

# State of Nebraska - INVITATION TO BID CONTRACT

Date	4/15/21	Page	1 of 3
Solicitation Number	6522 OF		
Opening Date and Time	05/05/21	2:00 pm	
Buyer	JULIE DABYDEEN (AS)		

**DESTINATION OF GOODS**  
MULTIPLE DELIVERY LOCATIONS  
PLEASE REFER TO DOCUMENTATION  
FOR DELIVERY ADDRESSES.

Per Nebraska's Transparency in Government Procurement Act, DAS is required to collect statistical information regarding the number of contracts awarded to Nebraska contractors. This information is for statistical purposes only and will not be considered for contract award purposes.

☒ NEBRASKA CONTRACTOR AFFIDAVIT: Bidder hereby attests that bidder is a Nebraska Contractor. "Nebraska Contractor" shall mean any bidder who has maintained a bona fide place of business and at least one employee within this state for at least the six (6) months immediately preceding the posting date of this ITB.

\_\_\_\_\_ I hereby certify that I am a Resident disabled veteran or business located in a designated enterprise zone in accordance with Neb. Rev. Stat. §73-107 and wish to have preference, if applicable, considered in the award of this contract.

Contract to supply and deliver Printing of Annual and Duplicate Park Permits to the State of Nebraska as per the attached specifications for a one (1) year period from date of award. The contract may be renewed for four (4) additional one (1) year periods when mutually agreeable to the vendor and the State of Nebraska.

(MH 4/13/21)

## INVITATION

Line	Description	Quantity	Unit of Measure	Unit Price	Extended Price
1	ANNUAL PERMITS 150-200M NEBRASKA LICENSED VEHICLE	200.0000	M	151.16	30,232.-
2	ANNUAL PERMITS 200,001-250M NEBRASKA LICENSED VEHICLE	250.0000	M	149.28	37,320.-
3	ANNUAL PERMITS 250,001-300M NEBRASKA LICENSED VEHICLE	300.0000	M	148.29	44,487.-
4	ANNUAL PERMITS 300,001-350M NEBRASKA LICENSED VEHICLE	350.0000	M	147.37	51,579.50

## BIDDER MUST COMPLETE THE FOLLOWING

DISCOUNT PAYMENT TERMS: Net % 30 DAYS

By signing this Invitation to Bid form, the bidder guarantees compliance with the provisions stated in this Invitation to Bid, agrees to the terms and conditions unless otherwise agreed to and certifies that bidder maintains a drug free work place environment. Vendor will furnish the items requested within 90 days after receipt of order. Failure to enter Delivery Date may cause quotation to be REJECTED.

Sign  
Here

*Thomas A Bartusiak*

(Authorized Signature Mandatory - Form must be signed manually in ink or by DocuSign)

Enter Contact Information Below

VENDOR#

VENDOR:

Address:

Cenveo Label

2312 Alexandra Rd

Papillion NE 68133

Contact

Tom Bartusiak

Telephone

402 392 4740

Email

tom.bartusiak@cenveo.com



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## INVITATION

Line	Description	Quantity	Unit of Measure	Unit Price	Extended Price
5	ANNUAL REORDER 1-5M NEBRASKA LICENSED VEHICLE	5.0000	M	<u>376.42</u>	<u>1,882.10</u>
6	ANNUAL REORDER 5001-10M NEBRASKA LICENSED VEHICLE	10.0000	M	<u>266.72</u>	<u>2,667.20</u>
7	ANNUAL PERMITS 50-100M NON-NEBRASKA LIC. VEHICLE	100.0000	M	<u>123.34</u>	<u>12,334.-</u>
8	ANNUAL PERMITS 100,001-150M NON-NEBRASKA LIC. VEHICLE	150.0000	M	<u>113.53</u>	<u>17,029.50</u>
9	ANNUAL PERMITS 150,001-200M NON-NEBRASKA LIC. VEHICLE	200.0000	M	<u>110.84</u>	<u>22,168.-</u>
10	ANNUAL PERMITS 200,001-250M NON-NEBRASKA LIC. VEHICLE	250.0000	M	<u>109.68</u>	<u>27,420.-</u>
11	ANNUAL PERMIT REORDER 1-5M NON-NEBRASKA LIC. VEHICLE	5.0000	M	<u>258.78</u>	<u>1,293.90</u>
12	ANNUAL PERMIT REORDER 5001-10M NON-NEBRASKA LIC. VEHICLE	10.0000	M	<u>188.79</u>	<u>1,887.90</u>
13	DUPLICATE PERMITS 50-100M NEBRASKA LICENSED VEHICLE	100.0000	M	<u>139.95</u>	<u>13,995.-</u>
14	DUPLICATE PERMITS 100,001-150M NEBRASKA LICENSED VEHICLE	150.0000	M	<u>127.11</u>	<u>19,066.50</u>
15	DUPLICATE PERMITS 150,001-200M NEBRASKA LICENSED VEHICLE	200.0000	M	<u>123.44</u>	<u>24,688.-</u>
16	DUPLICATE PERMIT REORDER 1-5M NEBRASKA LICENSED VEHICLE	5.0000	M	<u>334.73</u>	<u>1,673.65</u>
17	DUPPLICATE REORDER 5001-10M NEBRASKA LICENSED VEHICLE	10.0000	M	<u>232.42</u>	<u>2,324.20</u>
18	DUPLICATE PERMITS 10,001-50M NON-NEBRASKA LIC. VEHICLE	50.0000	M	<u>123.58</u>	<u>6,179.-</u>
19	DUPLICATE PERMITS 50,001-100M NON-NEBRASKA LIC. VEHICLE	100.0000	M	<u>109.00</u>	<u>10,900.-</u>



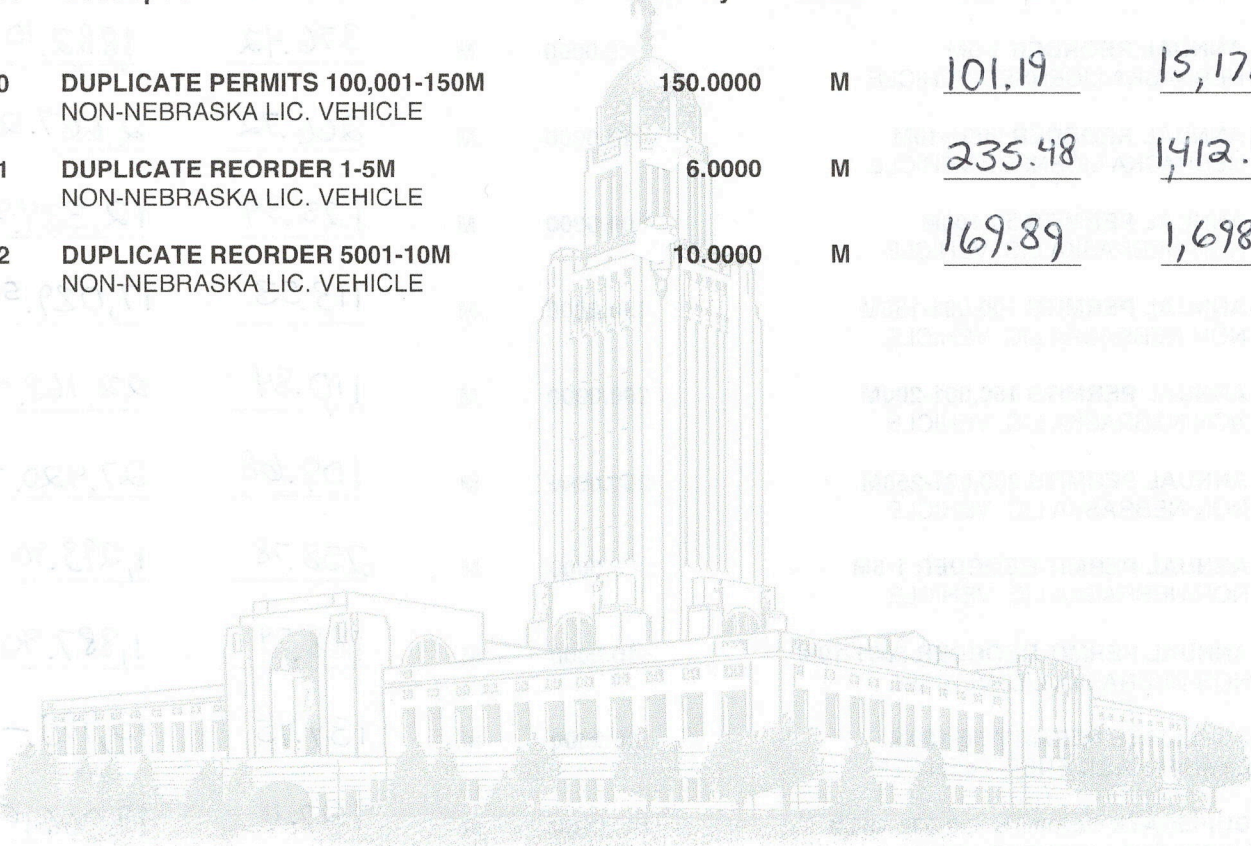
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Line	Description	Quantity	Unit of Measure	Unit Price	Extended Price
20	DUPLICATE PERMITS 100,001-150M NON-NEBRASKA LIC. VEHICLE	150.0000	M	<u>101.19</u>	<u>15,178.50</u>
21	DUPLICATE REORDER 1-5M NON-NEBRASKA LIC. VEHICLE	6.0000	M	<u>235.48</u>	<u>1,412.88</u>
22	DUPLICATE REORDER 5001-10M NON-NEBRASKA LIC. VEHICLE	10.0000	M	<u>169.89</u>	<u>1,698.90</u>





