



STATE OF DELAWARE  
EXECUTIVE DEPARTMENT  
OFFICE OF MANAGEMENT AND BUDGET

June 1, 2018

TO: ALL STATE AGENCIES, SCHOOL DISTRICTS, MUNICIPALITIES, VOLUNTEER FIRE COMPANIES AND POLITICAL SUBDIVISIONS

FROM: THERESA NEWMAN  
STATE PROCUREMENT OFFICER  
302-857-4552

SUBJECT: **AWARD NOTICE – EFFECTIVE October 23, 2018**  
**CONTRACT NO. GSS18811-PRINT\_SERVICE**  
**PRINTING SERVICES**

TABLE OF CONTENTS  
OF  
KEY CONTRACT INFORMATION

Contents

1. MANDATORY USE CONTRACT.....	2
2. CONTRACT PERIOD .....	2
3. VENDORS - PRINTING SERVICES.....	2
4. SHIPPING TERMS .....	4
5. PRICING .....	4
6. HOW TO USE CONTRACT .....	5
ADDITIONAL TERMS AND CONDITIONS.....	5



**GOVERNMENT SUPPORT SERVICES – CONTRACTING**  
100 ENTERPRISE PLACE – SUITE 4 – DOVER, DE 19904-8202  
PHONE: (302) 857-4550 – Fax: (302) 739-3779 – GSS.OMB.DELAWARE.GOV

## KEY CONTRACT INFORMATION

### 1. MANDATORY USE CONTRACT

[\(Return to Table of Contents\)](#)

REF: Title 29, Chapter 6911(d) Delaware Code. Every state department and agency within the Executive Branch and Judicial Branch of the state government shall procure all material, equipment and nonprofessional services through the statewide contracts administered by Government Support Services, Office of Management and Budget. Delaware State University, Delaware Technical and Community College, the operations funded by Public School Districts, Delaware Transit Corporation, the Legislative Branch and the Board of Pension Trustees and their consultants are specifically exempted from the requirements of this subsection.

It is a requirement pursuant to Executive Order 39, that State Agencies use the Printing and Publishing Office for all graphics services. Contract vendors are not permitted to solicit projects directly from State Agencies. In the event that a contracted vendor receives a request for design or printing directly from a State Agency without the expressed approval of the Printing and Publishing Office or without a work order number, the Printing and Publishing Office must be notified by the vendor for approval prior to accepting work from the agency.

### 2. CONTRACT PERIOD

[\(Return to Table of Contents\)](#)

Each contractor's contract shall be valid from June 1, 2018 through February 29, 2020. Each contract may be renewed for three (3) one (1) year periods through negotiation between the contractor and Government Support Services. Negotiation may be initiated no later than ninety (90) days prior to the termination of the current agreement.

### 3. VENDORS - PRINTING SERVICES

#### A. OUTSOURCE PRINTING –

**(Do Not Contact Vendor Directly for Quote. Please see section #6 for instructions)**

<b>Cann Printing</b> One Meco Circle Wilmington, DE 19804 <b>FSF # 0000024227</b> <b>VENDOR ID# GSS18811-PRINT_SERVICE01</b>  <a href="http://www.Cannprinting.com">www.Cannprinting.com</a> Glenn Griffin (Phone) 302-995-0820 (Cell) 302-545-6306 <a href="mailto:glenngriffin@cannprinting.com">glenngriffin@cannprinting.com</a>  Jerry Price (Phone) 302-995-0824/ (Cell) 302-995-0825 <a href="mailto:jerryprice@cannprinting.com">jerryprice@cannprinting.com</a>	<b>Cenveo</b> 200 First Stamford Place Stamford, CT 06902 <b>FSF# 0000037674</b> <b>VENDOR ID# GSS18811-PRINT_SERVICE02</b>  <a href="http://www.cenveo.com">www.cenveo.com</a> Elaine Bragg Senior Account Executive (Phone) 443-926-6556 (Fax) 420.838.4752 <a href="mailto:elaine.bragg@cenveo.com">elaine.bragg@cenveo.com</a>  Sharon Austin 814-832-7233 814-832-0189 <a href="mailto:sharon.austin@cenveo.com">sharon.austin@cenveo.com</a>	<b>Taylor Corp. DBA/Curtis 1000</b> 1725 Breckinridge Parkway, Suite 500 Duluth, GA 30196 <b>FSF#0000058969</b> <b>VENDOR ID# GSS18811-PRINT_SERVICE03</b>  <a href="http://www.curtis1000.com">www.curtis1000.com</a> Jonathan Clewer (Phone) 443-764-9200 (Secondary) 770-925-4500 Ext. 3512  (Fax) 410-287-2612 (Cell) 443-764-9200 <a href="mailto:jclewer@curtis1000.com">jclewer@curtis1000.com</a>  Marcy Morris (Phone) 877-287-8715 x30261 (Secondary) 770-925-4500 (Fax) 800-470-4296 <a href="mailto:mmorris@curtis1000.com">mmorris@curtis1000.com</a>
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Award Notice  
Contract No. GSS18811-PRINT\_SERVICE

