health and Benefits. This is for printing, mail preparation, and delivery. Agency Contact: Heather Albert (207) 624-7363, Heather.Albert@maine.gov. CONTRACT PERIOD: April 13, 2018 thru April 30, 2019 (1st renewal). All specifications, pricing, terms and conditions are attached and made a part of this Master Agreement (MA).

Quantity 0.00000	**UOM**	**Unit Price** $0.00
Delivery Days 10	**Free on Board** FOB Dest, Freight Prepaid	
Contract Amount $0.00	**Service Start Date** 04/13/18	**Service End Date** 04/30/19
Catalog Name	**Discount** 0.0000 **%**	
	Discount Start Date	**Discount End Date**

ANNUAL CONTRACT
Printing of EHB Postcards and Bi-fold Mailers
MA 18P 18041200000000000116
4/13/18 – 4/30/19

TERMS AND CONDITIONS

SCOPE: To establish an annual contract for the printing of **Postcards** and **Bi-fold Mailers** for State of Maine, Employee Health and Benefits. This is for printing, mail preparation, and delivery. It does not include mailing. The pieces will be mailed by the State of Maine, State Postal Center.

CONTRACT PERIOD: May 1, 2017 thru April 12, 2018 (Original MA 18P 17042700000000000118)
April 13, 2018 thru April 30, 2019 (1st Renewal)

SPECIFICATIONS:

- **Postcards**
  - Total mailings: 7/year
  - Quantities: 7,000 – 17,000

Size: 4-1/4" x 6".
To be printed 2 sides, 4/1 process color/black ink, on White 80 – 100 lb. Cover stock.
Please Note: There must be a minimum of 5/8" space on the bottom of the backside of the postcard so USPS can apply their barcode sticker.
Copy supplied as PDF file.
Vendor is to strip in First class, pre-sort, permit #8, Forward Service Requested.
Proof required.
Vendor is to proof mail panel with the State Postal Center.
Addresses will be supplied in an Excel file in Zip Code order.
Excel file will be emailed to successful vendor upon award.
Vendor is to address mail pieces and prepare for mailing with the proper paperwork per State Postal Regulations (see attached file).
Vendor is required to run addresses through NCOA and send agency a file with address changes.
Vendor must comply with all USPS requirements.
Prepared mail pieces are to be delivered to the State Postal Center for mailing at 85 Leighton Road, Augusta, ME.
Vendor is to coordinate delivery with the State Postal Center.

- **Bi-fold Self-Mailer**
  - 1 sheet, (one sheet, printed two sides)
    - Total mailings: 4/year
    - Quantities: 7,000 – 16,000
  - 2 sheets (one sheet printed one side, and one sheet printed 2 sides)
    - Total mailings: 4/year
    - Quantities: 3,000 – 13,000
  - 2 sheets, (two sheets printed two sides)
    - Total mailings: 1/year
    - Quantity: 10,000 – 11,000

Paper size: 8-1/2" x 11".
Printed black ink on Colored 70 lb. recycled offset.
Electronic copy supplied.
Vendor is to strip in First class, pre-sort, permit #8, Forward Service Requested.
Proof required.
Vendor is to proof mail panel with the State Postal Center.
Vendor is to collate, bi-fold, and wafer seal (per postal regulation) for mailing.

ANNUAL CONTRACT
Printing of EHB Postcards and Bi-fold Mailers
MA 18P 18041200000000000116
4/13/18 – 4/30/19

Addresses will be supplied in Excel file in Zip Code order.
Vendor is to address mail pieces and prepare for mailing with the proper paperwork per State Postal Regulations (see attached file).
Vendor is required to run addresses through NCOA and send agency a file with address changes.
Vendor must comply with all USPS requirements.
Prepared mail pieces are to be delivered to the State Postal Center for mailing at 85 Leighton Road, Augusta, ME.
Vendor is to coordinate delivery with the State Postal Center.

QUANTITIES: Agency will request delivery in quantities as needed. Postcard quantities will be in increments of 7,000 up to 17,000. Bi-fold Mailer quantities will be in increments of 3,000 to 16,000. Vendor will price each quantity per thousand (see attached spreadsheet).

ORDERING PROCEDURE: Delivery Orders (DO) will be created in Advantage ME **- UNLESS** the State of Maine Procurement Card is used for payment. Delivery Orders in the amount of $5000.00 or less will be e-mailed by the using agency to the Vendor as a PDF file. Delivery Orders in amounts greater than $5000.00 will workflow to the Division of Purchases' Buyers for approval and encumbrance, and then the Division of Purchases will e-mail the PDF order to the Vendor. If agency is using a State of Maine Procurement Card, a DO will not be created.