may find necessary or desirable. Corrections of any deliverable, service, or work required pursuant to the contract shall not be deemed a change. The Contractor may not claim forfeiture of the contract by reasons of such changes.

The Contractor shall prepare a written description of the work required due to the change and an itemized cost sheet for the change. Changes in work and the amount of compensation to be paid to the Contractor shall be determined in accordance with applicable unit prices if any, a pro-rated value, or through negotiations. The State shall not incur a price increase for changes that should have been included in the Contractor's proposal, were foreseeable, or result from difficulties with or failure of the Contractor's proposal or performance.

No change shall be implemented by the Contractor until approved by the State, and the Contract is amended to reflect the change and associated costs, if any. If there is a dispute regarding the cost, but both parties agree that immediate implementation is necessary, the change may be implemented, and cost negotiations may continue with both Parties retaining all remedies under the contract and law.

In the event any product is discontinued or replaced upon mutual consent during the contract period or prior to delivery, the State reserves the right to amend the contract or purchase order to include the alternate product at the same price.

\*\*\*Contractor will not substitute any item that has been awarded without prior written approval of SPB\*\*\*

**G. VENDOR PERFORMANCE REPORT(S)**

Accept (Initial)	Reject (Initial)	Reject & Provide Alternative within Solicitation Response (Initial)	NOTES/COMMENTS:
TAB			

The State may document any instance(s) of products or services delivered or performed which exceed or fail to meet the terms of the purchase order, contract, and/or solicitation specifications. The State Purchasing Bureau may contact the Vendor regarding any such report. Vendor performance report(s) will become a part of the permanent record of the Vendor.

**H. NOTICE OF POTENTIAL CONTRACTOR BREACH**

Accept (Initial)	Reject (Initial)	Reject & Provide Alternative within Solicitation Response (Initial)	NOTES/COMMENTS:
TAB			

If Contractor breaches the contract or anticipates breaching the contract, the Contractor shall immediately give written notice to the State. The notice shall explain the breach or potential breach, a proposed cure, and may include a request for a waiver of the breach if so desired. The State may, in its discretion, temporarily or permanently waive the breach. By granting a waiver, the State does not forfeit any rights or remedies to which the State is entitled by law or equity, or pursuant to the provisions of the contract. Failure to give immediate notice, however, may be grounds for denial of any request for a waiver of a breach.

**I. BREACH**

Accept (Initial)	Reject (Initial)	Reject & Provide Alternative within Solicitation Response (Initial)	NOTES/COMMENTS:
TAB			



Either Party may terminate the contract, in whole or in part, if the other Party breaches its duty to perform its obligations under the contract in a timely and proper manner. Termination requires written notice of default and a thirty (30) calendar day (or longer at the non-breaching Party's discretion considering the gravity and nature of the default) cure period. Said notice shall be delivered by Certified Mail, Return Receipt Requested, or in person with proof of delivery. Allowing time to cure a failure or breach of contract does not waive the right to immediately terminate the contract for the same or different contract breach which may occur at a different time.

In case of breach by the Contractor, the State may, without unreasonable delay, make a good faith effort to make a reasonable purchase or contract to purchased goods in substitution of those due from the contractor. The State may recover from the Contractor as damages the difference between the costs of covering the breach. Notwithstanding any clause to the contrary, the State may also recover the contract price together with any incidental or consequential damages defined in UCC Section 2-715, but less expenses saved in consequence of Contractor's breach. OR In case of default of the Contractor, the State may contract the service from other sources and hold the Contractor responsible for any excess cost occasioned thereby.

The State's failure to make payment shall not be a breach, and the Contractor shall retain all available statutory remedies. (See Indemnity - Self-Insurance and Payment)

**J. NON-WAIVER OF BREACH**

Accept (Initial)	Reject (Initial)	Reject & Provide Alternative within Solicitation Response (Initial)	NOTES/COMMENTS:
7AB			

The acceptance of late performance with or without objection or reservation by a Party shall not waive any rights of the Party nor constitute a waiver of the requirement of timely performance of any obligations remaining to be performed.

**K. SEVERABILITY**

Accept (Initial)	Reject (Initial)	Reject & Provide Alternative within Solicitation Response (Initial)	NOTES/COMMENTS:
7AB			

If any term or condition of the contract is declared by a court of competent jurisdiction to be illegal or in conflict with any law, the validity of the remaining terms and conditions shall not be affected, and the rights and obligations of the parties shall be construed and enforced as if the contract did not contain the provision held to be invalid or illegal.

**L. INDEMNIFICATION**

Accept (Initial)	Reject (Initial)	Reject & Provide Alternative within Solicitation Response (Initial)	NOTES/COMMENTS:
7AB			

**1. GENERAL**

The Contractor agrees to defend, indemnify, and hold harmless the State and its employees, volunteers, agents, and its elected and appointed officials ("the indemnified parties") from and against any and all claims, liens, demands, damages, liability, actions, causes of action, losses, judgments, costs, and expenses of every nature, including investigation costs and expenses, settlement costs, and attorney fees and expenses ("the claims"), sustained or asserted against the State for personal injury, death, or property loss or damage, arising out of, resulting from, or attributable to the willful misconduct, negligence, error, or



omission of the Contractor, its employees, Subcontractors, consultants, representatives, and agents, resulting from this contract, except to the extent such Contractor liability is attenuated by any action of the State which directly and proximately contributed to the claims.

**2. INTELLECTUAL PROPERTY**

The Contractor agrees it will, at its sole cost and expense, defend, indemnify, and hold harmless the indemnified parties from and against any and all claims, to the extent such claims arise out of, result from, or are attributable to, the actual or alleged infringement or misappropriation of any patent, copyright, trade secret, trademark, or confidential information of any third party by the Contractor or its employees, Subcontractors, consultants, representatives, and agents; provided, however, the State gives the Contractor prompt notice in writing of the claim. The Contractor may not settle any infringement claim that will affect the State's use of the Licensed Software without the State's prior written consent, which consent may be withheld for any reason.

