NOTICE OF AWARD OF CONTRACT

TO: GRAPHIC COMMUNICATIONS GROUP, INC.
6738 BUNKERS COURT
CLIFTON, VA 20124

DATE ISSUED: AUGUST 9, 2011
CURRENT REFERENCE NO: 553-12

TRS - TAX BILL AND VEHICLE DECAL PRODUCTION

PRIOR REFERENCE NO: N/A

THIS IS A NOTICE OF AWARD OF CONTRACT AND NOT AN ORDER. NO WORK IS AUTHORIZED UNTIL THE VENDOR RECEIVES A VALID COUNTY PURCHASE ORDER ENCUMBERING CONTRACT FUNDS.

Your firm is awarded the above referenced contract in accordance with the response submitted by you on August 9, 2011. The contract term covered by this Notice of Award is effective IMMEDIATELY and expires on MARCH 31, 2012.

This is the FIRST year award notice of a possible THREE year contract.

The contract documents consist of the terms and conditions of Agreement No. 553-12, including any exhibits attached or amendments thereto.

CONTRACT PRICING:

REFER TO EXHIBIT A OF AGREEMENT NO. 553-12

ATTACHMENT:

AGREEMENT NO. 553-12

EMPLOYEES NOT TO BENEFIT:

NO COUNTY EMPLOYEE SHALL RECEIVE ANY SHARE OR BENEFIT OF THIS CONTRACT NOT AVAILABLE TO THE GENERAL PUBLIC.

VENDOR CONTACT: JEFF WALTER
VENDOR PAYMENT TERMS: NET 30 DAYS
TAX IDENTIFICATION NUMBER (EIN/SSN): 54-1830564
EMAIL ADDRESS: JWALTER@E-CGC.COM
COUNTY CONTACT: DENISE CHAUVEETTE

VENDOR TEL. NO.: 703-818-2700
VENDOR FAX. NO.: 703-818-1996
COUNTY TEL. NO.: 703-228-3057

CONTRACT AUTHORIZATION

Maryam Zahory
Procurement Officer

DISTRIBUTION

VENDOR: 1
DID FOLDER: 2

DATE: 08/09/11
RIDER AGREEMENT NO. 553-12

THIS AGREEMENT (hereinafter "Agreement") is made, on the date of its execution by the County, between Graphic Communications Group, Inc., 4433 Brookfield Corporate Drive, Chantilly, VA 20151 ("Contractor"), a Virginia corporation authorized to transact business in the Commonwealth of Virginia, and the County Board of Arlington County, Virginia ("County"). The County and the Contractor, for the consideration and quantity(ies) specified herein or specified in a County Purchase Order referencing this Agreement, agree as follows:

1. CONTRACT DOCUMENTS
The Contract Documents consist of this Agreement and Exhibit A (City of Alexandria, VA Contract MBPO #09-00998) together with any exhibits and amendments issued or applicable thereto ("Contract Documents" or "Contract"). This Agreement rides a contract awarded to the Contractor by City of Alexandria, VA and extended by the Contractor to the County on the same terms and conditions as the Contractor’s agreement with City of Alexandria, VA, and substituting the phrases "County Board of Arlington County" or "Arlington County", as appropriate, for the phrase "City of Alexandria" wherever that phrase appears in the Contract Documents. Where the terms of this Agreement vary from the terms and conditions of the other Contract Documents, the terms and conditions of this Agreement shall prevail.

The Contract Documents set forth the entire agreement between the County and the Contractor. The County and the Contractor agree that no representative or agent of either of them has made any representation or promise with respect to the parties' agreement which is not contained in the Contract Documents.

2. CONTRACT TERM
The Contractor’s work for the County ("Work") shall commence on the date of execution of this Agreement by the County and be completed no later than March 31, 2012 ("Initial Contract Term"), subject to any modifications as provided for in the Contract Documents. Upon satisfactory performance by the Contractor and with the concurrence of the Contractor, the County may authorize continued operations of the Contractor under the same contract unit prices for not more than two (2) additional twelve (12) month periods from April 1, 2012 to March 31, 2014 (Each such period shall be referred to as a "Subsequent Contract Term").

3. PROJECT OFFICER
The performance of the Contractor is subject to the review and approval of the County Project Officer ("Project Officer") who shall be appointed by the Director of the Arlington County department or agency which seeks to obtain the Work pursuant to this Contract. However, it shall be the responsibility of the Contractor to manage the details of the execution and performance of its Work pursuant to the Contract Documents.
4. COUNTY PURCHASE ORDER REQUIREMENT

County purchases are authorized only if a County Purchase Order is issued in advance of the transaction. A Purchase Order must indicate that the ordering agency has sufficient funds available to pay for the purchase. Such a Purchase Order is to be provided to the Contractor by the ordering agency. The County will not be liable for payment for any purchases made by its employees without appropriate purchase authorization issued by the County Purchasing Agent. Contractors providing goods or services without a signed County Purchase Order do so at their own risk and expense.

5. NON-APPROPRIATION

All funds for payments by the County under this Contract are subject to the availability of an annual appropriation for this purpose by the County Board of Arlington County, Virginia. In the event of non-appropriation of funds by the County Board of Arlington County, Virginia for the goods or services provided under this Contract or substitutes for such goods or services which are as advanced or more advanced in their technology, the County will terminate the Contract, without termination charge or other liability to the County, on the last day of the then current fiscal year or when the appropriation made for the then current year for the services covered by this Contract is spent, whichever event occurs first. If funds are not appropriated at any time for the continuation of this Contract, cancellation will be accepted by the Contractor on thirty (30) days prior written notice, but failure to give such notice shall be of no effect and the County shall not be obligated under this Contract beyond the date of termination specified in the County’s written notice.

6. PAYMENT OF SUBCONTRACTORS

The Contractor is obligated to take one of the two following actions within seven (7) days after receipt of amounts paid to the Contractor by the County for work performed by any subcontractor under this Contract:

a. Pay the subcontractor for the proportionate share of the total payment received from the County attributable to the work performed by the subcontractor under this Contract; or

b. Notify the County and the subcontractor, in writing, of the Contractor's intention to withhold all or a part of the subcontractor's payment with the reason for nonpayment.

The Contractor is obligated to pay interest to the subcontractor on all amounts owed by the Contractor to the subcontractor that remain unpaid after seven (7) days following receipt by the Contractor of payment from the County for work performed by the subcontractor under this Contract, except for amounts withheld as allowed in subsection b., above. Unless otherwise provided under the terms of this Contract, interest shall accrue at the rate of one percent (1%) per month.

The Contractor shall include in each of its subcontracts, if any are permitted, a provision requiring each subcontractor to include or otherwise be subject to the same payment and interest requirements with respect to each lower-tier subcontractor.
The Contractor's obligation to pay an interest charge to a subcontractor pursuant to the above provisions may not be construed to be an obligation of the County. A Contract modification may not be made for the purpose of providing reimbursement for such interest charge. A cost reimbursement claim may not include any amount for reimbursement for such interest charge.

7. EMPLOYMENT DISCRIMINATION BY CONTRACTOR PROHIBITED

During the performance of this Contract, the Contractor agrees as follows:

A. The Contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, age, disability or any other basis prohibited by state law related to discrimination in employment except where there is a bona fide occupational qualification reasonably necessary to the normal operation of the Contractor. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.

B. The Contractor, in all solicitations or advertisements for employees placed by or on behalf of the contractor, will state that such contractor is an Equal Opportunity Employer.

C. Notices, advertisements and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient for the purpose of meeting the requirements of this section.

D. The Contractor will comply with the provisions of the Americans with Disabilities Act of 1990 which prohibits discrimination against individuals with disabilities in employment and mandates their full participation in both publicly and privately provided services and activities.

E. The Contractor will include the provisions of the foregoing paragraphs in every subcontract or purchase order of over $10,000, so that the provisions will be binding upon each subcontractor or vendor.

8. EMPLOYMENT OF UNAUTHORIZED ALIENS PROHIBITED

In accordance with §2.2-4311.1 of the Virginia Code, the Contractor acknowledges that it does not, and shall not during the performance of this Contract for goods and/or services in the Commonwealth, knowingly employ an unauthorized alien as defined in the federal Immigration Reform and Control Act of 1986.

9. DRUG-FREE WORKPLACE TO BE MAINTAINED BY CONTRACTOR

During the performance of this Contract, the Contractor agrees to (i) provide a drug-free workplace for the Contractor's employees; (ii) post in conspicuous places, available to employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana is prohibited in the Contractor's workplace and specifying the actions that will be taken against employees for violations of such prohibition; (iii) state in all
solicitations or advertisements for employees placed by or on behalf of the Contractor that the Contractor maintains a drug-free workplace; and (iv) include the provisions of the foregoing clauses in every subcontract or purchase order of over $10,000, so that the provisions will be binding upon each subcontractor or vendor.

For the purposes of this section, "drug-free workplace" means a site for the performance of work done in connection with a specific contract awarded to a contractor by Arlington County in accordance with the Arlington County Purchasing Resolution, the employees of which contractor are prohibited from engaging in the unlawful manufacture, sale, distribution, dispensation, possession or use of any controlled substance or marijuana during the performance of the contract.

