



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 OF AWARDS

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

Date: February 24, 2011

- 1. Contract Term:** This notice establishes contract(s) resulting from Solicitation # 25563 for a period of two (2) years, from March 1, 2011 through February 28, 2013 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, Assistant Director
Office of Procurement Management

CONTRACTORS

	<p>Herff Jones, Inc. PO Box 707 2502 N. State Iola, KS 66749</p> <p>Contact: Kimberly Myer Phone: 620-365-5181 Fax: 620-365-3627 E-mail: kamy@herffjones.com</p> <p>Vendor #12016370 Contract #16089</p>	

Northern State University - Diploma Covers

CASE SIZE AND MATERIALS

- **CASE SIZE** – The outside dimension of the case is 8 -15/16 x 11 - 7/16 inches.
- **CASE MATERIAL** – Maroon Morocco.
- **CASE BOARD** – The thickness of the case board to be used is 80 point.
- **CASE PADDING** – The foam padding is 5/32-inch thickness with a .016 top liner.
- **EMBOSSING** – The school 2-1/4" diameter seal is heat stamped in gold in the center of diploma cover. (die not furnished)

LINING

- The lining consists of two pads to accommodate 8-1/2" 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.
- Lining Material 2- Light Gold 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.
- 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, includes tissue.

PRICING:

Quantity 500-999:	\$4.85 each
Quantity 1000-1999:	\$4.61 each
Quantity 2000-2999:	\$4.53 each