If a judgment or settlement is obtained or reasonably anticipated against the State's use of any intellectual property for which the Contractor has indemnified the State, the Contractor shall, at the Contractor's sole cost and expense, promptly modify the item or items which were determined to be infringing, acquire a license or licenses on the State's behalf to provide the necessary rights to the State to eliminate the infringement, or provide the State with a non-infringing substitute that provides the State the same functionality. At the State's election, the actual or anticipated judgment may be treated as a breach of warranty by the Contractor, and the State may receive the remedies provided under this solicitation.

**3. PERSONNEL**

The Contractor shall, at its expense, indemnify and hold harmless the indemnified parties from and against any claim with respect to withholding taxes, worker's compensation, employee benefits, or any other claim, demand, liability, damage, or loss of any nature relating to any of the personnel, including subcontractor's and their employees, provided by the Contractor.

**4. SELF-INSURANCE (Statutory)**

The State is self-insured for any loss and purchases excess insurance coverage pursuant to Neb. Rev. Stat. § 81-8,239.01 (Reissue 2008). If there is a presumed loss under the provisions of this contract, Contractor may file a claim with the Office of Risk Management pursuant to Neb. Rev. Stat. §§ 81-8,829 through 81-8,306 for review by the State Claims Board. The State retains all rights and immunities under the State Miscellaneous (Section 81-8,294), Tort (Section 81-8,209), and Contract Claim Acts (Section 81-8,302), as outlined in Neb. Rev. Stat. § 81-8,209 et seq. and under any other provisions of law and accepts liability under this contract to the extent provided by law.

**M. ATTORNEY'S FEES**

Accept (Initial)	Reject (Initial)	Reject & Provide Alternative within Solicitation Response (Initial)	NOTES/COMMENTS:
TA8			

In the event of any litigation, appeal, or other legal action to enforce any provision of the contract, the Parties agree to pay all expenses of such action, as permitted by law and if ordered by the court, including attorney's fees and costs, if the other party prevails.

**N. ASSIGNMENT, SALE, OR MERGER**

Accept (Initial)	Reject (Initial)	Reject & Provide Alternative within Solicitation Response (Initial)	NOTES/COMMENTS:
TA8			



Either party may assign the contract upon mutual written agreement of the other party. Such agreement shall not be unreasonably withheld.

The Contractor retains the right to enter into a sale, merger, acquisition, internal reorganization, or similar transaction involving Contractor's business. Contractor agrees to cooperate with the State in executing amendments to the contract to allow for the transaction. If a third party or entity is involved in the transaction, the Contractor will remain responsible for performance of the contract until such time as the person or entity involved in the transaction agrees in writing to be contractually bound by this contract and perform all obligations of the contract.

**O. CONTRACTING WITH OTHER POLITICAL SUB-DIVISIONS OF THE STATE OR ANOTHER STATE**

Accept (Initial)	Reject (Initial)	Reject & Provide Alternative within Solicitation Response (Initial)	NOTES/COMMENTS:
TAB			

The Contractor may, but shall not be required to, allow agencies, as defined in Neb. Rev. Stat. § 81-145, to use this contract. The terms and conditions, including price, of the contract may not be amended. The State shall not be contractually obligated or liable for any contract entered into pursuant to this clause.

The Contractor may, but shall not be required to, allow other states, agencies or divisions of other states, or political subdivisions of other states to use this contract. The terms and conditions, including price, of this contract shall apply to any such contract, but may be amended upon mutual consent of the Parties. The State of Nebraska shall not be contractually or otherwise obligated or liable under any contract entered into pursuant to this clause. The State shall be notified if a contract is executed based upon this contract.

**P. FORCE MAJEURE**

Accept (Initial)	Reject (Initial)	Reject & Provide Alternative within Solicitation Response (Initial)	NOTES/COMMENTS:
TAB			

Neither party shall be liable for any costs or damages, or for default resulting from its inability to perform any of its obligations under the contract due to a natural or man-made event outside the control and not the fault of the affected party ("Force Majeure Event"). The Party so affected shall immediately make a written request for relief to the other party, and shall have the burden of proof to justify the request. The other Party may grant the relief requested; relief may not be unreasonably withheld. Labor disputes with the impacted party's own employees will not be considered a Force Majeure Event.

**Q. CONFIDENTIALITY**

Accept (Initial)	Reject (Initial)	Reject & Provide Alternative within Solicitation Response (Initial)	NOTES/COMMENTS:
TAB			

All materials and information provided by the Parties or acquired by a Party on behalf of the other Party shall be regarded as confidential information. All materials and information provided or acquired shall be handled in accordance with federal and state law, and ethical standards. Should said confidentiality be breached by a Party, the Party shall notify the other Party immediately of said breach and take immediate corrective action.

It is incumbent upon the Parties to inform their officers and employees of the penalties for improper disclosure imposed by the Privacy Act of 1974, 5 U.S.C. 552a. Specifically, 5 U.S.C. 552a (i)(1), which is made applicable by 5



U.S.C. 552a (m)(1), provides that any officer or employee, who by virtue of his/her employment or official position has possession of or access to agency records which contain individually identifiable information, the disclosure of which is prohibited by the Privacy Act or regulations established thereunder, and who knowing that disclosure of the specific material is prohibited, willfully discloses the material in any manner to any person or agency not entitled to receive it, shall be guilty of a misdemeanor and fined not more than \$5,000.

#### R. EARLY TERMINATION

Accept (Initial)	Reject (Initial)	Reject & Provide Alternative within Solicitation Response (Initial)	NOTES/COMMENTS:
TAB			

The contract may be terminated as follows:

1. The State and the Contractor, by mutual written agreement, may terminate the contract at any time.
2. The State, at its sole discretion, may terminate the contract for any reason upon thirty (30) calendar day's written notice to the Contractor. Such termination shall not relieve the Contractor of warranty or other service obligations incurred under the terms of the contract. In the event of termination the Contractor shall be entitled to payment, determined on a pro rata basis, for products or services satisfactorily performed or provided.
3. The State may terminate the contract immediately for the following reasons:
  - a. if directed to do so by statute;
  - b. Contractor has made an assignment for the benefit of creditors, has admitted in writing its inability to pay debts as they mature, or has ceased operating in the normal course of business;
  - c. a trustee or receiver of the Contractor or of any substantial part of the Contractor's assets has been appointed by a court;
  - d. fraud, misappropriation, embezzlement, malfeasance, misfeasance, or illegal conduct pertaining to performance under the contract by its Contractor, its employees, officers, directors, or shareholders;
  - e. an involuntary proceeding has been commenced by any party against the Contractor under any one of the chapters of Title 11 of the United States Code and (i) the proceeding has been pending for at least sixty (60) calendar days; or (ii) the Contractor has consented, either expressly or by operation of law, to the entry of an order for relief; or (iii) the Contractor has been decreed or adjudged a debtor;
  - f. a voluntary petition has been filed by the Contractor under any of the chapters of Title 11 of the United States Code;
  - g. Contractor intentionally discloses confidential information;
  - h. Contractor has or announces it will discontinue support of the deliverable; and,
  - i. In the event funding is no longer available.

#### S. CONTRACT CLOSEOUT

Accept (Initial)	Reject (Initial)	Reject & Provide Alternative within Solicitation Response (Initial)	NOTES/COMMENTS:
TAB			

Upon termination of the contract for any reason the Contractor shall within thirty (30) days, unless stated otherwise herein:

1. Transfer all completed or partially completed deliverables to the State;



2. Transfer ownership and title to all completed or partially completed deliverables to the State;
3. Return to the State all information and data, unless the Contractor is permitted to keep the information or data by contract or rule of law. Contractor may retain one copy of any information or data as required to comply with applicable work product documentation standards or as are automatically retained in the course of Contractor's routine back up procedures;
4. Cooperate with any successor contractor, person or entity in the assumption of any or all of the obligations of this contract;
5. Cooperate with any successor contractor, person or entity with the transfer of information or data related to this contract;
6. Return or vacate any state owned real or personal property; and,
7. Return all data in a mutually acceptable format and manner.

Nothing in this Section should be construed to require the Contractor to surrender intellectual property, real or person property, or information or data owned by the Contractor for which the State has no legal claim.