10. **Indemnification**
The Contractor covenants for itself, its employees, and subcontractors to save, defend, hold harmless and indemnify the County, and all of its elected and appointed officials, officers, current and former employees, agents, departments, agencies, boards, and commissions (collectively the "County" for purposes of this section) from and against any and all claims made by third parties or by the County for any and all losses, damages, injuries, fines, penalties, costs (including court costs and attorney's fees), charges, liability, demands or exposure, however caused, resulting from, arising out of, or in any way connected with the Contractor's acts or omissions, including the acts or omissions of its employees and/or subcontractors, in performance or nonperformance of the work called for by the Contract Documents. This duty to save, defend, hold harmless and indemnify shall survive the termination of this Contract. If, after notice by the County, the Contractor fails or refuses to fulfill its obligations contained in this section, the Contractor shall be liable for and reimburse the County for any and all expenses, including, but not limited to, reasonable attorneys' fees incurred and any settlements or payments made. The Contractor shall pay such expenses upon demand by the County, and failure to do so may result in such amounts being withheld from any amounts due to Contractor under this Contract.

11. **Relation to County**
The Contractor is an independent contractor and neither the Contractor nor its employees or subcontractors will, under any circumstances, be considered employees, servants or agents of the County. The County will not be legally responsible for any negligence or other wrongdoing by the Contractor, its employees, servants or agents. The County will not withhold payments to the Contractor for any federal or state unemployment taxes, federal or state income taxes, Social Security tax, or any other amounts for benefits to the Contractor. Furthermore, the County will not provide to the Contractor any insurance coverage or other benefits, including workers' compensation, normally provided by the County for its employees.

12. **Dispute Resolution**
All disputes arising under this Contract, or its interpretation, whether involving law or fact, or extra work, or extra compensation or time, and all claims for breach of contract shall be submitted to the Project Officer for decision at the time of the occurrence or beginning of the work upon which the claim is based, whichever occurs first. Any such claim shall state the facts surrounding it in sufficient detail to
identify it, together with its character and scope. In accordance with the Arlington County Purchasing Resolution, claims denied by the Project Officer may be submitted to the County Manager in writing no later than sixty (60) days after final payment. The time limit for final written decision by the County Manager in the event of a contractual dispute, as that term is defined in the Arlington County Purchasing Resolution, is fifteen (15) days. Procedures for considering contractual claims, disputes, administrative appeals, and protests are contained in the Arlington County Purchasing Resolution, which is incorporated herein by this reference. A copy of the Arlington County Purchasing Resolution is available upon request from the Office of the Purchasing Agent. The Contractor shall not cause a delay in the Work pending any decision of the Project Officer, County Manager, County Board, or a court of law.

13. APPLICABLE LAW, FORUM, VENUE AND JURISDICTION
This Contract and the work performed hereunder shall be governed in all respects by the laws of the Commonwealth of Virginia, and the jurisdiction, forum, and venue for any litigation with respect thereto shall be in the Circuit Court for Arlington County, Virginia, and in no other court. In performing its Work pursuant to this Contract, the Contractor shall comply with applicable federal, state, and local laws, ordinances and regulations.

14. NOTICES
Unless otherwise provided herein, all notices and other communications required by this Contract shall be deemed to have been given when made in writing and either (a) delivered in person, (b) delivered by an agent, such as an overnight or similar delivery service, or (c) deposited in the United States mail, postage prepaid, certified or registered, addressed as follows:

TO THE CONTRACTOR:

Cyagraphic Communications Group, Inc.
1638 Bunkers Ct.
CULFORD, VA 20124

TO THE COUNTY:

The County Project Officer
Denise Chauvette
2100 Clarendon Blvd.
Suite 201
Arlington, VA 22201

AND

Richard D. Warren, Jr., Purchasing Agent
Arlington County, Virginia
2100 Clarendon Boulevard, Suite 500
Arlington, Virginia 22201
15. **ARLINGTON COUNTY BUSINESS LICENSES**

The Contractor must comply with the provisions of Chapter 11 ("Licenses") of the Arlington County Code, if applicable. For information on the provisions of that Chapter and its applicability to this Contract, the Contractor must contact the Arlington County Business License Division, Office of the Commissioner of the Revenue, 2100 Clarendon Blvd., Suite 200, Arlington, Virginia, 22201, telephone number (703) 228-3060.

16. **INSURANCE REQUIREMENTS**

The Contractor shall provide to the County Purchasing Agent a Certificate of Insurance indicating that the Contractor has in force the coverage types and minimum amounts below prior to the start of any Work under this Contract and upon any contract extension. The Contractor agrees to maintain such insurance until the completion of this Contract or as otherwise stated in the Contract Documents. All required insurance coverages must be acquired from insurers authorized to do business in the Commonwealth of Virginia, with a rating of "A-" or better and a financial size of "Class VII" or better in the latest edition of the A.M. Best Co. Insurance Guides, and acceptable to the County. The minimum insurance coverage types and amounts shall be:

a. **Workers Compensation - Virginia Statutory Workers Compensation (W/C) coverage including Virginia benefits and employers liability with limits of $100,000/100,000/500,000. The County will not accept W/C coverage issued by the Injured Worker's Insurance Fund, Towson, MD.**

b. **Commercial General Liability - $1,000,000 combined single limit coverage with $2,000,000 general aggregate covering all premises and operations including Personal Injury, Completed Operations, Contractual Liability, Independent Contractors, and Products Liability. The general aggregate limit shall apply to this Contract. Evidence of Contractual Liability coverage shall be typed on the certificate.**

c. **Business Automobile Liability - $1,000,000 Combined Single Limit (Owned, non-owned and hired).**

d. **Additional Insured - Arlington County, and its officers, elected and appointed officials, employees, and agents shall be named as additional insured on all policies except Workers Compensation and Auto and Professional Liability; evidence of the Additional Insured endorsement shall be typed on the certificate.**

e. **Cancellation - All insurance policies required by this Contract shall be endorsed to include the following provision: "It is agreed that this policy is not subject to cancellation or non-renewal until thirty (30) days prior written notice has been given to the Purchasing Agent, Arlington County, Virginia." If there is a material change or reduction in coverage the Contractor shall notify the Purchasing Agent immediately upon Contractor's notification from the insurer. Any policy on which the Contractor has received notification from an insurer that the policy has or will be cancelled or materially changed or reduced must be replaced with another policy consistent with the terms of**
this Contract, and the County notified of the replacement, in such a manner that there is no lapse in coverage. Not having the required insurance through the Contract term is grounds for termination of the Contract.

f. Any insurance coverage that is placed as a "claims made" policy must remain valid and in force, or the Contractor must obtain an extended reporting endorsement consistent with the terms of this Contract, until the applicable statute of limitations has expired, such date as determined to begin running from the date of the Contractor's receipt of final payment.

g. Contract Identification - The insurance certificate shall state this Contract's number and title.

The Contractor must disclose the amount of any deductible or self insurance component applicable to the General Liability, Automobile Liability, Professional Liability, Intellectual Property or any other policies required herein, if any. The County reserves the right to request additional information to determine if the Contractor has the financial capacity to meet its obligations under a deductible. Thereafter, at its option, the County may require a lower deductible, funds equal to the deductible be placed in escrow, a certificate of self-insurance, collateral, or other mechanism in the amount of the deductible to ensure protection for the County.

The Contractor shall require all subcontractors to maintain during the term of this Contract, Commercial General Liability insurance, Business Automobile Liability insurance, and Workers' Compensation insurance in the same form and manner as specified for the Contractor. The Contractor shall furnish subcontractors' certificates of insurance to the County immediately upon request by the County.

No acceptance or approval of any insurance by the County shall be construed as relieving or excusing the Contractor from any liability or obligation imposed upon the Contractor by the provisions of the Contract Documents.

The Contractor shall be responsible for the work performed under the Contract Documents and every part thereof, and for all materials, tools, equipment, appliances, and property of any description used in connection with the Work. The Contractor assumes all risks for direct and indirect damage or injury to the property or persons used or employed on or in connection with the work contracted for, and of all damage or injury to any person or property wherever located, resulting from any action, omission, commission or operation under the Contract, or in connection in any way whatsoever with the contracted work.

The Contractor shall be as fully responsible to the County for the acts and omissions of its subcontractors and of persons employed by them as it is for acts and omissions of persons directly employed by it.
Notwithstanding any of the above, the Contractor may satisfy its obligations under this section by means of self insurance for all or any part of the insurance required, provided that the Contractor can demonstrate financial capacity and the alternative coverage(s) are submitted to and acceptable to the County. The Contractor must provide its most recent actuarial report and provide a copy of its self insurance resolution to determine the adequacy of the insurance funding.

WITNESS these signatures:

THE COUNTY BOARD OF ARLINGTON COUNTY, VIRGINIA

AUTHORIZED SIGNATURE:

NAME: RICHARD D. WARREN, JR.
TITLE: PURCHASING AGENT
DATE: 8/09/11

GRAPHIC COMMUNICATIONS GROUP, INC.

TAXPAINTER ID (EIN): 54-1830564

AUTHORIZED SIGNATURE:

NAME AND TITLE: JEFF WALTER
DATE: 8/8/11
April 16, 2009

Jeff Walter, President
Graphic Communications Group, Inc.
4433 Brookfield Corporate Drive, Suite F
Chantilly, VA 20151

Reference: Request for Proposal (RFP) #00000034, Production of Business Property Tax Bills, Combined Personal Property Tax Bills and Vehicle Decals for the City of Alexandria

Dear Mr. Walter:

Congratulations! Please find enclosed one (1) original fully executed contract, an original signed Blanket Purchase Order (BPO), and a copy of the fully executed Offer and Award Form between the City of Alexandria and your firm, for Production of Business Property Tax Bills, Combined Personal Property Tax Bills and Vehicle Decals.