PROOFS: Vendor MUST provide proofs.

SAMPLES: Vendor may be required to send a sample of the paper stock they are bidding prior to printing.

PRICE: Price is all inclusive. Price includes all set-up, art charges, mail preparation, shipping, etc.

DELIVERY: Agency will request deliveries as needed. All jobs will be time sensitive, and vendor will be required to deliver by the date specified for each job. All shipping charges are to be included in the price of the forms. Delivery will be to one location – State Postal Center, 85 Leighton Road, Augusta, ME. Vendor is required to coordinate delivery with the State Postal Center.

INVOICING: Vendor is to invoice agency directly. Vendor is to reference DO number on all invoices.

PROCUREMENT CARD: State policy requires vendors to accept the State of Maine Procurement Card as a form of payment, with very rare exceptions. Your company will be required to accept these cards. The pricing offered to the State of Maine shall be the final cost to the State of Maine regardless of payment method. No surcharge or other compensation will be allowed. The State of Maine reserves the right to reject your bid if you are unwilling to accept this condition.

EXTENSION CLAUSE: The State Purchasing Director reserves the right to extend this contract period beyond the indicated expiration date with the consent of the contractor. Total contract period may not exceed three years.

CANCELLATION CLAUSE: The Director of the Division of Purchases reserves the right to cancel this contract with a thirty (30) day written notice, or cancel immediately due to non-compliance with terms & conditions of contract.

MONTHLY REPORT: Vendor will be responsible for generating a **"Monthly Report"** to be submitted to the Division of Purchases **no later than the 5th of each month** for the previous month's activities.
Each report is to include each order received for the month and must have the following information: **Order Date, Item Ordered, Quantity Ordered** and **Dollar Amount**.

Appendix A

STATE OF MAINE
DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES
DIVISION OF PROCUREMENT SERVICES

BID COVER PAGE and DEBARMENT FORM

Bidder's Organization Name:	SJ ACQUISITION, INC	
Chief Executive - Name/Title:	LISA DESISTO, CEO	
Tel: (207) 689-2944	Fax: (207) 782-8282	E-mail: LISA@MAINETODAY.COM
Headquarters Street Address:	PO BOX 4400 104 PARK STREET	
Headquarters City/State/Zip:	LEWISTON, ME 04240	
(provide information requested below if different from above)		
Lead Point of Contact for Bid - Name/Title:	DAVID CHRISTIE, SALES	
Tel: (207) 323-3015	Fax: (207) 782-8282	E-mail: DJCHRISTIE@SUNJOURNAL.COM
Street Address:	SAME	
City/State/Zip:	SAME	

By signing below Bidder affirms:

- Their bid complies with all requirements of this RFQ;
- This bid and the pricing structure contained herein will remain firm for a period of 180 days from the date and time of the bid opening;
- That no personnel currently employed by the Department or any other State agency participated, either directly or indirectly, in any activities relating to the preparation of the Bidder's proposal;
- That no attempt has been made or will be made by the Bidder to induce any other person or firm to submit or not to submit a proposal; and
- The undersigned is authorized to enter into contractual obligations on behalf of the above-named organization.

Name: DAVID CHRISTIE		Title: COMMERCIAL PRINT SALES
Authorized Signature: David Christie		Date: 4-13-18

Debarment, Performance, and Non-Collusion Certification

By signing this document, I certify to the best of my knowledge and belief that the aforementioned organization, its principals, and any subcontractors named in this proposal:

a. *Are not presently debarred, suspended, proposed for debarment, and declared ineligible or voluntarily excluded from bidding or working on contracts issued by any governmental agency.*

b. *Have not within three years of submitting the proposal for this contract been convicted of or had a civil judgment rendered against them for:*

i. *fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a federal, state or local government transaction or contract.*

ii. *violating Federal or State antitrust statutes or committing embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;*

iii. *are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or Local) with commission of any of the offenses enumerated in paragraph (b) of this certification; and*

iv. *have not within a three (3) year period preceding this proposal had one or more federal, state or local government transactions terminated for cause or default.*

c. *Have not entered into a prior understanding, agreement, or connection with any corporation, firm, or person submitting a response for the same materials, supplies, equipment, or services and this proposal is in all respects fair and without collusion or fraud. The above mentioned entities understand and agree that collusive bidding is a violation of state and federal law and can result in fines, prison sentences, and civil damage awards.*

- **Failure to provide this certification may result in the disqualification of the Bidder's proposal, at the discretion of the Department.**

To the best of my knowledge all information provided in the enclosed proposal, both programmatic and financial, is complete and accurate at the time of submission.