### III. CONTRACTOR DUTIES

#### A. INDEPENDENT CONTRACTOR / OBLIGATIONS

Accept (Initial)	Reject (Initial)	Reject & Provide Alternative within Solicitation Response (Initial)	NOTES/COMMENTS:
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It is agreed that the Contractor is an independent contractor and that nothing contained herein is intended or should be construed as creating or establishing a relationship of employment, agency, or a partnership.

The Contractor is solely responsible for fulfilling the contract. The Contractor or the Contractor's representative shall be the sole point of contact regarding all contractual matters.

The Contractor shall secure, at its own expense, all personnel required to perform the services under the contract. The personnel the Contractor uses to fulfill the contract shall have no contractual or other legal relationship with the State; they shall not be considered employees of the State and shall not be entitled to any compensation, rights or benefits from the State, including but not limited to, tenure rights, medical and hospital care, sick and vacation leave, severance pay, or retirement benefits.

By-name personnel commitments made in the Contractor's proposal shall not be changed without the prior written approval of the State. Replacement of these personnel, if approved by the State, shall be with personnel of equal or greater ability and qualifications.

The Contractor warrants that all persons assigned to the project shall be employees of the Contractor or a Subcontractor, and shall be fully qualified to perform the work required herein. Personnel employed by the Contractor or a subcontractor to fulfill the terms of the contract shall remain under the sole direction and control of the Contractor or the subcontractor respectively.

With respect to its employees, the Contractor agrees to be solely responsible for the following:

1. Any and all pay, benefits, and employment taxes and/or other payroll withholding;
2. Any and all vehicles used by the Contractor's employees, including all insurance required by state law;
3. Damages incurred by Contractor's employees within the scope of their duties under the contract;
4. Maintaining Workers' Compensation and health insurance that complies with state and federal law and submitting any reports on such insurance to the extent required by governing law;
5. Determining the hours to be worked and the duties to be performed by the Contractor's employees; and,
6. All claims on behalf of any person arising out of employment or alleged employment (including without limit claims of discrimination alleged against the Contractor, its officers, agents, or subcontractors or subcontractor's employees).

If the Contractor intends to utilize any subcontractor, the Subcontractor's level of effort, tasks, and time allocation must be clearly defined in the Contractor's proposal. The Contractor shall agree that it will not utilize any Subcontractors not specifically included in its proposal in the performance of the contract without the prior written authorization of the State.

The State reserves the right to require the Contractor to reassign or remove from the project any Contractor or Subcontractor employee.

Contractor shall insure that the terms and conditions contained in any contract with a sub-contractor does not conflict with the terms and conditions of this contract.

The Contractor shall include a similar provision, for the protection of the State, in the contract with any Subcontractor engaged to perform work on this contract.

#### B. EMPLOYEE WORK ELIGIBILITY STATUS

The Contractor is required and hereby agrees to use a federal immigration verification system to determine the work eligibility status of employees physically performing work within the State. A federal immigration verification system means the electronic verification of the work authorization program authorized by the Illegal Immigration Reform and Immigrant Responsibility Act of 1996, 8 U.S.C. 1324a, known as the E-Verify Program, or an equivalent federal



program designated by the United States Department of Homeland Security or other federal agency authorized to verify the work eligibility status of an employee.

If the Contractor is an individual or sole proprietorship, the following applies:

1. The Contractor must complete the United States Citizenship Attestation Form, available on the DAS website at <http://das.nebraska.gov/materiel/purchasing.html>

The completed United States Attestation Form should be submitted with the solicitation response.

2. If the Contractor indicates on such attestation form that he or she is a qualified alien, the Contractor agrees to provide the U.S. Citizenship and Immigration Services documentation required to verify the Contractor's lawful presence in the United States using the Systematic Alien Verification for Entitlements (SAVE) Program.
3. The Contractor understands and agrees that lawful presence in the United States is required and the Contractor may be disqualified or the contract terminated if such lawful presence cannot be verified as required by Neb. Rev. Stat. § 4-108.

**C. COMPLIANCE WITH CIVIL RIGHTS LAWS AND EQUAL OPPORTUNITY EMPLOYMENT / NONDISCRIMINATION (Statutory)**

The Contractor shall comply with all applicable local, state, and federal statutes and regulations regarding civil rights laws and equal opportunity employment. The Nebraska Fair Employment Practice Act prohibits Contractors of the State, and their Subcontractors, from discriminating against any employee or applicant for employment, with respect to hire, tenure, terms, conditions, compensation, or privileges of employment because of race, color, religion, sex, disability, marital status, or national origin (Neb. Rev. Stat. §§ 48-1101 through 48-1125). The Contractor guarantees compliance with the Nebraska Fair Employment Practice Act, and breach of this provision shall be regarded as a material breach of contract. The Contractor shall insert a similar provision in all Subcontracts for goods or services to be covered by any contract resulting from this solicitation.

**D. COOPERATION WITH OTHER CONTRACTORS**

Accept (Initial)	Reject (Initial)	Reject & Provide Alternative within Solicitation Response (Initial)	NOTES/COMMENTS:
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Contractor may be required to work with or in close proximity to other contractors or individuals that may be working on the same or different projects. The Contractor shall agree to cooperate with such other contractors or individuals, and shall not commit or permit any act which may interfere with the performance of work by any other contractor or individual. Contractor is not required to compromise Contractor's intellectual property or proprietary information unless expressly required to do so by this contract.

**E. DISCOUNTS**

Prices quoted shall be inclusive of ALL trade discounts. Cash discount terms of less than thirty (30) days will not be considered as part of the proposal. Cash discount periods will be computed from the date of receipt of a properly executed claim voucher or the date of completion of delivery of all items in a satisfactory condition, whichever is later.

**F. PRICES**

Prices quoted shall be net, including transportation and delivery charges fully prepaid by the contractor, F.O.B. destination named in the solicitation. No additional charges will be allowed for packing, packages, or partial delivery costs. When an arithmetic error has been made in the extended total, the unit price will govern.

All prices, costs, and terms and conditions submitted in the proposal shall remain fixed and valid commencing on the opening date of the proposal until an award is made or the solicitation is cancelled.

Prices submitted on the cost proposal form shall remain fixed for the first year of the contract. Requests for an increase must be submitted in writing to the State Purchasing Bureau a minimum of thirty (30) days prior to the proposed effective date of the increase. Documentation may be required by the State to support the price increase.



The State reserves the right to deny any requested price increase. No price increases are to be billed to any State Agencies prior to written amendment of the contract by the parties.

The State will be given full proportionate benefit of any decreases for the term of the contract.

**G. COST CLARIFICATION**

The State reserves the right to review all aspects of cost for reasonableness and to request clarification of any proposal where the cost component shows significant and unsupported deviation from industry standards or in areas where detailed pricing is required.

**H. PERMITS, REGULATIONS, LAWS**

Accept (Initial)	Reject (Initial)	Reject & Provide Alternative within Solicitation Response (Initial)	NOTES/COMMENTS:
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The contract price shall include the cost of all royalties, licenses, permits, and approvals, whether arising from patents, trademarks, copyrights or otherwise, that are in any way involved in the contract. The Contractor shall obtain and pay for all royalties, licenses, and permits, and approvals necessary for the performance of the contract. The Contractor must guarantee that it has the full legal right to the materials, supplies, equipment, software, and other items used to execute this contract.

**I. OWNERSHIP OF INFORMATION AND DATA / DELIVERABLES**

Accept (Initial)	Reject (Initial)	Reject & Provide Alternative within Solicitation Response (Initial)	NOTES/COMMENTS:
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The State shall have the unlimited right to publish, duplicate, use, and disclose all information and data developed or obtained by the Contractor on behalf of the State pursuant to this contract.

The State shall own and hold exclusive title to any deliverable developed as a result of this contract. Contractor shall have no ownership interest or title, and shall not patent, license, or copyright, duplicate, transfer, sell, or exchange, the design, specifications, concept, or deliverable.