Price increases are not automatic. The contractor may request a price increase on each annual anniversary date of the contract. The contractor's written request must be submitted within fifteen (15) working days from the annual anniversary date of the contract. Any price increases requested after the fifteen-day (15) period will not be retroactive to the contract's annual anniversary date, but will be effective on the date of the City Director of Procurement's written approval. Any such price increase(s) shall be limited to the percentage calculated by the United States Department of Labor, Bureau of Labor Statistics, as the Consumer Price Index for All Urban Consumers (CPI-U), Baltimore-Washington DC-MD-VA-WV selected Area, All Items. If there is a decrease in the Consumer Price Index for All Urban Consumers (CPI-U), Baltimore-Washington DC-MD-VA-WV Selected Area, All Items, at the time of the contract's annual anniversary, the City will reduce the price(s) in the contract by the percentage of decrease in the referenced index.

Contract renewals shall be authorized by the City's Procurement Department. Automatic contract renewals are prohibited.

Should you have any questions, please do not hesitate to contact me on (703) 838-4944, or by fax at (703) 838-6493.

Sincerely,

Stephen B. Gordon, CPPO, FNIGP, PH.D.
Director of Procurement

Enclosures (3)

http://alexandriava.gov/cgi-bin/sol_board/
ATTACHMENT A
OFFER AND AWARD FORM
REQUIRED SUBMITTAL

THIS OFFER AND AWARD FORM SHALL BE SIGNED For and in consideration of the payment of the Contract Sum, as set forth in the Proposal, subject to modification in the final Contract as mutually agreed upon by the City and Offeror as a result of further negotiations, if any, (the "Offeror") offers to perform the Work set forth in Request for Proposals No. 00000034, together with any addenda, in accordance with the terms of the Offeror's Proposal, as modified in further negotiations with the City.

By signing this document, the Offeror agrees that, if its Proposal is accepted for the consideration mentioned, it will at its own expense do all of the Work and furnish all the materials, equipment and labor necessary to carry out this agreement within the time specified in the Request for Proposals pursuant to the Contract Documents identified as:

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<tr>
<th>PART</th>
<th>DESCRIPTION</th>
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<tr>
<td>1</td>
<td>Scope of Work</td>
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<tr>
<td>2</td>
<td>Specific Terms and Conditions</td>
</tr>
<tr>
<td>3</td>
<td>Instructions For Proposals</td>
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<tr>
<td>4</td>
<td>General Terms and Conditions</td>
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<tr>
<td>5</td>
<td>Addenda</td>
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JEFF WALTER 3/23/09
Offeror's Authorized Signatory Date

JEFF WALTER /PRESIDENT
Name and Title of Authorized Signatory

Accepted by the City of Alexandria, Virginia, This 16th day of April, 2009.

Stephen B. Gordon, CPPO, FNIGP, Ph.D.
Director of Procurement

NAME OF OFFER: GRAPHIC COMMUNICATIONS GROUP, INC
ADDRESS: 4433 Brookfield Corporate Dr. # F CHANTILLY VA 20151
TELEPHONE NUMBER: (703) 818 - 2700
FAX NUMBER: (703) 818 - 1996
FEDERAL EMPLOYMENT IDENTIFICATION NO. 54-1830564
ALEXANDRIA BUSINESS LICENSE NO. ______________
VIRGINIA CONTRACTOR'S REGISTRATION NO. ______________

GOODS AND SERVICES 00500-60 REV 3/26/03
CONTRACT
FOR
PRODUCTION OF BUSINESS PROPERTY TAX BILLS, COMBINED PERSONAL
PROPERTY TAX BILLS AND VEHICLE DECALS, FOR THE CITY OF ALEXANDRIA,
VIRGINIA, FINANCE DEPARTMENT

This Contract, made this 16th day of April 2009, between City of ALEXANDRIA,
a Municipal Corporation of Virginia, by Procurement Division (hereinafter called "City"),
and

Graphic Communications Group, Inc.
4433 Brookfield Corporate Drive, Suite F
Chantilly, VA 20151

(hereinafter called "Contractor");

WITNESSETH:

WHEREAS, City now wishes to retain Contractor to provide Production of Business
Property Tax Bills, Combined Personal Property Tax Bills and Vehicle Decals for the
City of Alexandria in accordance with Request for Proposal #000000034, dated,
February 26, 2009.

NOW, THEREFORE, for and in consideration of the payments set forth in Section 6
below, and the mutual promises contained herein, the parties agree as follows:

1. CONTRACT DOCUMENTS

The following documents are incorporated herein by attachment and are made a part of
this Contract:

   Exhibit I - Request for Proposal (RFP) No. 00000034 dated, February 26,
   2009, Addendum I, dated March 16, 2009, Addendum II dated

Exhibit III – Contractor’s Best and Final Offer (BAFO) submitted with clarifications, dated April 3, 2009.

Exhibit IV— Contractor’s clarifications, dated April 7, 02009.

This Contract with Exhibit I through IV shall constitute the whole and entire agreement between the parties. Where there is a conflict between the requirements of this contract and the requirements of Exhibits I through IV, the requirements of this contract shall govern.

2. DEFINITIONS

A. “Contract Documents” shall mean those documents identified in Section 1.

B. “Contract Sum” shall mean the amounts payable to Contractor in accordance with Section 6.

C. “Final Payment” shall have the meaning ascribed to it in Section 7.

D. “Task Orders” shall have the meaning ascribed to it in Section 4B.

E. “Term” shall have the meaning ascribed to it in Section 5.

F. “Work” shall mean the work identified in Section 4, together with any work assigned to the Contractor by Task Order.

3. RELATIONSHIP OF THE PARTIES

A. The Contractor covenants with the City to perform the work required under this Contract to the satisfaction of City, within the care and skill a Contractor would exercise under similar conditions; to cooperate with City, and such other contractors as city may retain; to exercise Contractor’s skill and judgment in furthering the interests of the City; to furnish efficient business administration and supervision; and to perform the Work in an expeditious and economical manner consistent with the City’s interests. The City agrees to furnish and approve, in a timely manner, information required by the Contractor and to make payments to
the Contractor in accordance with the requirements of the Contract Documents.

B. It is the intent of the parties hereto that the Contractor shall be legally considered as an independent contractor, that neither it nor its employees shall, under any circumstances, be considered servants or agents of the City, and that the City shall be at no time legally responsible for any negligence or intentional wrongdoing on the part of Contractor, its servants or agents, resulting in either bodily injury to any person or property damage to any individual, firm, or corporation.

4. SCOPE OF WORK

A. The scope of work shall include, Exhibit I, Part 1, Scope of Services and Graphic Communications Group, Inc., response. The Department of Finance, City of Alexandria or designee, shall serve as the Purchasing Agent’s Technical Representative (PATR) for projects included but not limited to the scope of services listed in Part 1 of the RFP.

B. The Contractor shall coordinate with the City, as necessary, in performance of the services as set forth in Exhibit I.

Contractor shall commence Work promptly after receipt of a fully executed copy of the Task Order. Receipt of a fully executed Task Order shall constitute written notice to proceed.

5. TERM

A. The contemplated term for a contract awarded through this RFP is from April 15, 2009 through March 31, 2014.

B. Contract renewals shall be authorized by City’s Purchasing Division. Automatic Contract renewals are prohibited.

C. Task Orders that are in progress at the time of the expiration of the Term of this contract shall be completed by Contractor, unless specifically terminated by the City.

D. Non-Appropriation of Funds- Any contract awarded pursuant to Request for Proposal No. 00000034 will be conditioned upon an annual
appropriation made by the Alexandria City Council of funds sufficient to
pay the compensation due Contractor under the contract. The contract
will provide that if such an appropriation is not made in any fiscal year, and
the City lacks funds from other sources to pay the compensation due
under the contract, the City will be entitled, at the beginning of or during
such fiscal year, to terminate the contract. In that event, the City will not
be obligated to make any payments under the contract beyond the amount
properly appropriated for contract payments in the immediately prior fiscal
year. The City will provide Contractor with written notice of contract
termination due to the non-appropriation of funds at least thirty (30)
calendar days before the effective date of the termination. However, the
City’s failure to provide such notice will not extend the contract into a fiscal
year in which funds for contract payments have not been appropriated.

6. CONTRACT COSTS

A. City Shall Pay Contractor for Production of Business Property Tax Bills,
Combined Personal Property Tax Bills and Vehicle Decals work as set
forth in Exhibit II - contractors firm fixed prices, dated March 20, 2009,
Exhibit III – contractor’s Best and Final Offer submitted with clarifications,
dated April 3, 2009, and contractor’s clarifications dated April 7, 2009,
herein by reference and made a part of this contract.

B. Such rates, as shown in Exhibit II, Exhibit III and Exhibit IV include salary,
payroll taxes social security, workers’ compensation and fringe benefits,
such as vacation and holiday pay, without additional contractor mark-up.
City shall pay only for work performed, and shall not pay for time in transit
to and from City sites.