<p><b>JD Sign Company, LLC</b> 411 E. Railroad Ave Felton, DE 19943 <b>FSF#0000015416</b> <b>VENDOR ID# GSS18811-PRINT_SERVICE04</b></p> <p><a href="http://www.delawaresign.com">www.delawaresign.com</a></p> <p>Jason Dean (Phone) 302-786-2761 (Fax) 866-432-2502 <a href="mailto:info@delawaresign.com">info@delawaresign.com</a></p>	<p><b>KM Printing LLC dba/ Strategic Factory</b> 11195 Dolfield Blvd Owings Mills, MD 21117 <b>FSF# 0000164891</b> <b>VENDOR ID# GSS18811-PRINT_SERVICE05</b></p> <p><a href="http://www.strategicfactory.com">www.strategicfactory.com</a></p> <p>Scott Stein (Phone) 410-527-1388 <a href="mailto:Scotts@strategicfactory.com">Scotts@strategicfactory.com</a></p> <p>Kim Barefield 410-527-1388 443-589-3144 <a href="mailto:kimb@strategicfactory.com">kimb@strategicfactory.com</a></p>	<p><b>McGraphix Advertising Products</b> 37091 E Whitetail Drive Selbyville, DE 19975</p> <p><b>FSF# 0000007282</b> <b>VENDOR ID# GSS18811-PRINT_SERVICE06</b></p> <p><a href="http://www.mcgraphixinc.com">www.mcgraphixinc.com</a></p> <p>Al McDonald (Phone) 302.436.9665 (Fax) 302.295.9942 <a href="mailto:webinfo@mcgraphixinc.com">webinfo@mcgraphixinc.com</a></p> <p>Steve McDonald (Phone) 302.436.9665 (Fax) 302.295.9942 <a href="mailto:webinfo@mcgraphixinc.com">webinfo@mcgraphixinc.com</a></p>
<p><b>NPC Inc</b> 13710 Dunnings Hwy PO Box 373 Claysburg, PA 16625 <b>FSF#0000164933</b> <b>VENDOR ID# GSS18811-PRINT_SERVICE07</b></p> <p><a href="http://www.npcweb.com">www.npcweb.com</a></p> <p>Dan Dainty 814-237-8787 <a href="mailto:dan.dainty@npcweb.com">dan.dainty@npcweb.com</a></p> <p>Frank Swalga 814-239-8787, Ext. 1295 814-239-0029 <a href="mailto:frank.swalga@npcweb.com">frank.swalga@npcweb.com</a></p>	<p><b>Reprographics Center, Inc. dba/ RCI Printing &amp; Graphics</b> 298 Churchmans Rd New Castle, DE 19720 <b>FSF# 0000007377</b> <b>VENDOR ID# GSS18811-PRINT_SERVICE08</b></p> <p><a href="http://www.rciplot.com">www.rciplot.com</a></p> <p>Michael Janis, Jr (Phone) 302-328-5019 (Secondary) 302-328-6221 (Fax) 302-328-5067 (Cell) 302-275-0701 <a href="mailto:mike.janis@rciplot.com">mike.janis@rciplot.com</a></p> <p>Cindy Baird (Phone) 302-328-5019 (Secondary) 302-328-6221 (Fax) 302-328-5067 <a href="mailto:cindy.baird@rciplot.com">cindy.baird@rciplot.com</a></p>	<p><b>Vanguard Direct</b> 1500 JFK Boulevard, Suite 1050 Philadelphia, PA 19102 <b>FSF# 0000002147</b> <b>VENDOR ID# GSS18811-PRINT_SERVICE09</b></p> <p><a href="https://www.hellovanguard.com/">https://www.hellovanguard.com/</a></p> <p>John Incollingo 215-468.0211x612 <a href="mailto:JFI@HELLOVANGUARD.COM">JFI@HELLOVANGUARD.COM</a></p>