**J. NOTICE OF POTENTIAL CONTRACTOR BREACH**

Accept (Initial)	Reject (Initial)	Reject & Provide Alternative within Solicitation Response (Initial)	NOTES/COMMENTS:
148			

If Contractor breaches the contract or anticipates breaching the contract the Contractor shall immediately give written notice to the State. The notice shall explain the breach or potential breach, and may include a request for a waiver of the breach if so desired. The State may, at its discretion, temporarily or permanently waive the breach. By granting a temporary waiver, the State does not forfeit any rights or remedies to which the State is entitled by law or equity, or pursuant to the provisions of the contract. Failure to give immediate notice, however, may be grounds for denial of any request for a waiver of a breach.



**K. ANTITRUST**

Accept (Initial)	Reject (Initial)	Reject & Provide Alternative within Solicitation Response (Initial)	NOTES/COMMENTS:
1A8			

The Contractor hereby assigns to the State any and all claims for overcharges as to goods and/or services provided in connection with this contract resulting from antitrust violations which arise under antitrust laws of the United States and the antitrust laws of the State.

**L. CONFLICT OF INTEREST**

Accept (Initial)	Reject (Initial)	Reject & Provide Alternative within Solicitation Response (Initial)	NOTES/COMMENTS:
1A8			

By submitting a proposal, bidder certifies that no relationship exists between the bidder and any person or entity which either is, or gives the appearance of, a conflict of interest related to this Request for Proposal or project.

Bidder further certifies that bidder will not employ any individual known by bidder to have a conflict of interest nor shall bidder take any action or acquire any interest, either directly or indirectly, which will conflict in any manner or degree with the performance of its contractual obligations hereunder or which creates an actual or appearance of conflict of interest.

If there is an actual or perceived conflict of interest, bidder shall provide with its proposal a full disclosure of the facts describing such actual or perceived conflict of interest and a proposed mitigation plan for consideration. The State will then consider such disclosure and proposed mitigation plan and either approve or reject as part of the overall bid evaluation.

**M. SITE RULES AND REGULATIONS**

Accept (Initial)	Reject (Initial)	Reject & Provide Alternative within Solicitation Response (Initial)	NOTES/COMMENTS:
1A8			

The Contractor shall use its best efforts to ensure that its employees, agents, and Subcontractors comply with site rules and regulations while on State premises. If the Contractor must perform on-site work outside of the daily operational hours set forth by the State, it must make arrangements with the State to ensure access to the facility and the equipment has been arranged. No additional payment will be made by the State on the basis of lack of access, unless the State fails to provide access as agreed to in writing between the State and the Contractor.

**N. ADVERTISING**

Accept (Initial)	Reject (Initial)	Reject & Provide Alternative within Solicitation Response (Initial)	NOTES/COMMENTS:
1A8			



The Contractor agrees not to refer to the contract award in advertising in such a manner as to state or imply that the company or its goods and services are endorsed or preferred by the State. Any publicity releases pertaining to the project shall not be issued without prior written approval from the State.

**O. NEBRASKA TECHNOLOGY ACCESS STANDARDS (Statutory)**

Contractor shall review the Nebraska Technology Access Standards, found at <http://nitc.nebraska.gov/standards/2-201.html> and ensure that products and/or goods provided under the contract are in compliance or will comply with the applicable standards to the greatest degree possible. In the event such standards change during the Contractor's performance, the State may create an amendment to the contract to request the contract comply with the changed standard at a cost mutually acceptable to the parties.

**P. DRUG POLICY**

Accept (Initial)	Reject (Initial)	Reject & Provide Alternative within Solicitation Response (Initial)	NOTES/COMMENTS:
TSB			

Contractor certifies it maintains a drug free work place environment to ensure worker safety and workplace integrity. Contractor agrees to provide a copy of its drug free workplace policy at any time upon request by the State.

**Q. WARRANTY**

Accept (Initial)	Reject (Initial)	Reject & Provide Alternative within Solicitation Response (Initial)	NOTES/COMMENTS:
TSB			

Despite any clause to the contrary, the Contractor represents and warrants that its services hereunder shall be performed by competent personnel and shall be of professional quality consistent with generally accepted industry standards for the performance of such services and shall comply in all respects with the requirements of this Contract. For any breach of this warranty, the Contractor shall, for a period of ninety (90) days from performance of the service, perform the services again, at no cost to Customer, or if Contractor is unable to perform the services as warranted, Contractor shall reimburse Customer the fees paid to Contractor for the unsatisfactory services. The rights and remedies of the parties under this warranty are in addition to any other rights and remedies of the parties provided by law or equity, including, without limitation actual damages, and, as applicable and awarded under the law, to a prevailing party, reasonable attorneys' fees and costs.



#### IV. PAYMENT

##### A. PROHIBITION AGAINST ADVANCE PAYMENT (Statutory)

Neb. Rev. Stat. §§81-2403 states, "[n]o goods or services shall be deemed to be received by an agency until all such goods or services are completely delivered and finally accepted by the agency."

##### B. TAXES (Statutory)

The State is not required to pay taxes and assumes no such liability as a result of this solicitation. The Contractor may request a copy of the Nebraska Department of Revenue, Nebraska Resale or Exempt Sale Certificate for Sales Tax Exemption, Form 13 for their records. Any property tax payable on the Contractor's equipment which may be installed in a state-owned facility is the responsibility of the Contractor.

##### C. INVOICES

Invoices for payments must be submitted by the Contractor to the agency requesting the services with sufficient detail to support payment. **Nebraska Game & Parks Commission, Attn: Communications, 2200 N 33<sup>rd</sup> Street, Lincoln, NE 68503** The terms and conditions included in the Contractor's invoice shall be deemed to be solely for the convenience of the parties. No terms or conditions of any such invoice shall be binding upon the State, and no action by the State, including without limitation the payment of any such invoice in whole or in part, shall be construed as binding or estopping the State with respect to any such term or condition, unless the invoice term or condition has been previously agreed to by the State as an amendment to the contract.

##### D. INSPECTION AND APPROVAL

Accept (Initial)	Reject (Initial)	Reject & Provide Alternative within Solicitation Response (Initial)	NOTES/COMMENTS:
TAB			

Final inspection and approval of all work required under the contract shall be performed by the designated State officials.

The State and/or its authorized representatives shall have the right to enter any premises where the Contractor or Subcontractor duties under the contract are being performed, and to inspect, monitor or otherwise evaluate the work being performed. All inspections and evaluations shall be at reasonable times and in a manner that will not unreasonably delay work.

##### E. PAYMENT (Statutory)

Payment will be made by the responsible agency in compliance with the State of Nebraska Prompt Payment Act (See Neb. Rev. Stat. §81-2403). The State may require the Contractor to accept payment by electronic means such as ACH deposit. In no event shall the State be responsible or liable to pay for any goods and services provided by the Contractor prior to the Effective Date of the contract, and the Contractor hereby waives any claim or cause of action for any such services.

##### F. LATE PAYMENT (Statutory)

The Contractor may charge the responsible agency interest for late payment in compliance with the State of Nebraska Prompt Payment Act (See Neb. Rev. Stat. §§ 81-2401 through 81-2408).

##### G. SUBJECT TO FUNDING / FUNDING OUT CLAUSE FOR LOSS OF APPROPRIATIONS (Statutory)

The State's obligation to pay amounts due on the Contract for a fiscal years following the current fiscal year is contingent upon legislative appropriation of funds. Should said funds not be appropriated, the State may terminate the contract with respect to those payments for the fiscal year(s) for which such funds are not appropriated. The State will give the Contractor written notice thirty (30) calendar days prior to the effective date of termination. All obligations of the State to make payments after the termination date will cease. The Contractor shall be entitled to receive just and equitable compensation for any authorized work which has been satisfactorily completed as of the termination date. In no event shall the Contractor be paid for a loss of anticipated profit.