C. Such rates shall be firm for the initial Term of this Contract. Price
increases are not automatic. The contractor may request a price increase
on each annual anniversary date of the contract. The contractor’s written
request must be submitted within fifteen (15) working days from the
annual anniversary date of the contract. Any price increases requested
after the fifteen-day (15) period will not be retroactive to the contract’s
annual anniversary date, but will be effective on the date of the City
Director of Procurement’s written approval. Any such price increase(s)
shall be limited to the percentage calculated by the United States
Department of Labor, Bureau of Labor Statistics, as the Consumer Price
Index for All Urban Consumers (CPI-U), Baltimore-Washington DC-MD-
VA-WV selected Area, All Items. If there is a decrease in the Consumer
Price Index for All Urban Consumers (CPI-U), Baltimore-Washington DC-
MD-VA-WV Selected Area, All Items, at the time of the contract’s annual
anniversary, the City will reduce the price(s) in the contract by the
percentage of decrease in the referenced index.
7. PAYMENT AND COMPLETION

A. Payment shall be made within 45 days after approval of the request for payment, or as otherwise required by the prompt payment provisions of the City Code.

B. Payment for Additional Services shall be invoiced and paid separate of the included yearly services.

8. ADMINISTRATION OF THE CONTRACT

The Finance Department, for the City of Alexandria, or designated representatives, shall administer the Contract and will be referred to in the Contract Documents as the "Purchasing Agent’s Technical Representative (PATR)", "City", or "Owner". The Contractor shall forward all communications to the City through the PATR.

9. SUPERVISION

Contractor shall supervise the work, and shall be solely responsible for all means, methods, sequences, and procedures and for coordination of all portions of the Work under this Contract. Contractor shall be responsible for coordination of all subcontractors. Contractor is responsible for all acts and omissions of its employees, its subcontractors, and its subcontractors’ employees performing any work pursuant to this Contract. A project manager designated in writing by Contractor for purposes of each Task Order shall attend all project meetings with City’s representative or his/her designee. The City reserves the right to request replacement of such project manager, or any personnel who are considered not performing in accordance with the Contract requirements.

10. SUBCONTRACTORS

By an appropriate agreement, Contractor shall require each subcontractor, with which it executes a subcontract, to be bound to Contractor by the terms of the Contract Documents, and to assume toward Contractor all of the obligations and responsibilities which Contractor, by the Contract Documents, assumes toward City.

11. TERMINATION OF CONTRACT
A. For Convenience. The City may terminate this Contract for convenience, in whole or in part, at any time by providing fifteen (15) days written notice to the Contractor. During the notice period, the Contractor shall perform no work not specifically authorized by the City that is not required to preserve the Work and/or prevent injury to persons or damage to property. The Contractor shall be paid for its work performed prior to the date of termination, in accordance with the Contract.

B. For Default. The City may, by written notice of default to Contractor, terminate the whole or any part of this Contract in any one of the following circumstances:

(1) If the Contractor fails to perform the services within the time(s) specified in this Contract or any Task Order; or

(2) If the Contractor fails to perform any of the other provisions of this Contract, fails to make progress so as to endanger performance of this Contract in accordance with its terms, and does not cure such failure within a period of ten (10) days after receipt of written notice from the City’s Purchasing Agent or designee.

C. Contract Cover. In the event City terminates this Contract for default, in whole or in part as indicated above, City may purchase from other vendor’s supplies or services similar to those terminated, and Contractor shall be responsible to City for any excess costs of reprocurement.

13. CHANGES

A. The City may order changes in the Work consisting of additions, deletions, or modifications, the Contract Sum and the time for performance being adjusted accordingly. Such changes in the Work shall be authorized only by written change order signed by the Director of Procurement. The Contract Sum and time for performance shall be changed only by change order signed by the Director of Procurement.

B. Contractor acknowledges and agrees that no claim for extra work done or materials furnished by Contractor will be allowed by City except as provided herein, nor shall Contractor do any work or furnish any materials not covered by this Contract unless such work is first authorized in writing. Any such work or materials furnished by Contractor without such written authorization first being given, shall be at Contractor’s own risk, cost, and expense, and Contractor hereby agrees that without written authorization it will make no claim for compensation for such work or materials furnished.

14. DISPUTES
Contractual disputes shall be submitted in writing no more than sixty (60) days after final payment in accordance with Section 3-3-107 of the Code of the City of Alexandria, Title 3, Chapter 3. However, written notice of an intention to file such a claim shall be made at the time of the occurrence or at the beginning of the work upon which the claim is based. The Purchasing Agent shall render a final decision within fifteen (15) days of the date of receipt of the written claim.

15. INDEMNIFICATION

The Contractor shall indemnify and hold harmless the City and its officials and employees and agents, of and from any and all claims, lawsuits, costs, damages, liabilities and other losses of any character (including attorney's fees and litigation costs) to the extent caused by the Contractor's negligent performance of professional services under this Contract and that of its Subcontractors or material suppliers.

16. INSURANCE

Within ten (10) days of receipt of notice of Contract award and prior to beginning Work under this Contract, the Contractor shall be required to furnish to the City's Purchasing Agent, a certificate or certificates of insurance, showing that the Contractor has obtained at its own expense all insurance coverage listed in the "CITY OF ALEXANDRIA, VIRGINIA, INSURANCE CHECKLIST," which can be found in Exhibit 1, Part 3a, Required Submittal." These certificates of insurance shall list the City of Alexandria as an additional insured in the amounts and types of insurance required by the checklist.

17. LICENSING

Certain vendors and contractors shall possess a current Alexandria business license prior to being issued a purchase order, unit price agreement, or contract by the City:

A. All vendors with a City of Alexandria address;

B. All construction and building trades contractors, regardless of address, who will perform construction work or their trades within the City of Alexandria;

C. All vendors delivering a service.

Vendors or contractors falling into the above categories, that do not have a current business license, will be notified that they have five (5) days to furnish evidence of a current license or the award will be made to another firm.

City of Alexandria business license information can be obtained in person at City Hall, Room 1400, or by calling the Business Tax Branch at 703-838-4680.
18. PROJECT DOCUMENTS AND COPYRIGHTS

A. City Ownership of Project Document. All work products (electronically or manually generated) which are prepared in the performance of this Contract (collectively referred to as "Documents") are to be and remain the property of City and are to be delivered to City before the Final Payment on each Task Order is made to Contractor. In the event these documents are altered, modified or adapted without the written consent of Contractor, which consent Contractor shall not unreasonably withhold, City agrees to hold Contractor harmless to the extent permitted by law from the legal liability arising out City's alteration, modification or adaption of the documents.

B. Contractor and City agree that City has, to the full extent of Contractor's rights therein, unlimited rights to use, disclose, reproduce, prepare derivative works, distribute copies to the public, and perform publicly and display publicly, in any manner and for any purpose, and to have or permit others to do so, any and all data prepared or used by Contractor under this contract (except information incidental to contract administration, such as financial, administrative, cost or pricing, or management information), including any and all recorded information, regardless of form or the media on which it may be recorded, and including technical data and computer software, and Contractor and City agree that Contractor shall provide City full and complete access to such data.

C. License to City for Reasonable Use. With this Contract, Contractor and its subcontractors hereby grant a license to City, its agents, employees, and representatives for an indefinite period of time to reasonably use, make copies, and distribute as appropriate the Documents, works or deliverables developed or created as a result of this Contract. This license also included the making of derivative works. In the event that derivative works require City to alter or modify the Documents, then the provisions of subsection (A) above apply.

D. Documents to Bear Seal. Contractor and its subcontractors shall endorse by professional seal all works, and deliverables prepared by them for this Contract as required by state law.

E. Delivery. Upon expiration or termination of this Contract, Contractor shall deliver to City work entirely or partially completed, together with all unused materials supplied City.

19. COMPLETENESS AND ACCURACY OF CONTRACTOR'S WORK
Contractor shall be responsible for the completeness and accuracy of its work prepared or compiled in connection with its obligation under this Contract and shall correct, at its expense, all willful or negligent errors, omissions and acts therein which may be discovered. Any damage incurred by City as a result of additional cost caused by such willful or negligent errors, omissions or acts shall be chargeable to contractor to the extent that such willful or negligent errors, omissions and acts fall below the standard of care and skill that a registered professional in Alexandria, Virginia would exercise under similar conditions. The fact that City has accepted or approved Contractor's work shall in no way relieve Contractor of any of its responsibilities.

20. QUALIFICATIONS

Contractor shall employ a team with the skills necessary, as may be determined by City, to perform the work as required. The team members shall have the educational and experiential credentials sufficient to ensure acceptable and timely performance of the work. The team shall be led by a registered or licensed professional, who shall be responsible for certifying the accuracy of the work.

21. PERSONNEL AUTHORIZED TO REPRESENT THE PARTIES

The individuals named below are designated to assume the administration and coordination of all Contract requirements.

A. For the City:

(1) Purchasing Agent's Technical Representative (PATR):
    David Clark, Division Chief
    Phone: 703-838-4777

(2) Contracting Officer: Changes made to this Contract throughout the Contract period must be authorized in writing by the City's Director of Procurement or his designee and the Contractor's signatory below.

B. For the Contractor:

Contract Administrator(s): Jeff Walter, President
    Phone: 703-818-2700
    Fax: 703-818-1996
    Email: jwalter@e-gcg.com
22. EMPLOYMENT DISCRIMINATION PROHIBITED

In the performance of the Contract, the Contractor covenants and certifies that it will comply in all respects with all pertinent federal, state and local laws and ordinances regarding work on municipal contracts, matters of employment, length of hours, workers compensation, affirmative action and human rights.

The Equal Employment Opportunity provisions of Title 12 of the City Code are hereby incorporated by reference and made a part of this Contract.

