May 3, 2017

CONTRACT 40296

AMENDMENT 3

ITEM: Printing and Mailing of K-State Customized Viewbook

DEPARTMENT: Kansas State University – Admissions

Contract Period: May 17, 2012 to July 31, 2017

CONDITIONS OF AMENDMENT:

Extending current contract for an additional four (4) months.

All other terms and conditions shall remain in effect.

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KANSAS STATE UNIVERSITY

Signature: Carla K Bishop

Name: Carla Bishop

Title: Director of Purchasing

Date: 4 May 2017
May 15, 2014

40296

ADDENDUM NO. 2

ITEM: Printing and Mailing of the K-State Customized Viewbook

DEPARTMENT: Kansas State University – Admissions & New Student Services

CONDITIONS OF ADDENDUM:

Note business name change for Mail Print Inc.:

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8300 NE Underground Drive
Kansas City, MO 64161
CONTACT: Angela Van Holland
Phone: 800-660-0108; Fax: 816-459-8407
Email: avh@gonextpage.com

All other pricing and terms of conditions for contract 40296 shall remain in effect, as bid, for the term of the contract.

There are no other changes at this time.

Cathy Oehm
Assistant Director of Purchasing
Phone: 785-532-6214
FAX: 785-532-5577
KANSAS STATE UNIVERSITY  
Purchasing Office  
21 Anderson Hall  
Manhattan, KS 66506  

March 18, 2013  
Contract# 40296  
ADDENDUM NO. 1

Item: Printing & Mailing of K-State Customized Viewbook  
Department: Kansas State University – Admissions & New Student Services  
Closing Date: NA  

Conditions of Addendum:

**COST PROPOSAL - Contract 40296, Addendum 1**

**Production of 24 page Orientation Handbook**

- **Printing Cost**: $2.97 per book X 3700 books  
- **Total Cost per Production**: $10,989

Proof will be sent within 2-3 days after receipt of order. Order will be shipped 2-3 days after return of proof. (See attached schedule)  

Payment Terms: Net 30

Printing of the Orientation Handbook as required in the scope of work and specifications on the attached page.

Addendum 1 shall take effect beginning April 1, 2013 and continue through June 15, 2013.

All other pricing and terms of conditions for contract 40296; shall remain in effect, as bid, for the term of the contract.

Mail Print, Inc.  

By: [Signature]  
Printed Name: Angela Van Holland  
Title: Account Executive

KANSAS STATE UNIVERSITY  
By: [Signature]  
CARLA BISHOP  
DIRECTOR OF PURCHASING
**Scope of Work – Contract 40296, Addendum 1**

**Purpose:** It is the intent of the following specifications to describe services needed by Kansas State University ("the University"). The intended use for this service is to print the customized K-State Orientation Handbook for incoming students.

**Approximate Usage:** It is estimated that approximately 3,700 K-State Orientation Handbooks will be printed between April 30, 2013 and June 15, 2013. Approximate usage does not constitute an order, but only implies the probable quantity the University will use.

**Production Turn-around Time:** Vendor shall operate on a two (2) day turn-around, from the time the files are submitted to the printer to mailing to the University. See schedule below.

**Specifications – Contract 40296, Addendum 1**

Print and assemble the K-State Orientation Handbook, meeting the following minimum specifications:

**Proof requirements shall be**
- Provide 1 set of proofs as part of file share set up.
- Purple matching (Pantone 268) – Art for the inside pages to Mail Print by 4/19/2013.
- Books will be delivered in three (3) shipments to coincide with Orientation dates:
  - 1st Final data needed to complete covers by 5/21/2013 to ship 5/31/2013.
  - 3rd Final data needed to complete covers by 6/10/2013 to ship 6/13/2013.

**Printing process shall be**
- Full color I photo heavy high resolution pdf files.
- File information will be provided in an Excel document on a weekly basis.
- Files are loaded via separate secure FTP server, to be provided by Mail Print.
- Printer un-zips files, paginates 2 up and duplexes in the correct page order for digital printing.
- After printing trim to 11 x 17 to create the "Full Bleed" then folded to 8.5 x 11 and stitched.
- Paper is 12 x 18 Endurance 80# dull text for the inside pages; 100# Endurance dull cover with a satin UV on the outside for the covers.
- Saddle stitch binding and face trim.