##### H. RIGHT TO AUDIT (First Paragraph is Statutory)

The State shall have the right to audit the Contractor's performance of this contract upon a thirty (30) day written notice. Contractor shall utilize generally accepted accounting principles, and shall maintain the accounting records,



and other records and information relevant to the contract (Information) to enable the State to audit the contract. (Neb. Rev. Stat. § 84-304 et seq.) The State may audit and the Contractor shall maintain the information during the term of the contract and for a period of five (5) years after the completion of this contract or until all issues or litigation are resolved, whichever is later. The Contractor shall make the Information available to the State at Contractor's place of business or a location acceptable to both Parties during normal business hours. If this is not practical or the Contractor so elects, the Contractor may provide electronic or paper copies of the Information. The State reserves the right to examine, make copies of, and take notes on any Information relevant to this contract, regardless of the form or the Information, how it is stored, or who possesses the Information. In no circumstances will contractor be required to create or maintain documents not kept in the ordinary course of contractor's business operations, nor will contractor be required to disclose any information, including but not limited to product cost data, which is confidential or proprietary to contractor.

Accept (Initial)	Reject (Initial)	Reject & Provide Alternative within Solicitation Response (Initial)	NOTES/COMMENTS:
AB			

The Parties shall pay their own costs of the audit unless the audit finds a previously undisclosed overpayment by the State. If a previously undisclosed overpayment exceeds one-half of one percent (.5) of the total contract billings, or if fraud, material misrepresentations, or non-performance is discovered on the part of the Contractor, the Contractor shall reimburse the State for the total costs of the audit. Overpayments and audit costs owed to the State shall be paid within ninety (90) days of written notice of the claim. The Contractor agrees to correct any material weaknesses or condition found as a result of the audit.



## V. SCOPE OF WORK

The Contractor must provide the following information in response to this solicitation.

### A. SCOPE

It is the intent of this proposal invitation to establish a contract to supply **Printing of Annual and Duplicate Park Permits for the State Of Nebraska and Non-Nebraska Licensed Vehicles** per the attached specifications from date of award for a period of one (1) year with the option to renew for an additional four (4), one (1) year periods when mutually agreeable to the contractor and the State. The State reserves the right to extend the period of this contract beyond the end date when mutually agreeable to the contractor and the State.

All items proposed shall be of proven performance All necessary materials for satisfactory performance of the supplies shall be incorporated into the **Printing of Annual and Duplicate Park Permits for the State Of Nebraska and Non-Nebraska Licensed Vehicles** whether or not they may be specifically mentioned below.

Complete specifications, manufacturer's current descriptive literature and/or advertising data sheets with cuts or photographs must be included with the proposal for the IDENTICAL items proposed. Any information necessary to show compliance with these specifications not given on the manufacturer's descriptive literature and/or advertising data sheets must be supplied in writing on or attached to the proposal document. If manufacturer's information necessary to show compliance with these specifications is not attached to the proposal document, the Contractor may be required to submit requested information within three (3) business days of a written request. Failure to submit requested descriptive literature or advertising data sheets may be grounds to reject the proposal.



## VI. TECHNICAL SPECIFICATIONS

### A. BIDDER INSTRUCTIONS

Contractor must respond to each of the following statements. Specifications listed are minimum conditions that must be met in order for a Contractor to qualify for the award.

"YES" response means the Bidder guarantees they can meet this condition.

"NO" response means the Bidder cannot meet this condition and will not be considered.

"NO & PROVIDE ALTERNATIVE" responses should be used only with a narrative response in the NOTES/COMMENTS section explaining in detail any deviation from the Bidder's ability to meet the condition, and an explanation of how this would be determined to be an acceptable alternative to meeting the condition. Alternatives must be detailed in such a way that allows such deviations to be fully evaluated. The State shall determine at its sole discretion whether or not the Bidder's alternative is an acceptable alternative.

### B. NON-COMPLIANCE STATEMENT

YES	NO	NO & PROVIDE ALTERNATIVE	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1. Read these specifications carefully. Any and all exceptions to these specifications must be written on or attached to solicitation response. Any noncompliance may void your proposal. Non-compliance to any single specification can void your proposal.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2. It is the responsibility of bidders to obtain information and clarifications as provided below. The State is not responsible for any erroneous or incomplete understandings or wrongful interpretations of this solicitation by any bidder.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3. No interpretation related to the meaning of solicitation specifications or other pre-proposal documents will be made orally to any bidder by the State. Any solicitation interpretation must be put in writing by the Bidder to: the State Purchasing Bureau, by the last day to submit written questions per the Schedule of Events. (Inquiries received after the last day to submit written questions may not be addressed).
NOTES/COMMENTS:			

### C. TECHNICAL SPECIFICATIONS: VERSIONS

YES	NO	NO & PROVIDE ALTERNATIVE	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1. Contractor to complete four (4) versions of the annual permit booklets: a. Nebraska Licensed Vehicle Annual Permits (Attachment A) b. Nebraska Licensed Vehicle Duplicate Permit (Attachment B) c. Non-Nebraska Licensed Vehicle Annual Permits (Attachment C) d. Non-Nebraska Licensed Vehicle Duplicate Permits (Attachment D)

### D. TECHNICAL SPECIFICATIONS: ANNUAL AND DUPLICATE PERMIT BOOK COVERS (for State of Nebraska Licensed Vehicles Only)

YES	NO	NO & PROVIDE ALTERNATIVE	
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✓			2.	Annual (Attachment A) and Duplicate Permit (Attachment B) books will consist of a front cover, thirteen (13) pages of permits, fifty-two (52) permits total per book, and a back cover.
✓			a.	The front cover of each book must be scored (NOT perforated) three eighths (3/8) of an inch from the left edge to form a "Flap" so the book may open and close easily.
✓			b.	Each book must be fastened together front and back with side stitching or staples of sufficient strength to prevent the book from falling apart during rough field use.
✓			3.	Paper for covers: 90 pound colored index. Color to be determined at the time of purchase.
✓			4.	Cloth or vinyl tape must be applied to the left bound edge of each book of sufficient width to cover the stitching or staples on both the front and back covers. The tape should be sufficiently strong to prevent staples from penetrating it.
✓			a.	Annual Nebraska licensed vehicle permit books are to be bound with <b>green tape</b> .
✓			b.	Duplicate Nebraska licensed vehicle permit books are to be bound with <b>gray tape</b> .
✓			5.	Books are to be numbered in consecutive order, and the cover of each book is to be printed to indicate the beginning and ending numbers of the permits it contains.
✓			a.	Front covers of Annual Permits are to be numbered in sequence from 0001 through 5400 (or appropriate number determined by NGPC)
✓			b.	Front covers of Duplicate Permits are to be numbered in sequence from 001 through 1800 (or appropriate number determined by NGPC)
✓			6.	All book covers should also show the beginning and ending numbers of the permits contained in the book.
✓			a.	Annual permits: 000001 through 000052 (or appropriate ending number determined by NGPC)
✓			b.	Duplicate Permits: 00001 through 00052 (or appropriate ending number determined by NGPC).
✓			7.	Annual and Duplicate Permits covers should be printed with Black (soy-based ink) on both sides.
✓			8.	Images of attached samples A&B for Nebraska Licensed Vehicles permits are for reference only.
NOTES/COMMENTS:				

**E. TECHNICAL SPECIFICATION: ANNUAL AND DUPLICATE BOOK PAGES (for State of Nebraska Licensed Vehicles only)**

YES	NO	NO & PROVIDE ALTERNATIVE	
✓			1. <b>Annual Permits (Attachments A)</b> will be printed four (4) permits per page (thirteen (13) pages), giving each book 52 permits.
✓			a. Each page of the annual permit books must be ten (10) inches high and six (6) inches wide.
✓			b. Pages must be perforated horizontally at 2.5 inch intervals between each permit. Three (3) horizontal perforations.