23. ETHICS IN PUBLIC CONTRACTING

This Contract incorporates by reference but is not limited to the provisions of law contained in the Virginia Conflict of Interest Act, 2.1-639.1 et seq., the Virginia Governmental Frauds Act, 18.2-498-1 et seq., and Articles 2 and 3 of Chapter 10 of Title 18.2, all of the Code of Virginia, 1950, as amended, and Article I, Title 3, Chapter 3 of the Code of the City of Alexandria, 1981, as amended.

24. TAX REQUIREMENTS

By executing this Contract, the Contractor agrees to comply with the laws, regulations and rulings of the United States Internal Revenue Service related to the requirements for filing information statements, including Form 1099, of the Internal Revenue Service.

25. ASSURANCES

Each party to this Contract warrants the following:

A. This Contract constitutes a valid, binding and enforceable agreement of the party;

B. The execution of this Contract and the performance of its obligations are within the party's powers; have been authorized by all necessary actions on behalf of the party; do not constitute a breach by the party of any agreement with another party; and will not cause a breach by the party of any duty arising in law or equity; and

C. The party possesses the financial capacity to perform all of its obligations under this Contract.

The parties agree that the failure of any of the above representations and warranties to be true during the term of this Contract shall constitute a material breach of this
Contract, and the City shall have the right, upon notice to the Contractor, to immediately terminate this Contract. All amounts outstanding hereunder shall be immediately invoiced. Court costs and other costs and expenses, including reasonable attorney’s fees, incurred in the collection of any amounts due hereunder may also be recovered by the City.

26. MISCELLANEOUS

A. **Severability.** Should any provision of this Contract be declared invalid for any reason, such decision shall not affect the validity of any other provisions, which other provisions shall remain in force and effect as if this Contract had been executed with the invalid provision(s) eliminated, and it is hereby declared the intention of the parties that they would have executed the other provisions of this Contract without including therein such provision(s) which may for any reason be hereafter declared invalid.

B. **Non-Waiver.** The failure of Contractor or the City to exercise any right, power or option arising under this Contract, or to insist upon strict compliance with the terms of this Contract, shall not constitute a waiver of the terms and conditions of this Contract with respect to any other or subsequent breach thereof, nor a waiver by Contractor or the City of their rights at any time thereafter to require exact and strict compliance with all the terms hereof.

C. **Successors Bound.** The terms and conditions of this Contract shall extend and inure to the benefit of and be binding on, the respective successors and assigns of City and Contractor.

D. **Force Majeure.** Contractor is not responsible for failure to have fulfilled its obligations under this Contract due to causes beyond its reasonable control.

E. **Headings.** Numbered topical headings, articles, paragraphs, subparagraphs or titles in this Contract are inserted for the convenience of organization and reference and are not intended to affect the interpretation or construction of the terms hereof.
F. Audit. All records, reports and documents relating to this Contract shall be maintained by the Contractor for a period of five (5) years following termination of the Contract. Such records, reports and documents shall be subject to review and audit by the City and the City’s consultants or auditors at mutually convenient times.

G. Assignment. The Contractor shall not assign, transfer, convey or otherwise dispose of any or all of its right, title or interest in this Contract, without the prior written consent of the Purchasing Agent or his authorized designee.

H. Governing Law. This Contract shall be governed in all respects by the laws of the Commonwealth of Virginia.

I. Drug Free Work Place. In accordance with section 3-3-78 of the Alexandria City Code, "employees are prohibited from engaging in the unlawful manufacture, sale, distribution, dispensation, possession or use of any controlled substance or marijuana during the performance of the contract."

J. Survival. The rights, obligations and/or liabilities of both parties, which arose prior to the expiration, or termination of this Contract shall survive the expiration or termination of this Contract.

27. SIGNATORIES

The parties agree that they shall be bound by the contents of this Contract.

GRAPHIC COMMUNICATIONS GROUP, INC
4433 Brookfield Corporate Drive, Suite F
Chantilly, VA 20151

CITY OF ALEXANDRIA
MUNICIPAL CORPORATION OF VIRGINIA

BY ______________       BY __________________
TITLE  PRESIDENT          TITLE:  Director of Procurement
DATE  9/19/09            DATE  4/16/2009
NOTICE TO BIDDERS
ADDENDUM I
REQUEST FOR PROPOSAL (RFP) #000000034

PRODUCTION OF BUSINESS PROPERTY TAX BILLS,
COMBINED PERSONAL PROPERTY TAX BILLS AND VEHICLE DECALS

CLOSING DATE: MARCH 24, 2009 AT 4:00 P.M.

This addendum consists of this one (1) acknowledgment cover page and two (2) pages with changes. Please incorporate the attached information into your response to the RFP. Please note the RFP closing date and time, March 24, 2009, 4:00 P.M.

This addendum cover page must be signed and returned with your response package before the closing date and time shown above. Failure to fully execute all bid documents may be cause for rejection of your response.

THE CITY RESERVES THE RIGHT TO REJECT ANY OR ALL OFFERS AND TO ACCEPT THE OFFER, WHICH IS IN THE BEST INTEREST OF THE CITY.

EXCEPT AS MODIFIED HEREIN, ALL OTHER TERMS AND CONDITIONS OF REQUEST FOR PROPOSAL NUMBER 000000034 REMAIN IN FULL FORCE AND EFFECT.

Stephen B. Gordon, CPPO, FNIGP, PH.D
Director of Procurement

3/16/2009
Date

ACKNOWLEDGMENT OF RECEIPT

COMPANY NAME: GMAGIC COMMUNICATIONS GROUP INC.

AUTHORIZED SIGNATURE: [Signature] 3/24/09

NAME AND TITLE: [Name] Date

TELEPHONE NUMBER: [Number]
NOTICE TO BIDDERS
ADDENDUM I
REQUEST FOR PROPOSAL (RFP) #000000034
PRODUCTION OF BUSINESS PROPERTY TAX BILLS,
COMBINED PERSONAL PROPERTY TAX BILLS AND VEHICLE DECALS

1. The closing date is unchanged and remains March 24, 2009.
2. No Questions were received, by the Question Closing date of March 16, 2009.
3. All other term and conditions contained in this solicitation remain unchanged.
4. Optional Submittal Form to Part 3A, is being included in this solicitation "Use of Contracts by Regional Jurisdictions", form is included in this Addendum below.
PART A

OPTIONAL SUBMITTAL

USE OF CONTRACTS BY REGIONAL JURISDICTIONS

USE OF CONTRACT(S) BY MEMBERS COMPRISING THE METROPOLITAN WASHINGTON COUNCIL OF GOVERNMENTS CHIEF PURCHASING OFFICERS COMMITTEE.

A. If authorized by the bidder(s), resultant contract(s) will be extended to any or all of the listed members as designated by the bidder to purchase at contract prices in accordance with contract terms.

B. Any member utilizing such contract(s) will place its own order(s) directly with the successful contractor. There shall be no obligation on the part of any participating member to utilize the contract(s).

C. A negative reply will not adversely affect consideration of your bid/proposal.

D. It is the awarded vendor’s responsibility to notify the members shown below of the availability of the Contract(s).

E. Each participating jurisdiction has the option of executing a separate contract with the awardee. Contracts entered into with a participating jurisdiction may contain general terms and conditions unique to that jurisdiction including, by way of illustration and not limitation, clauses covering minority participation, non-discrimination, indemnification, naming the jurisdiction as an additional insured under any required Comprehensive General Liability policies, and venue. If, when executing such a contract, the general terms and conditions of a jurisdiction are unacceptable to the awardee, the awardee may withdraw its extension of the award to that jurisdiction.

F. The issuing jurisdiction shall not be held liable for any costs or damages incurred by another jurisdiction as a result of any award extended to that jurisdiction by the awardee.

BIDDER’S AUTHORIZATION TO EXTEND CONTRACT:

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Vendor Name: GRASPAC COMMUNICATIONS Group, Inc.
Revised 3/16/09
NOTICE TO BIDDERS
ADDENDUM I I
REQUEST FOR PROPOSAL (RFP) #000000034
PRODUCTION OF BUSINESS PROPERTY TAX BILLS,
COMBINED PERSONAL PROPERTY TAX BILLS AND VEHICLE DECALS

CLOSING DATE: MARCH 24, 2009 AT 4:00 P.M.

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THE CITY RESERVES THE RIGHT TO REJECT ANY OR ALL OFFERS AND TO ACCEPT THE OFFER, WHICH IS IN THE BEST INTEREST OF THE CITY.

EXCEPT AS MODIFIED HEREIN, ALL OTHER TERMS AND CONDITIONS OF REQUEST FOR PROPOSAL NUMBER #000000034 REMAIN IN FULL FORCE AND EFFECT.

Stephen B. Gordon, C.P.P.O., FNIHP, PH.D
Director of Procurement

Acknowledgment of Receipt

Company Name: GRAPHIC COMMUNICATIONS GROUP, INC

Authorized Signature: [Signature] 3/24/09

Name and Title: [Signature] Date

Telephone Number: [Signature] 818-2700
NOTICE TO BIDDERS
ADDENDUM II
REQUEST FOR PROPOSAL (RFP) #000000034
PRODUCTION OF BUSINESS PROPERTY TAX BILLS,
COMBINED PERSONAL PROPERTY TAX BILLS AND VEHICLE DECALS

1. The closing date is unchanged and remains March 24, 2009.

2. All other term and conditions contained in this solicitation remain unchanged.

3. Samples will be made available for viewing, after March 20, 2009 in the Purchasing Office,
100 North Pitt Street, Suite 100, Alexandria Va. 22314.
NOTICE TO BIDDERS
ADDENDUM III
REQUEST FOR PROPOSAL (RFP) #00000034
PRODUCTION OF BUSINESS PROPERTY TAX BILLS,
COMBINED PERSONAL PROPERTY TAX BILLS AND VEHICLE DECALS

CLOSING DATE:  
MARCH 24, 2009 AT 4:00 P.M.