Name: DAVID CHRISTIE		Title: COMMERCIAL PRINT SALES
Authorized Signature: David Christie		Date: 4-13-18

Printing of Postcards and Bi-fold Mailers for Employee Health and Benefits
MA # 18P 18041200000000000116
Pricing Spreadsheet

Please fill in the following:

Company Name **Sun Press**
Contact: **David Christie**
Telephone: **(207) 689-2944**
Email: **dchristie@sunjournal.com**

Postcards

Quantity	Price per M
7000 - 7999	53.00
8000 - 8999	51.71
9000 - 9999	50.70
10000 - 10999	49.90
11000 - 11999	49.24
12000 - 12999	48.69
13000 - 13999	48.22
14000 - 14999	47.82
15000 - 15999	47.48
16000 - 16999	47.18
17000 - 17999	46.91

Bi-fold Mail Pieces

1 sheet, printed 2 sides

Quantity	Price per M
7000 - 7999	111.57
8000 - 8999	109.26
9000 - 9999	107.47
10000 - 10999	106.04
11000 - 11999	104.87
12000 - 12999	103.89
13000 - 13999	103.07
14000 - 14999	102.36
15000 - 15999	101.74
16000 - 16999	101.21

Bi-fold Mail Pieces

2 sheets, printed 1 side and 2 side

Quantity	Price per M
3000 - 3999	196.73
4000 - 4999	181.20
5000 - 5999	171.86
6000 - 6999	142.17
7000 - 7999	137.80
8000 - 8999	134.52
9000 - 9999	131.97
10000 - 10999	129.91
11000 - 11999	128.21
12000 - 12999	126.79
13000 - 13999	125.59

Bi-fold Mail Pieces

2 sheets, printed 2 sides

Quantity	Price per M
7000 - 7999	137.80
8000 - 8999	134.52
9000 - 9999	131.97
10000 - 10999	129.91
11000 - 11999	128.21
12000 - 12999	126.79

POSTAL CLAUSES

SPECIAL INSTRUCTIONS PERTAINING TO DELIVERIES TO THE STATE POSTAL CENTER:

ALL MAIL PIECES MUST meet UNITED STATE POSTAL SERVICE regulations. ALL PRESORTED MAIL **MUST** meet MOVE UPDATE REQUIREMENTS. If **NCOA** is the option used to meet the Move Update requirements, then all address corrections **MUST** be provided to the Agency. For any questions pertaining to mail requirements, please contact WANDA PLANTE at the STATE POSTAL CENTER (207) 287-4657.

PROOFS: The VENDOR is responsible for submitting a proof of the mail panel AND a copy of the purchase order to the STATE POSTAL CENTER for approval prior to printing the order. Contact WANDA PLANTE at the STATE POSTAL CENTER - (207) 287-4657 or Wanda.Plante@maine.gov. When emailing, please cc Robert.L.Gay@maine.gov and Danny.Danforth@maine.gov just in case Wanda is not available.

DELIVERY: ALL DELIVERIES to the STATE POSTAL CENTER **MUST** include a copy of the purchase order and a mail card (to be obtained from the agency). **IMPORTANT:** ***VENDOR IS TO NOTIFY STATE POSTAL CENTER OF DELIVERY 24 HOURS IN ADVANCE.***

**NOTE: The information below may become outdated. Vendor is responsible for the most up-to-date postal regulations.*

Revised Standards for Folded Self-Mailers 1/5/13*:

The effective date for the Folded Self-Mailers (FSM) revised standards is January 5, 2013. The final rule Federal Register was published on December 1, 2011. Additional FSM reference materials including graphic illustrations are on RIBBS under the Folded Self-Mailers web page at https://ribbs.usps.gov/index.cfm?page=fsm. Business Mail Entry employees and Mailpiece Design Analysts can also help answer questions on the revised FSM standards.

The revised standards are intended to provide mailers more mailpiece design options, while balancing design innovation and machinability to improve the overall supply chain.

Key points in the revised standards include:

- The final fold must be on the bottom, for oblong pieces, the final fold is on the leading edge.
- When tabs are used as the sealing method, a minimum of two are required. Tabs cannot be placed on the bottom edge of oblong pieces.
- New language added about glue as a sealing method.
- New language added about a variety of optional elements that can be incorporated in the FSM design such as attachments, loose enclosures, perforations, and die-cuts.

(This information is also contained in Appendix B)