✓			c.	Each page must also be perforated vertically between annual permit's 1-1/8 inch wide "stub" section also perforate between the 3-1/8 inch decal section, and 1-3/4 inch wide "coupon section" (two (2) vertical perforations).
✓			9.	<b>Duplicate Permits (Attachment B)</b> will be printed four (4) permits per page, giving each book 52 permits.
✓			a.	Each page of the duplicate permit books must be ten (10) inches high and four (4) inches wide.
✓			b.	Pages must be perforated horizontally at 2.5 inch intervals between each permit Three (3) horizontal perforations.
✓			c.	Each page must also be perforated vertically between each duplicate permit 7/8 inch wide "stub" section and 3-1/8 inch decal section (one (1) vertical perforation).
✓			d.	Perforations must remain intact and permit the easy removal of individual permits from each page without tearing either the stub or the adjacent permit.
✓			e.	On the front cover, number each book in consecutive order. Indicate the beginning and ending number of the permits bound in each book.
NOTES/COMMENTS:				

**F. PAPER AND ADHESIVE (for State of Nebraska Licensed Vehicles only)**

YES	NO	NO & PROVIDE ALTERNATIVE	
✓			1. Annual and Duplicate Permits must be printed on .004 clear pressure-sensitive vinyl.
✓			2. The adhesive must be of sufficient strength to prevent removal of the permit without voiding it. (The voiding feature must not interfere with removal of the decal from the liner, not inhibiting application of the decal to a vehicle windshield or frame).
✓			a. The adhesive must not ooze or cause pages in permit books to adhere to each other.
NOTES/COMMENTS:			

**G. INK (for State of Nebraska Licensed Vehicles only)**

YES	NO	NO & PROVIDE ALTERNATIVE	
✓			1. Annual and Duplicate Permits must be printed in 4-color process with possibly a spot color (Pantone).
✓			a. The ink must be sun-fast and durable for at least one (1) year.



✓		b.	Inks must also withstand the use of common window cleanser, such as Windex.
✓		2.	The coupon section (the duplicate permit form) with the annual permits should be printed with a white coating to allow writing with ballpoint, roller ball or felt-tip pens as well as pencil.
NOTES/COMMENTS:			

H. **MATERIAL SPECIFICATIONS ANNUAL AND DUPLICATE PERMIT BOOK COVERS (for State of NON-Nebraska Licensed Vehicles Only)**

YES	NO	NO & PROVIDE ALTERNATIVE	
✓			1. Non-Nebraska Annual (Attachment C) and Non-Nebraska Duplicate (Attachment D) Permit books will consist of a front cover, ten (10) pages of permits, fifty (50) permits total per book, and a back cover.
✓			a. The front cover of each book must be scored (NOT perforated) three eighths (3/8) of an inch from the left edge to form a "Flap" so the book may open and close easily.
✓			b. Each book must be fastened together front and back with side stitching or staples of sufficient strength to prevent the book from falling apart during rough field use.
✓			2. Paper for covers: 90 pound colored index. Color to be determined by the NGPC at the time of purchase.
✓			3. Cloth or vinyl tape must be applied to the left bound edge of each book of sufficient width to cover the stitching or staples on both the front and back covers. The tape should be sufficiently strong to prevent staples from penetrating it.
✓			c. Annual NON-Nebraska licensed vehicle permit books are to be bound with <b>black tape</b> .
✓			d. Duplicate NON-Nebraska licensed vehicle permit books are to be bound with <b>yellow tape</b> .
✓			4. Books are to be numbered in consecutive order, and the cover of each book is to be printed to indicate the beginning and ending numbers of the permits it contains.
✓			c. Front covers of Annual NON-Nebraska Permits are to be numbered in sequence from 0001 through 5400 (or appropriate number as determined by NGPC)
✓			d. Front covers of Duplicate NON-Nebraska Permits are to be numbered in sequence from 001 through 1800 (or appropriate number as determined by NGPC)
✓			5. All book covers must also show the beginning and ending numbers of the permits contained in the book.
✓			c. Annual NON-Nebraska permits: 000001 through 000052 (or appropriate ending number as determined by NGPC)
✓			d. Duplicate NON-Nebraska Permits: 00001 through 00052 (or appropriate ending number as determined by NGPC).
✓			6. Annual and Duplicate NON-Nebraska Permits covers must be printed with Black (soy-based ink) on both sides.



✓			7. Images of sample permits (Attachment C – NON-Nebraska Licensed Annual Permits and Attachment D- NON-Nebraska Licensed Duplicate Permits ) are attached for reference only.
NOTES/COMMENTS:			

**I. ANNUAL AND DUPLICATE BOOK PAGES (for State of NON-Nebraska Licensed Vehicles only)**

YES	NO	NO & PROVIDE ALTERNATIVE	
✓			<b>1. Annual NON-Nebraska Permits (Attachment C)</b> will be printed five (5) permits per page (ten (10) pages), giving each book 50 permits.
✓			a. Each page of the annual non-Nebraska permit books must be ten (10) inches high and six (6) inches wide.
✓			b. Pages must be perforated horizontally at two (2) inch intervals between each permit. Four (4) horizontal perforations.
✓			c. Each page must also be perforated vertically between annual permit's 1-1/2 inch wide "stub" section also perforate between the 2-3/8 inch decal section, and 2-1/8 inch wide "coupon section" [two (2) vertical perforations].
✓			<b>2. Duplicate NON-Nebraska Permits (Attachment D)</b> will be printed five (5) permits per page, giving each book 50 permits.
✓			f. Each page of the duplicate non-Nebraska permit books must be ten (10) inches high and four (4) inches wide.
✓			g. Pages must be perforated horizontally at two (2) inch intervals between each permit four (4) horizontal perforations.
✓			h. Each page must also be perforated vertically between each duplicate permit 1-5/8 inch wide "stub" section and 2-3/8 inch decal section (one (1) vertical perforation).
✓			i. Perforations must remain intact and permit the easy removal of individual permits from each page without tearing either the stub or the adjacent permit.
✓			j. On the front cover, number each book in consecutive order. Indicate the beginning and ending number of the permits bound in each book.
NOTES/COMMENTS:			

**J. PAPER AND ADHESIVE (for State of NON-Nebraska Licensed Vehicles only)**

YES	NO	NO & PROVIDE ALTERNATIVE	
✓			<b>1.</b> Annual and Duplicate NON-Nebraska Permits must be printed on .004 clear pressure-sensitive vinyl.
✓			<b>2.</b> The adhesive must be of sufficient strength to prevent removal of the permit without voiding it. (The voiding feature must not interfere with removal of the decal from the liner, not inhibiting application of the decal to a vehicle windshield or frame).



✓			a. The adhesive must not ooze or cause pages in permit books to adhere to each other.
NOTES/COMMENTS:			

K. INK (for State of NON-Nebraska Licensed Vehicles only)

YES	NO	NO & PROVIDE ALTERNATIVE	
✓			1. Annual and Duplicate NON-Nebraska Permits must be printed black and one (1) PMS color with soy-based ink. The PMS color will change each year.
✓			a. The ink must be sun-fast and durable for at least one (1) year.
✓			b. Inks must also withstand the use of common window cleanser, such as Windex.
✓			2. The coupon section (the duplicate permit form) with the annual permits should be printed with a white coating to allow writing with ballpoint, roller ball or felt-tip pens as well as pencil.
NOTES/COMMENTS:			

L. DECAL LINER for All Nebraska and Non-Nebraska licensed Vehicles

YES	NO	NO & PROVIDE ALTERNATIVE	
✓			1. Standard decal <u>lay flat</u> liner material is acceptable. Please list liner material bidding: <u>Flexcon FLX013065</u>
✓			2. The liner will be printed with instructions for applying the permits on the back of both the Annual and Duplicate Nebraska and NON-Nebraska Permits.
✓			3. Annual Nebraska and NON-Nebraska Permit books: the liners will also be printed on the back with directions showing how to use the Duplicate Nebraska or NON-Nebraska permit coupon.
NOTES/COMMENTS:			