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Stephen B. Gordon, CPPC, FNIGP, PH.D  
Director of Procurement  

3/20/09  
Date

ACKNOWLEDGMENT OF RECEIPT

COMPANY NAME:  GYPSY COMMUNICATIONS GROUP, INC.

AUTHORIZED SIGNATURE:  Jeff Waine  
Date:  3/24/09

NAME AND TITLE:  President

TELEPHONE NUMBER:  763-818-2700
NOTICE TO BIDDERS
ADDITIONAL III
REQUEST FOR PROPOSAL (RFP) #000000034
PRODUCTION OF BUSINESS PROPERTY TAX BILLS,
COMBINED PERSONAL PROPERTY TAX BILLS AND VEHICLE DECALS

1. The closing date is unchanged and remains March 24, 2009.

2. All other terms and conditions contained in this solicitation remain unchanged.

3. Samples will be made available for viewing, after March 20, 2009 in the Purchasing Office. 100 North Pitt Street, Suite 100, Alexandria, Va. 22314.

4. Please delete or ignore Addendum II, which has been replaced by Addendum III.
City of Alexandria  
Purchase Order

Vendor Number: 0001323  
Alternate ID: 062981-001  
Graphic Communications Group  
4433 Brookfield Corporate Drive  
Unit F  
4433 Brookfield Corporate Dr  
Suite F  
Chantilly, VA 20151

THE APPROVER CERTIFIES THAT THIS PURCHASE WAS MADE IN CONFORMANCE WITH ALL CITY PURCHASING ORDINANCES AND REGULATIONS.

NOTE: Total Amount NOT-TO-EXCEED specified amount without prior written authorization from the City's Director of Procurement.

To ensure timely payments, mail invoices to the departmental "Billing Address" shown above. Please reference P.O. # on all invoices and any correspondence pertaining to this order.

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Price increases are not automatic. The contractor may request a price increase on each annual anniversary date of the contract. The contractor's written request must be submitted within fifteen (15) working days from the annual anniversary date of the contract. Any price increases requested after the fifteen-day (15) period will not be retroactive to the contract's annual anniversary date, but will be effective on the date of the City Director of Procurement's written approval. Any such price increase(s) shall be limited to the percentage calculated by the United State Department of Labor, Bureau of Labor Statistics, as the Consumer Price Index for All Urban Consumers (CPI-U), Baltimore-Washington DC-MD-VA-WV Selected Area, All Items. If there is a decrease in the Consumer Price Index for All Urban Consumers (CPI-U), Baltimore-Washington DC-MD-VA-WV Selected Area, All Items, at the time of the contract's annual anniversary, the City will reduce the price(s) in the contract by the percentage of decrease in the referenced index. Contacts: Purchasing: Mike Jackson Buyer, 703-838-4546, Ext. 203 Departmental: Dave Clark, 703-838-4770; Fax 703-706-3977 Vendor: Jeff Walter, 703-818-2700, Fax 703-818-1996.

TOTAL: $0.00
CERTIFICATE OF LIABILITY INSURANCE

PRODUCER
Kerxton Insurance Agency, Inc.
3922 Pender Drive, Suite 120
Fairfax, VA 22030
Phone: 703-352-0030 Fax: 703-591-3948

INSURED
Graphics Communication Group
Jeff Walter
1433 Brookfield Corp Dr, Apt F
Chantilly, VA 20151

DATE (MM/DD/YYYY) 04/13/09

INSURERS AFFORDING COVERAGE

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</table>

COVERAGE:

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERMINATION OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

<table>
<thead>
<tr>
<th>LIMTS</th>
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<tbody>
<tr>
<td>$200,000</td>
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<tr>
<td>$30,000</td>
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<tr>
<td>$10,000</td>
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<td>$200,000</td>
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<tr>
<td>$400,000</td>
</tr>
<tr>
<td>$400,000</td>
</tr>
</tbody>
</table>

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADOPTED BY ENDORSEMENT / SPECIAL PROVISIONS:

The following are additional insured on the general liability when required in a written contract ATTMA: City of Alexandria.

City of Alexandria
Finance Dept
Purchasing Division
100 N Pitt St, Suite 301
Alexandria, VA 22314

CANCELLATION

SHOULD ANY OF THE ABOVE-DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE INSURING INSURER WILL ENDORSE TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.

ACORD 25 (2005/09) © ACORD CORPORATION 1998
Request for Proposal Number 000000034

PRODUCTON OF BUSINESS PROPERTY TAX BILLS, COMBINED PERSONAL PROPERTY TAX BILLS AND VEHICLE DECALS

Prepared March 20, 2009 by:

Jeff Walter
President

G C C
G R A P H I C
C O M M U N I C A T I O N S
G R O U P
D e s i g n  •  P r i n t  •  D i s t r i b u t i o n
4433 Brookfield Corporate Drive, Suite F • Chantilly, Virginia 20151
Ph: 703.818.2700 • Fax: 703.818.1996
www.e-gcg.com
Table of Contents

Tab 1  Signed Offer and Award Form
Tab 2  Letter of Transmittal
Tab 3  Corporate Experience and Capacity
Tab 4  Client References for Similar Work Performed
Tab 5  Completed and Signed "Key Personnel to be Assigned by Contractor to Contract Administration" Form
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Tab 7  Completed "Required Information" Form
Tab 8  Signed "Certified Statement of Non-Collusion" Form
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Tab 11 Acceptance of Conditions
Tab 12 Appendices
Letter of Transmittal

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Through our experience in managing the design and production of each of these Contracts, we have gained invaluable experience and information on what works and more importantly what does not work. Our portfolio of manufacturers and partners gained over the years of managing very similar Contracts gives us a unique knowledge of who should be involved at what point and when. GCG has always employed a philosophy of using the best supplier for the job. This has enabled us to perform these complicated Contracts on time and without issue. GCG understands how important these revenue generating Contracts are and the timelines involved. We perform year after year meeting and exceeding our client’s expectations and deadlines. We have been brought in again and again by the NOVA Group to discuss and advise on the best practices for delivering these Tax Bills and Decals to their individual tax payers.

Jeff Walter, President of GCG, will always be the point of contact for your Contract. His experience and knowledge in handling the many details involved with these Contracts allows us to deliver the best product on time without issue. Jeff Walter will sign and is authorized to bind GCG for this and any other Contract.

Jeff Walter
President
Graphic Communications Group, Inc.
4433 Brookfield Corporate Drive
Unit F
Chantilly VA 20151
703-818-2700
jwalter@e-gcg.com
Corporate Experience and Capacity

Graphic Communications Group, Inc (GCG) has been involved in the design and production of Tax Bills and Vehicle Decals for over 10 years. We helped design and produce the first laser compatible Decals for most of the NOVA Group municipalities. Many of the projects we have worked on included GCG receiving and managing the municipality’s data, Laser Personalizing the Tax Bills and Decals and Mail shopping the forms into the finished product of Tax Bill / Decal with Return Envelope inside Outgoing Envelope. All of the Contracts and Projects we have managed required a unique design and process that was custom built for the software and internal processes of the County or City. We have listed the names and contact information of those municipalities that we have worked with over the years. We encourage you to contact them, we feel our work with them is exemplary and will speak for itself.
Client References for Similar Work Performed

All the references listed below are clients we have worked with on almost exactly the same type project as the RFP.

Arlington County
Frank O’Leary
703-228-4000
Treasurer, Arlington County
1990-2009 Personal Property Bills & Vehicle Decals; Parking Decals
Approximately $60,000 dollars

Fairfax County
Neus Martin
703-324-4611
2004-2007 Personal Property Bills & Vehicle Decals
Approximately $100,000 dollars

Steve Moloney
Treasurer, City of Fairfax
703-385-7875
1999-2009 Personal Property Bills & Vehicle Decals, Parking Decals
Approximately $18,000 dollars

City Of Alexandria
David Clark
703-838-4779
2001-2008 Personal Property Bills & Vehicle Decals; Parking Decals
Approximately $75,000 dollars

City of Falls Church
Treasurer, Cathy Kaye
703-248-5049
2007-2008 Personal Property Bills & Vehicle Decals
Answers to City of Alexandria Request for Additional Information
due April 3, 2009

1) Identify the sub-contractor for this project.

The sub contractor for this project will be MDI Imaging and Mail. They have handled all of the previous year’s production and have performed flawlessly. The same key contacts are in place.

Jay Hartman: Account Manager, is intimately familiar with the project and all its nuances.

Chris Sullivan: Is one of the Principals of the Company, and has been involved with this project from day one.

Jay Thompson: Head Programmer, involved since 2005 in all aspects of programming for project.

2) Provide copies of Graphic Communications Group's 2007 Tax return

Please find a copy enclosed. Obviously, this is for the selection committee’s eyes only and cannot be reproduced. After a selection has been made the Tax Return will need to be returned.

3) Provide confirmation that there will be NO additional design and programming charges on invoices for minor annual changes such as year digits in forms, scanlines, color changes, generating proofs or setting-up print jobs. However, the City will pay the rates indicated in the proposal if significant changes are requested by the City.