## B. BUSINESS CARDS –

<p><b>Cenveo</b> 200 First Stamford Place Stamford, CT 06902 <b>FSF# 0000037674</b> <b>VENDOR ID# GSS18811-PRINT_SERVICE02</b></p> <p><a href="http://www.cenveo.com">www.cenveo.com</a> Elaine Bragg Senior Account Executive (Phone) 443-926-6556 (Fax) 420.838.4752 <a href="mailto:elaine.bragg@cenveo.com">elaine.bragg@cenveo.com</a></p> <p>Sharon Austin 814-832-7233 814-832-0189 <a href="mailto:sharon.austin@cenveo.com">sharon.austin@cenveo.com</a></p>	<p><b>Taylor Corp. DBA/Stationary House</b> 1725 Breckinridge Parkway, Suite 500 Duluth, GA 30196 <b>FSF#0000058969</b> <b>VENDOR ID# GSS18811-PRINT_SERVICE03</b></p> <p><a href="http://www.curtis1000.com">www.curtis1000.com</a></p> <p><b>ORDERS:</b> Tammy Bumbaugh Stationery House 105 E. Ninth Street Waynesboro, PA 17268 (Phone) 1-800-346-2567 (Fax) 1-800-253-1838 <a href="mailto:brokerinfo@stationeryhouse.com">brokerinfo@stationeryhouse.com</a></p> <p>Jonathan Clewer (Phone) 443-764-9200 (Secondary) 770-925-4500 Ext. 3512</p> <p>(Fax) 410-287-2612 (Cell) 443-764-9200 <a href="mailto:jclewer@curtis1000.com">jclewer@curtis1000.com</a></p>	<p><b>KM Printing LLC dba/ Strategic Factory</b> 11195 Dolfield Blvd Owings Mills, MD 21117 <b>FSF# 0000164891</b> <b>VENDOR ID# GSS18811-PRINT_SERVICE05</b></p> <p><a href="http://www.strategicfactory.com">www.strategicfactory.com</a></p> <p>Scott Stein (Phone) 410-527-1388 <a href="mailto:Scotts@strategicfactory.com">Scotts@strategicfactory.com</a></p> <p>Kim Barefield 410-527-1388 443-589-3144 <a href="mailto:kimb@strategicfactory.com">kimb@strategicfactory.com</a></p>
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## C. Envelopes –

<p><b>Cenveo</b> 200 First Stamford Place Stamford, CT 06902 <b>FSF# 0000037674</b> <b>VENDOR ID# GSS18811-PRINT_SERVICE02</b></p> <p><a href="http://www.cenveo.com">www.cenveo.com</a> Elaine Bragg Senior Account Executive (Phone) 443-926-6556 (Fax) 420.838.4752 <a href="mailto:elaine.bragg@cenveo.com">elaine.bragg@cenveo.com</a></p> <p>Sharon Austin 814-832-7233 814-832-0189 <a href="mailto:sharon.austin@cenveo.com">sharon.austin@cenveo.com</a></p>	<p><b>Taylor Corp. DBA/Curtis 1000</b> 1725 Breckinridge Parkway, Suite 500 Duluth, GA 30196 <b>FSF#0000058969</b> <b>VENDOR ID# GSS18811-PRINT_SERVICE03</b></p> <p><a href="http://www.curtis1000.com">www.curtis1000.com</a> Jonathan Clewer (Phone) 443-764-9200 (Secondary) 770-925-4500 Ext. 3512</p> <p>(Fax) 410-287-2612 (Cell) 443-764-9200 <a href="mailto:jclewer@curtis1000.com">jclewer@curtis1000.com</a> Marcy Morris (Phone) 877-287-8715 x30261 (Secondary) 770-925-4500 (Fax) 800-470-4296 <a href="mailto:mmorris@curtis1000.com">mmorris@curtis1000.com</a></p>	<p><b>KM Printing LLC dba/ Strategic Factory</b> 11195 Dolfield Blvd Owings Mills, MD 21117 <b>FSF# 0000164891</b> <b>VENDOR ID# GSS18811-PRINT_SERVICE05</b></p> <p><a href="http://www.strategicfactory.com">www.strategicfactory.com</a></p> <p>Scott Stein (Phone) 410-527-1388 <a href="mailto:Scotts@strategicfactory.com">Scotts@strategicfactory.com</a></p> <p>Kim Barefield 410-527-1388 443-589-3144 <a href="mailto:kimb@strategicfactory.com">kimb@strategicfactory.com</a></p>
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## 4. SHIPPING TERMS

F.O.B. destination; freight pre-paid.

[\(Return to Table of Contents\)](#)

## 5. PRICING

Prices will remain firm for the term of the contract year.

See > Pricing Spreadsheet <

## 6. HOW TO USE CONTRACT

[\(Return to Table of Contents\)](#)

- A) **Outsource Printing** – All request for quotes must be processed through the Printing and Publishing Office. State Agency's must complete a [work order submission](#) for all services under the "Outsource Printing Pricing" tab on the pricing spreadsheet. The PPO office will coordinate with vendors, if needed, to provide the most advantageous pricing for each work order.
- B) **Business Cards** - All orders shall be placed directly with the awarded Business Card vendors. See contact list above in section #3B
- Cenveo Corporation – Call in order
  - KM Printing LLC DBA Strategic Factory – Call in order
  - Stationary House Order forms - Complete attached link to the Stationary House Order Form. Instructions are within attachment.



