



PMB 01231  
BUREAU OF ADMINISTRATION  
OFFICE OF PROCUREMENT MANAGEMENT  
523 EAST CAPITOL  
PIERRE, SD 57501-3182  
(605) 773-3405  
FAX (605) 773-4840



BHSU DIPLOMA COVERS

NOTICE

CONTRACT EXTENSION  
ADDENDUM #1

Jostens, Inc.  
3601 Minnesota Drive  
Suite 400  
Minneapolis, MN 55435  
Contact: Amantha Hubbard  
Phone: 612-219-2506  
E-mail: [Amantha.hubbard@jostens.com](mailto:Amantha.hubbard@jostens.com)  
Vendor #1220899  
Contract #16739

March 9, 2016

Buyer: Missy Schuetzle

Phone Number: 605-773-4277

1. The contract for furnishing the BHSU Diploma Cover annual contract to the State of South Dakota, resulting from IFB #227 has been extended for a period of one (1) year, beginning April 1, 2016 through March 31, 2017.
2. All terms, conditions and specifications of this contract are firm for the extended period.

Sincerely,

Steven L. Berg, Director  
Office Procurement Management



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## BHSU DIPLOMA COVERS

### NOTICE OF AWARDS

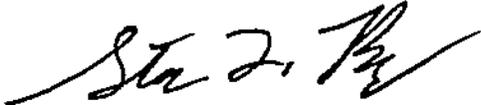
Buyer: Missy Schuetzle (007)  
Phone: 605-773-4277  
Fax: 605-773-4840  
Email: [Missy.Schuetzle@state.sd.us](mailto:Missy.Schuetzle@state.sd.us)

Date: March 27, 2015

- 1. Contract Term:** This notice establishes contract(s) resulting from IFB # 227 for a period of one (1) year, from April 1, 2015 through March 31, 2016 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. Further extensions may be for a period of one year. 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. 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.**

A handwritten signature in black ink, appearing to read "Steven L. Berg". The signature is fluid and cursive, with a prominent initial "S" and a long, sweeping underline.

Steven L. Berg, Director  
Office of Procurement Management

## CONTRACTORS

**Jostens, Inc.**  
**3601 Minnesota Drive, Suite 400**  
**Minneapolis, MN 55435**

**Contact: Amantha Hubbard**  
**Phone: 612-219-2506**  
**Fax: 612-234-4410**  
**Email: [Amantha.hubbard@jostens.com](mailto:Amantha.hubbard@jostens.com)**

**Vendor Number: 12020899**  
**Contract #16739**

# BHSU Diploma Covers

This IFB will establish a contract for a period of one (1) year, from April 1, 2015 through March 31, 2016 inclusive.

## QUANTITY ESTIMATES

Estimated quantities are informational and not to be construed as a warranty of accuracy of historical or anticipated volumes or a guarantee to purchase any amount, however historically BHSU has ordered approximately 1,000 diploma covers, once per year.

## QUANTITY

1000 per year

## CASE SIZE

The case should have square corners and house an 8 by 10 inch diploma.

## CASE MATERIAL

Padded, smooth & dark green.

## CASE BOARD

The thickness of the case board is 80 point.

## CASE PADDING

The foam padding is 5/32-inch thickness with a .016 top liner.

## COVER FOLDING STYLE

Landscape (Side Fold)

## EMBOSSING

The school seal (2-1/4") is heat stamped in bright gold in the center of the cover along with a single line bright gold frame stamped 5/16 inch from the edge of the case front.

## SHIPPING

Bulk packaged, FOB Destination.

## INSIDE LINING

The lining consists of two pads. One pad has four corner pockets to accommodate an 8 x 10 inch certificate. 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 are 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-Bar 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 white in color.

Lining that is to hold the insert (right side) is made with four corner pockets. The pockets are made from a 100% acetate ribbon and are light gold in color. The left-side lining has a picture of the school etched in black ink.

## ACETATE

A sheet of 8 x 10 inch plastic acetate is furnished with each cover, to be packaged separately.

## PRICING

Quantity: 500-999:	<u>\$4.39 Each</u>
Quantity: 1000-1999:	<u>\$4.19 Each</u>
Quantity: 2000-2999:	<u>\$4.09 Each</u>