Graphic Communication Group (GCG) agrees and confirms that minor annual changes such as year digits in forms, scanlines, color changes, generating proofs or setting-up print jobs will not incur a design or programming charge.

4) Provide a Graphic Communications Group's, cost proposal best and final offer.

Please find enclosed a Price breakdown for the costs associated with this project. If awarded this project, the attached Price breakdown will be how GCG would prefer to submit the Invoice. The Price breakdown accurately reflects the cost and type of work required to produce and mail the different types of packages requested from the City.
Price Breakdown Addendum

The below pricing accurately reflects how each part of the Production process is performed and the associated cost.

Data Processing .......................................................... $8.25/M

This cost is for preparing files for printing and mailing. If there are 100M records this charge will be $825. The data processing charges apply to data conversion, postal presorting, and minor document and data adjustments.

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This cost reflects each round of setups requested.

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Lettershop Services- Machine Insert, No Decal .......................$41/M
Lettershop Services- Machine Insert, With Decal ....................$55/M
Lettershop Services- Hand Insert, No Parking Sticker ..............$155/M
Lettershop Services- Hand Insert, With Parking Sticker .......... $180/M
Lettershop Services- Additional Services .............................$75/M

Additional Programming ..................................................$155/M

Additional programming will consist of any changes necessary to previous programs written specifically for this project, or any major document changes:

i.e. Data layout, specific queries, specialized reports, document overhaul

I used the above Price Breakdown to recalculate and revise the pricing shown on Attachment 1.
## Base Bid Pricing Schedule

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Estimated Quantity</th>
<th>Unit</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Business Tax Bills with printed fixed information.</td>
<td>10,000</td>
<td>Itemized Pricing 23</td>
<td>$230.00</td>
</tr>
<tr>
<td>2.</td>
<td>Combined Decal and Tax Bills with printed fixed information.</td>
<td>100,000</td>
<td>Itemized Pricing 176</td>
<td>$17,600.00</td>
</tr>
<tr>
<td>3.</td>
<td>Decal Transmittal Forms with printed fixed information.</td>
<td>50,000</td>
<td>Itemized Pricing 176</td>
<td>$8,800.00</td>
</tr>
<tr>
<td>4.</td>
<td>Personal Property Tax Bills with printed fixed information.</td>
<td>25,000</td>
<td>Itemized Pricing 23</td>
<td>$575.00</td>
</tr>
<tr>
<td>5.</td>
<td>Loose Vehicle Decals.</td>
<td>2,000</td>
<td>Itemized Pricing</td>
<td>$967.00</td>
</tr>
<tr>
<td>6.</td>
<td>For Hire Decals.</td>
<td>2,000</td>
<td>Itemized Pricing</td>
<td>$967.00</td>
</tr>
<tr>
<td>7.</td>
<td>Motorcycle Decals.</td>
<td>2,000</td>
<td>Itemized Pricing</td>
<td>$1500.00</td>
</tr>
<tr>
<td>8.</td>
<td>Trailer Decals.</td>
<td>1,500</td>
<td>Itemized Pricing</td>
<td>$1125.00</td>
</tr>
<tr>
<td>9.</td>
<td>Residential Parking Decals.</td>
<td>21,750</td>
<td>Itemized Pricing</td>
<td>$9,918.00</td>
</tr>
<tr>
<td>10.</td>
<td>Residential Parking Permits.</td>
<td>20,900</td>
<td>Itemized Pricing</td>
<td>$5,956.00</td>
</tr>
<tr>
<td>11.</td>
<td>Printing of Business Tax Bill variable information.</td>
<td>6,200</td>
<td>Itemized Pricing</td>
<td>$305.35</td>
</tr>
<tr>
<td>12.</td>
<td>Printing of Combined Decal and Tax Bill variable information.</td>
<td>80,700</td>
<td>Itemized Pricing</td>
<td>$4,100.77</td>
</tr>
<tr>
<td>Item</td>
<td>Description</td>
<td>Estimated Quantity</td>
<td>Unit</td>
<td>Cost</td>
</tr>
<tr>
<td>------</td>
<td>----------------------------------------------------------------------------</td>
<td>-------------------</td>
<td>-----------------------</td>
<td>----------</td>
</tr>
<tr>
<td>13.</td>
<td>Printing of Personal Property Tax Bill variable information.</td>
<td>20,400</td>
<td>Itemized Pricing</td>
<td>$1,004.70</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>20.4 x 8.25 = 168.30</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>0.4 x 41 = 16.40</td>
<td></td>
</tr>
<tr>
<td>14.</td>
<td>Business Tax Bill Window Envelopes.</td>
<td>10,000</td>
<td>Itemized Pricing</td>
<td>$300.00</td>
</tr>
<tr>
<td>15.</td>
<td>Combined Decal and Tax Bill Window Envelopes.</td>
<td>90,000</td>
<td>Itemized Pricing</td>
<td>$2,700.00</td>
</tr>
<tr>
<td>16.</td>
<td>Decal Transmittal Form Window Envelopes.</td>
<td>20,000</td>
<td>Itemized Pricing</td>
<td>$600.00</td>
</tr>
<tr>
<td>17.</td>
<td>Personal Property Tax Bill Window Envelopes.</td>
<td>25,000</td>
<td>Itemized Pricing</td>
<td>$1,750.00</td>
</tr>
<tr>
<td>18.</td>
<td>Business Tax Bill Return Envelopes.</td>
<td>10,000</td>
<td>Itemized Pricing</td>
<td>$250.00</td>
</tr>
<tr>
<td>19.</td>
<td>Combined Decal and Tax Bill Return Envelopes.</td>
<td>90,000</td>
<td>Itemized Pricing</td>
<td>$2,250.00</td>
</tr>
<tr>
<td>20.</td>
<td>Personal Property Tax Bill Return Envelopes.</td>
<td>25,000</td>
<td>Itemized Pricing</td>
<td>$625.00</td>
</tr>
<tr>
<td>21.</td>
<td>Personal Property Tax Insert.</td>
<td>90,000</td>
<td>Itemized Pricing</td>
<td>$2,160.00</td>
</tr>
<tr>
<td>22.</td>
<td>Small Business Development Center Insert.</td>
<td>6,500</td>
<td>Itemized Pricing</td>
<td>$390.00</td>
</tr>
<tr>
<td>23.</td>
<td>Inserting, Presorting and Mailing Tax Bills.</td>
<td>107,300</td>
<td>Itemized Pricing</td>
<td>$5,901.50</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>107.30 x 55 = 5901.50</td>
<td></td>
</tr>
<tr>
<td>24.</td>
<td>Inserting Residential Parking Permits, Where Applicable.</td>
<td>9,000</td>
<td>Itemized Pricing</td>
<td>$1,020.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>9 x 180 = 1620</td>
<td></td>
</tr>
<tr>
<td>25.</td>
<td>Shipping/Courier Costs.</td>
<td></td>
<td>Itemized Pricing</td>
<td>$</td>
</tr>
<tr>
<td>26.</td>
<td>Programming Costs. (Cost for programming modifications requested after first year of</td>
<td>155</td>
<td>Itemized Pricing</td>
<td>$775.00</td>
</tr>
<tr>
<td>Item</td>
<td>Description</td>
<td>Estimated Quantity</td>
<td>Unit</td>
<td>Cost</td>
</tr>
<tr>
<td>------</td>
<td>-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
<td>--------------------</td>
<td>------</td>
<td>--------</td>
</tr>
<tr>
<td></td>
<td>contract. No programming charges will be paid for updating the year digits on subsequent year forms or for loading programs to print data.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>27.</td>
<td>Design Costs. (Cost for modifications requested after first year of contract. No design charges will be paid for updating the year digits on subsequent year forms or for generating proofs.)</td>
<td>Itemized Pricing</td>
<td>$0</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Lines 1-27 Above</td>
<td></td>
<td>Total</td>
<td>$71,970.32</td>
<td></td>
</tr>
</tbody>
</table>

In order for bid to be considered responsive, samples of similar combined decal/tax bills, loose vehicle decals, reflective bumper decals and hanging parking permits must be submitted with bid.

Offeror must also provide samples demonstrating intelligent inserting of multiple tax forms and pre-assigned parking permits.

The City will not accept print overages or shortages, and will not pay overage charges.

To be reimbursed for shipping and courier charges, the Offeror must provide the City with copies of the transportation company’s invoices, which specifically identify the shipping charges.

Programming charges are to be paid if the City requests programming modifications in subsequent years. The City will not pay for updating year digits on subsequent year forms or for loading programs to print data. The Offeror should include these costs in the proposed fixed costs for printing variable information on the tax bills identified as Items 11-13 in the above table.

Design charges are to be paid if the City requests form or decal modifications in subsequent years. The City will not pay for updating year digits or changing colors on subsequent year forms/decals or for generating proofs. The Offeror should include these costs in the proposed fixed costs for the tax bills, forms, decals, envelopes and inserts identified as Items 1-10 and 14-22 in the above table.
Request for Proposal Number 000000034

PRODUCTON OF BUSINESS PROPERTY TAX BILLS, COMBINED PERSONAL PROPERTY TAX BILLS AND VEHICLE DECALS

Prepared March 20, 2009 by:

Jeff Walter
President

GRAPHIC COMMUNICATIONS GROUP
Design • Print • Distribution

4433 Brookfield Corporate Drive, Suite F • Chantilly, Virginia 20151
Ph: 703.818.2700 • Fax: 703.818.1996
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**Additional Set Ups beyond first round** ....................... $200 each

This cost reflects each round of setups requested beyond the first round. This will not be billed unless agreed upon by the City of Alexandria.