**Technical requirements shall be**
- Servers to handle large file shares (file size is 45-55 MB per viewbook).
- Printer needs capability to provide storage space up to 25 GB per zip file, housed on secure servers.
- Staff familiar with ftp protocol.
- Staff capable of working through security requirements.
- Staff capable of unZip, pagination and duplex file processing.
- File set up will occur in late April–early May, 2013, technical support will be critical during this time.

**PROPOSAL - Contract 40296, Addendum 1**

Any vendor exceptions or qualifications to the specifications shall be stated below:

- We plan to break this job into orientation days and package accordingly. The books will remain in alpha order for ease of setting up for distribution. The orientation date will be labeled on the carton. To make this easier, please include orientation date as a header row in the excel file. If you like, we can also box and separate by the alpha sections. Again, please show this as a separate header row and we will process accordingly.
KANSAS STATE UNIVERSITY
PURCHASING OFFICE
21 ANDERSON HALL
MANHATTAN, KS 66506
PHONE 785-532-6214  FAX 785-532-5577

CONTACT SIGNATURE SHEET

Date: 05/17/2012
CONTRACT NO.: 40296
Replaces Contract No.: N/A

Procurement Officer: Cathy Oehm
Phone: 785-532-1859
E-mail: cathyo@k-state.edu

Item: Printing and Mailing of the K-State Customized Viewbook
Primary Using Department: Kansas State University – Admissions & New Student Services
Period of Contract: 05/17/2012 through 03/31/2017
Contractor Information: Mail Print, Inc.
8500 NE Underground Drive
Kansas City, MO 64161
CONTACT: Angela Van Holland
Phone: 800-660-0108; FAX: 816-459-8407
E-mail: angelav@mailprint.com

Prices:
$3.94 Print & Mailing Cost (w/postage per 24 pg book)
$4.18 Print & Mailing Cost (w/postage per 28 pg book)
$4.43 Print & Mailing Cost (w/postage per 32 pg book)
As bid on KSU-IFB/RFP #40296

Payment Terms: Net 30

The parties agree as follows:

1. Subject to the terms and conditions of this contract and companion Contract Award document, K-State Purchasing hereby accepts the offer of Contractor as expressed by Contractor's bid submitted to K-State Purchasing in response to above referenced contract/quote number.

2. It is understood and agreed by the parties that pursuant to the bid, Contractor agrees to furnish products or services for the period noted above on orders from Admissions & New Student Services at the price or prices contained in the bid. Admissions & New Student Services agrees to pay on delivery of the item(s) the amount(s) billed by Contractor in accordance with the bid as shown on delivery invoice(s) of the Contractor to Admissions & New Student Services. Payment will be made as soon after receipt of the invoice(s) as possible in accordance with state law.

3. Failure of Contractor to furnish the item(s) in accordance with the bid specifications incorporated into this contract by reference, or failure of Contractor to deliver the item(s) in accordance with any time schedules prescribed in this contract or any documents incorporated by reference into this contract shall result in forfeiture of any performance bond of Contractor and/or in termination of this contract at the option of K-State Purchasing.

4. It is understood and agreed that the provisions set out in the K-State Purchasing Office bid document for this contract are incorporated and made a part of this contract by reference as though fully set forth herein. Contractor agrees and understands that these documents are controlling over Contractor's bid, invoice, department order forms or any other documents of the Contractor.

5. The provisions found in Contractual Provisions Attachment, is incorporated and made a part of this contract by reference.

6. In the event of any disputes regarding the terms and conditions of this Contract or payments alleged to be due and owing, Contractor's sole remedy shall be with the Department that placed the order.

Mail Print, Inc.
By: [Signature]
Printed Name: Brian M. Danner
Title: CEO

KANSAS STATE UNIVERSITY
By: [Signature]
CARLA BISHOP
DIRECTOR OF PURCHASING