M. CONSECUTIVE NUMBERING for All Nebraska and Non-Nebraska licensed Vehicles

YES	NO	NO & PROVIDE ALTERNATIVE	
✓			1. Annual Nebraska and NON-Nebraska Permits shall each have their own sequence of numbers, the same numbers appear on the stub, decal and coupon sections of each permit. Three (3) different places



✓			2. Annual Nebraska and NON-Nebraska Permits should be numbered in sequence from 000001 through 270000 (or appropriate number as determined by NGPC).
✓			3. Duplicate Nebraska and NON-Nebraska Permits shall each have their own sequence of numbers, the numbers appear on the stub and decal sections of each permit. Two (2) different places.
✓			4. Duplicate Nebraska and NON-Nebraska Permits should be numbered in sequence from 0001 through 90000 (or appropriate number as determined by NGPC).
NOTES/COMMENTS:			

**N. PREPRESS-ARTWORK SPECIFICATIONS for All Nebraska and Non-Nebraska licensed Vehicles**

YES	NO	NO & PROVIDE ALTERNATIVE	
✓			<p>1. Artwork for all permits will be provided to the vendor in an electronic file, such as InDesign or Adobe PDF. Artwork for the permits are typically submitted to the vendor the second week in July. Files for 2021 printing will be available approximately <b>July 9, 2021</b>.</p> <p>2. Printer must provide color paginated proofs (proofs to indicate the locations of all perforations, scores, and numbering sequence) Proofs are due the first week in August. Proofs for 2021 printing are due no later than <b>August 6, 2021</b>.</p> <p>Proofs must be approved by Nebraska Game and Parks Commission in writing before printing.</p>
NOTES/COMMENTS:			

**O. DELIVERY ARO for All Nebraska and Non-Nebraska licensed Vehicles**

YES	NO	NO & PROVIDE ALTERNATIVE	
✓			<p>1. Delivery is required the first week of October. Delivery for the 2021 printing are due no later than October 8, 2021.</p> <p>At the time of delivery, a designated State of Nebraska employee will sign the "invoice/packing slip." This signature will only indicate that the order has been received and that the items actually delivered agree with the delivery invoice. This signature does not indicate all items were received in good condition and/or that there is not possible hidden damage.</p>
NOTES/COMMENTS:			



**P. DELIVERY LOCATION AND INSTRUCTIONS for All Nebraska and Non-Nebraska licensed Vehicles**

YES	NO	NO & PROVIDE ALTERNATIVE	(BIDDER IS CERTIFYING THAT THEY CAN MEET THE DELIVERY LOCATIONS/INSTRUCTIONS)
✓			<p>1. Deliveries will be made to the Permit Section, Nebraska Game and Parks Commission, 2200 N 33<sup>rd</sup> Street, Lincoln, NE 68503.</p> <p>Dock hours are 8:00 am – 4:00pm, Monday through Friday (excluding State holidays and/or as otherwise directed)</p>
✓			<p>2. Delivery personnel will be required to deliver and off-load all products to a specified area in the Permits Section.</p>
NOTES/COMMENTS:			

**Q. PACKAGING for All Nebraska and Non-Nebraska licensed Vehicles**

YES	NO	NO & PROVIDE ALTERNATIVE	
✓			<p>1. All permit books must be shrink-wrapped, keeping versions separate, in numerical sequence with 20 books per package and the lowest number book on top.</p>
✓			<p>2. Shrink-wrapped bundles must be packed in corrugated cardboard boxes weighing no more than 35 pounds each. Versions must not be boxed together.</p>
✓			<p>3. Each box must be sealed and plainly labeled as to the contents and the numbering of permits it contains.</p>
NOTES/COMMENTS:			

**R. ANNUAL ESTIMATED USAGE for All Nebraska and Non-Nebraska licensed Vehicles**

YES	NO	NO & PROVIDE ALTERNATIVE	
✓			<p>1. Annual usage figures provided are estimates and are not to be construed as either a minimum or maximum purchase quantity. The orders shall be for the actual quantities of each item ordered by or for any agency during the life of the contract. Contractor shall not impose minimum order requirements.</p>
✓			<p>2. <b>Estimated Annual Usage:</b></p> <ul style="list-style-type: none"> <li>a. Nebraska Licensed Vehicle Permits = 250,000 permits</li> <li>b. Nebraska Licensed Vehicle Duplicate Permits = 100,000 permits</li> <li>c. NON-Nebraska Licensed Vehicle Permits = 50,000 permits</li> <li>d. NON-Nebraska Licensed Vehicle Duplicate Permits = 20,000 permits</li> </ul>



**NOTES/COMMENTS:****S. ORDERS for All Nebraska and Non-Nebraska licensed Vehicles**

YES	NO	NO & PROVIDE ALTERNATIVE	
✓			1. Orders will be placed either by, phone, e-mail or Internet (if available and not to the exclusion of the other methods).
✓			2. All orders must reference a purchase order number and the purchase order number must be referenced on the packing slip, and invoice. Invoices are to be sent to the "Invoice to" address on the purchase order.
<b>NOTES/COMMENTS:</b>			

**T. QUALITY for All Nebraska and Non-Nebraska licensed Vehicles**

YES	NO	NO & PROVIDE ALTERNATIVE	
✓			1. Product quality must meet specifications and be consistent for the term of the contract. All materials must be of first quality, under standard production by the manufacturer and be of standard design, complete as regularly advertised and marketed and be of proven performance.
✓			2. A guarantee of satisfactory performance by the contractor and meeting delivery dates are considered to be an integral part of the purchase contract resulting from this proposal invitation.
✓			3. Products are to be fully guaranteed and may be returned for full credit or replacement (at the State's option) for any reason during the initial warranty period with no additional charges for shipping or restocking.
<b>NOTES/COMMENTS:</b>			

**U. WARRANTY for All Nebraska and Non-Nebraska licensed Vehicles**

YES	NO	NO & PROVIDE ALTERNATIVE	
✓			1. The Contractor warrants for a period of one (1) year from the date of Acceptance that: (a) the Products perform according to all specific claims that the Contractor made in its response to the solicitation, (b) the Product is suitable for the ordinary purposes for which such Product is used, (c) the Product is suitable for any special purposes identified in the solicitation or for which the State has relied on the Contractor's skill or judgment, (d) the Product is designed and manufactured in a commercially reasonable manner, and (e) the Product is free of defects. Upon breach of the warranty, the Contractor will repair or replace (at no charge to the State) the Product whose nonconformance is discovered and made known to the Contractor. If the repaired and/or replaced Product proves to be inadequate, or fails of its essential purpose, the Contractor will refund the full amount of any payments that have been



			made. The rights and remedies of the parties under this warranty are in addition to any other rights and remedies of the parties provided by law or equity, including, without limitation actual damages, and, as applicable and awarded under the law, to a prevailing party, reasonable attorneys' fees and costs.
NOTES/COMMENTS:			

V. **SAMPLES for All Nebraska and Non-Nebraska licensed Vehicles**

YES	NO	NO & PROVIDE ALTERNATIVE	
✓			1. Samples of materials proposed may be required prior to an award, or at any time during the term of the contract.
✓			a. Samples are to be provided within five (5) business days of a written request.
✓			2. Failure to provide samples or samples not meeting the specifications may void the bid or constitute a breach of the contract resulting from this bid invitation.
✓			3. Upon a written request from the State of Nebraska Purchasing Bureau, sample(s) shall be shipped to:  Nebraska Game & Parks Commission Attn: Jolene Kumpula 2200 N 33 <sup>rd</sup> Street Lincoln, NE 68503  Receiving hours are between 8:00 A.M. and 4:00 P.M., Monday through Friday (excluding State holidays and / or as otherwise directed).  Samples of materials bid may be required prior to an award, or at any time during the term of the contract. Samples are to be provided within five (5) business days of a request. Failure to provide samples or samples not meeting the specifications may void the bid or constitute a breach of the contract resulting from this Invitation to Bid.
NOTES/COMMENTS:			