**Personalization – Laser Form, No Decal** .................. $41/M  
**Personalization- Laser Form, with Decal** ................. $50/M

**Lettershop Services- Machine Insert, No Decal** .......... $41/M  
**Lettershop Services- Machine Insert, With Decal** ....... $55/M  
**Lettershop Services- Hand Insert, No Parking Sticker** .. $155/M  
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**Additional Programming** ........................................ $155/M

Additional programming will consist of any changes necessary to previous programs written specifically for this project, or any major document changes:

i.e. Data layout, specific queries, specialized reports, document overhaul

I used the above Price Breakdown to recalculate and revise the pricing shown on Attachment 1.
Answers to Second Round of Questions from Committee

The evaluation committee has the following additional requests:

1) Clearly specify unit pricing for each line item on the Base Bid Pricing Schedule. The Cost column was complete but most items in the Unit column were blank. For example, line 1 pricing should clearly state $23/1,000, line 5 pricing should clearly state $483.50/1,000.

See attached Pricing Sheet for completed Unit Cost for each item.

2) Provide more accurate pricing for line 23, Inserting, Presorting and Mailing Tax Bills. Only provided cost for machine inserting without decal for all files. Several files will require hand inserting which is more expensive.

We provided the Price Breakdown for this reason, to handle the different scenarios that this project requires. A couple different examples are listed below.

If we are inserting Advance Decals with Parking Permits the pricing would be:

10,000 Decals and Parking Permits x $180/M= $1800.00

If we are inserting Personal Property Bills without any other inserts:

25,000 Personal Property Bills x $41/M= $1025.00

3) Explain $775 for programming costs. There should be no programming charges for simply updating year digits, etc from year to year.

We anticipated from our history with this job that there would be 5 hours of programming that does not fall under the heading of simply updating year digits, etc. We will remove the cost from the pricing matrix.
4) Per #3 on Answers to City of Alexandria Request for Additional Information due April 3, 2009, remove $200 for Set Ups on Price Breakdown Addendum.

We have amended the Price Breakdown sheet to reflect that the Setup Cost will only be billed with the approval of the City. We request that this be left in the Price Breakdown to protect GCG from multiple Setups when there is an issue discovered due to errors from the City. This will only be billed if approved by the City.

5) The City will allow Graphic Communications to submit invoices formatted similar to the Price Breakdown Addendum, provided the invoice clearly shows the Personalization and Lettershop Service rates charged for each of the City's 15 files. Graphic Communications needs to confirm the respective rates will be provided on the invoice.

We confirm that the respective rates will be provided on any Invoice submitted by GCG.
Answers to City of Alexandria Request for Additional Information due April 3, 2009

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The sub contractor for this project will be MDI Imaging and Mail. They have handled all of the previous year's production and have performed flawlessly. The same key contacts are in place.

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Graphic Communication Group (GCG) agrees and confirms that minor annual changes such as year digits in forms, scanlines, color changes, generating proofs or setting-up print jobs will not incur a design or programming charge.

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<td>Itemized Pricing</td>
<td>$230.00</td>
</tr>
<tr>
<td>2.</td>
<td>Combined Decal and Tax Bills with printed fixed information</td>
<td>100,000</td>
<td>Itemized Pricing</td>
<td>$17,600.00</td>
</tr>
<tr>
<td>3.</td>
<td>Decal Transmittal Forms with printed fixed information</td>
<td>50,000</td>
<td>Itemized Pricing</td>
<td>$8,800.00</td>
</tr>
<tr>
<td>4.</td>
<td>Personal Property Tax Bills with printed fixed information</td>
<td>25,000</td>
<td>Itemized Pricing</td>
<td>$5,760.00</td>
</tr>
<tr>
<td>5.</td>
<td>License Vehicle Decals.</td>
<td>2,000</td>
<td>Itemized Pricing</td>
<td>$4,67.00 M</td>
</tr>
<tr>
<td>6.</td>
<td>For Hire Decals.</td>
<td>2,000</td>
<td>Itemized Pricing</td>
<td>$4,835.00 M</td>
</tr>
<tr>
<td>7.</td>
<td>Motorcycle Decals.</td>
<td>2,000</td>
<td>Itemized Pricing</td>
<td>$1,500.00</td>
</tr>
<tr>
<td>8.</td>
<td>Trailer Decals.</td>
<td>1,500</td>
<td>Itemized Pricing</td>
<td>$1,25.00</td>
</tr>
<tr>
<td>9.</td>
<td>Residential Parking Decals.</td>
<td>21,750</td>
<td>Itemized Pricing</td>
<td>$9,918.00</td>
</tr>
<tr>
<td>10.</td>
<td>Residential Parking Permits.</td>
<td>20,900</td>
<td>Itemized Pricing</td>
<td>$5,956.00</td>
</tr>
<tr>
<td>11.</td>
<td>Printing of Business Tax Bill variable information</td>
<td>6,200</td>
<td>Itemized Pricing</td>
<td>$305.35</td>
</tr>
<tr>
<td>12.</td>
<td>Printing of Combined Decal and Tax Bill variable information</td>
<td>80,700</td>
<td>Itemized Pricing</td>
<td>$4,700.77</td>
</tr>
<tr>
<td>Item</td>
<td>Description</td>
<td>Quantity</td>
<td>Unit</td>
<td>Cost</td>
</tr>
<tr>
<td>------</td>
<td>-----------------------------------------------------------------------------</td>
<td>----------</td>
<td>------</td>
<td>-------</td>
</tr>
<tr>
<td>13.</td>
<td>Printing of Personal Property Tax Bill variable information</td>
<td>20,400</td>
<td>Itemized Pricing</td>
<td>$1,004.70</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>80.48 x 12.75 = 1,004.70</td>
</tr>
<tr>
<td>14.</td>
<td>Business Tax Bill Window Envelopes.</td>
<td>10,000</td>
<td>Itemized Pricing</td>
<td>$300.00</td>
</tr>
<tr>
<td>15.</td>
<td>Combined Decal and Tax Bill Window Envelopes</td>
<td>90,000</td>
<td>Itemized Pricing</td>
<td>$2,700.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$30/M</td>
</tr>
<tr>
<td>16.</td>
<td>Decal Transmittal Form Window Envelopes.</td>
<td>20,000</td>
<td>Itemized Pricing</td>
<td>$600.00</td>
</tr>
<tr>
<td>17.</td>
<td>Personal Property Tax Bill Window Envelopes</td>
<td>25,000</td>
<td>Itemized Pricing</td>
<td>$750.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$30/M</td>
</tr>
<tr>
<td>18.</td>
<td>Business Tax Bill Return Envelopes.</td>
<td>10,000</td>
<td>Itemized Pricing</td>
<td>$250.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$25/M</td>
</tr>
<tr>
<td>19.</td>
<td>Combined Decal and Tax Bill Return Envelopes</td>
<td>90,000</td>
<td>Itemized Pricing</td>
<td>$2,250.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$25/M</td>
</tr>
<tr>
<td>20.</td>
<td>Personal Property Tax Bill Return Envelopes</td>
<td>25,000</td>
<td>Itemized Pricing</td>
<td>$625.00</td>
</tr>
<tr>
<td>21.</td>
<td>Personal Property Tax Inser.</td>
<td>90,000</td>
<td>Itemized Pricing</td>
<td>$2,160.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$24/M</td>
</tr>
<tr>
<td>22.</td>
<td>Small Business Development Center Reel.</td>
<td>6,500</td>
<td>Itemized Pricing</td>
<td>$390.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$60/M</td>
</tr>
<tr>
<td>23.</td>
<td>Houses, Parking, and Mailing Tax Bills.</td>
<td>107,300</td>
<td>Itemized Pricing</td>
<td>$5901.50</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>107,300 x 55 = $5901.50</td>
</tr>
<tr>
<td>24.</td>
<td>Houses Residential Parking Permits, Where Applicable</td>
<td>9,000</td>
<td>Itemized Pricing</td>
<td>$1620.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$180/M</td>
</tr>
<tr>
<td>25.</td>
<td>Shipping/Courier Costs</td>
<td></td>
<td>Itemized Pricing</td>
<td>$</td>
</tr>
<tr>
<td>26.</td>
<td>Programming Costs (Cost for programming modifications requested after first year of)</td>
<td></td>
<td>Itemized Pricing</td>
<td>$</td>
</tr>
</tbody>
</table>
In order for bid to be considered responsive, samples of similar combined decal/tax bills, loose vehicle decals, reflective bumper decals and hanging parking permits must be submitted with bid.

Offeror must also provide samples demonstrating intelligent inserting of multiple tax forms and pre-assigned parking permits.

The City will not accept print overages or shortages, and will not pay overage charges.

To be reimbursed for shipping and courier charges, the Offeror must provide the City with copies of the transportation company's invoices, which specifically identify the shipping charges.

Programming charges are to be paid if the City requests programming modifications in subsequent years. The City will not pay for updating year digits on subsequent year forms or for loading programs to print data. The Offeror should include these costs in the proposed fixed costs for printing variable information on the tax bills identified as Items 11-13 in the above table.

Design charges are to be paid if the City requests form or decal modifications in subsequent years. The City will not pay for updating year digits or changing colors on subsequent year forms/decals or for generating proofs. The Offeror should include these costs in the proposed fixed costs for the tax bills, forms, decals, envelopes and inserts identified as Items 1-10 and 14-22 in the above table.