Stationary House  
Business Card Order

- C) **Envelopes** - All orders shall be placed directly with the awarded Envelope vendors. See contact list above in section #3C.

## ADDITIONAL TERMS AND CONDITIONS

[\(Return to Table of Contents\)](#)

### 7. BILLING

The successful vendor is required to **"Bill as Shipped" to the respective ordering agency(s).** Ordering agencies shall provide at a minimum the contract number, ship to and bill to address, contract name and phone number.

### 8. PAYMENT

The agencies or school districts involved will authorize and process for payment each invoice within thirty (30) days after the date of receipt. The contractor or vendor must accept full payment by procurement (credit) card and/or conventional check and/or other electronic means at the State's option, without imposing any additional fees, costs or conditions.

### PRODUCT SUBSTITUTION

All items delivered during the life of the contract shall be of the same type and manufacture as specified unless specific approval is given by Government Support Services to do otherwise. Substitutions may require the submission of written specifications and product evaluation prior to any approvals being granted.

### 9. ORDERING PROCEDURE

Successful contractors are required to have either a local telephone number within the (302) area code, a toll free (800) number, or agree to accept collect calls. Each agency is responsible for placing their orders and may be accomplished by written purchase order, telephone, fax or computer on-line systems. The contractor or vendor must accept full payment by procurement (credit) card and/or conventional check and/or other electronic means at the State's option, without imposing any additional fees, costs or conditions.

## **10. PURCHASE ORDERS**

Agencies that are part of the First State Financial (FSF) system are required to identify the contract number <insert Contract Number> on all Purchase Orders (P.O.) and shall complete the same when entering P.O. information in the state's financial reporting system.

## **11. REQUIREMENTS**

For a complete list of contract specifications please refer to the original bid solicitation document(s). Any contract specific documentation will be accessible through the hyperlink(s) provided on this contract's details page.

## **12. HOLD HARMLESS**

The contractor agrees that it shall indemnify and hold the State of Delaware and all its agencies harmless from and against any and all claims for injury, loss of life, or damage to or loss of use of property caused or alleged to be caused, by acts or omissions of the contractor, its employees, and invitees on or about the premises and which arise out of the contractor's performance, or failure to perform as specified in the Agreement.

## **13. NON-PERFORMANCE**

In the event the contractor does not fulfill its obligations under the terms and conditions of this contract, the ordering agency may purchase equivalent product on the open market. Any difference in cost between the contract prices herein and the price of open market product shall be the responsibility of the contractor. Under no circumstances shall monies be due the contractor in the event open market products can be obtained below contract cost. Any monies charged to the contractor may be deducted from an open invoice.

## **14. FORCE MAJEURE**

Neither the contractor nor the ordering agency shall be held liable for non-performance under the terms and conditions of this contract due, but not limited to, government restriction, strike, flood, fire, or unforeseen catastrophe beyond either party's control. Each party shall notify the other in writing of any situation that may prevent performance under the terms and conditions of this contract.

## **15. AGENCY'S RESPONSIBILITIES**

The Agency shall:

- a) Examine and review in detail all letters, reports, drawings and other documents presented by the Contractor to the Agency and render to the Contractor in writing, findings and decisions pertaining thereto within a reasonable time so as not to delay the services of Contractor.
- b) Give prompt written notice to the Contractor whenever the Agency observes or otherwise becomes aware of any development that affects the scope or timing of the Contractor's services.
- c) When an ordering agency first experiences a relatively minor problem or difficulty with a vendor, the agency will contact the vendor directly and attempt to informally resolve the problem. This includes failure to perform by the date specified and any unacceptable difference(s) between the purchase order and the merchandise received. Ordering agencies should stress to vendors that

Award Notice

Contract No. GSS18811-PRINT\_SERVICE

they should expedite correction of the differences because failure to reply may result in an unfavorable rating in the execution of the awarded contract.

- d) The state has several remedies available to resolve non-performance issues with the contractor. The Agency should refer to the Contract Terms and Conditions to view these remedies. When a default occurs, the Agency should first review the contract to confirm that the issue is a part of the contract. If the issue is not covered by the contract, the state cannot expect the contractor to perform outside the agreement. If the issue is a part of the contract, the Agency or GSS - Contracting must then contact the contractor, discuss the reasons surrounding the default and establish a date when the contractor will resolve the non-performance issue.
- e) If there is a performance deficiency, a Corrective Action Report (CAR) may be used. Complete this form to report concerns with vendors or commodities. Be sure to furnish as much detail as possible. <http://gss.omb.delaware.gov/divisionwide/forms.html>