TO:  Envelopes Only, Inc.
     133 Roxbury Industrial Ctr
     Charles City, Virginia 23030

DATE ISSUED:  January 15, 2015
CURRENT CONTRACT NO:  642-15

CONTRACT TITLE:  Recycled Envelopes

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 January 14, 2015. The contract term covered by this Notice of Award is effective January 19, 2015 and expires on January 18, 2020.

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

The contract documents consist of the terms, conditions, and specifications of Invitation to Bid No. 642-15 and the bid of the Contractor, incorporated herein by reference.

CONTRACT PRICING:

1) REFER TO ATTACHMENT C - PRICING SHEET (ATTACHED)

2) PRICING FIRM FOR CONTRACT TERM BASED ON ATTACHMENT C - PRICING SHEET

ATTACHMENTS:
Specifications Excerpt
Pricing Sheet
Bid Form

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

VENDOR CONTACT: Sherri L. Singleton
EMAIL ADDRESS: ssingleton@envelopesonly.com
VENDOR PAYMENT TERMS: NET 30 DAYS
COUNTY CONTACT: Paul Sprow
EMAIL ADDRESS: psprow@arlingtonva.us

TELEPHONE NO.: 804-357-0300
TELEPHONE NO.: 703-228-4431

PRODUCT DESCRIPTION:

VENDOR: 1
BID FOLDER: 1

CONTRACT AUTHORIZATION

Shinevere Bruner, CPFB
Procurement Officer
ARLINGTON COUNTY, VIRGINIA
OFFICE OF THE PURCHASING AGENT

AGREEMENT NO. 642-15

I. SPECIFICATIONS - Excerpt from ITB 642-15

1. BACKGROUND:

1.1. Arlington County Government Digital Production and Mail Center (DPMC), under the Department of Environmental Services, provides high-speed digital black & white printing, digital color printing, offset printing and large format printing and bindery services to customer agencies.

1.2. Arlington County DPMC prints and inserts jobs for the Commissioner of Revenue, Treasurer’s Office, Human and Real Estate Assessment. Each have special window placement requirements as well as various printing as defined in the scope of services and copies of envelopes provided.

2. SCOPE:

2.1. The Purpose of this solicitation is to establish a term contract for recycled envelope manufacturing and printing for Arlington County Government Digital Production and Mail Center (DPMC). All envelopes are to be manufactured using 24#/30% recycled materials.

2.2. Arlington County DPMC will also require the bidder to print return addresses on the front of the envelopes and the County “Recycle” logo on the back (Exhibit A and B).

2.3. Bidders must be able to accommodate rush orders as needed.

2.4. Bidders are required to include the following with their bid. Failure to provide these items will result in rejection of the bid:

2.4.1. Pricing Schedule (Exhibit C)

2.4.2. FSC Certified – MUST INCLUDE COPY OF CERTIFICATION WITH BID RESPONSE

3. CONTRACT PERIOD:

3.1. The contract will commence on or around January 15, 2015 and continue through January 14, 2020 and will include a one (1) year option to extend from January 15, 2020 through January 14, 2021.

4. PROJECTED REQUIREMENTS/ESTIMATED QUANTITIES:

4.1. Bidders are required to meet the most recent Environmental Protection Agency (EPA) standard for recycled stock paper. The standard is currently 30% recycled.

4.2. Authorized individuals will place orders for specific quantities of items covered in the resultant contract as requirements arise.

4.3. The quantities specified in this solicitation are estimates only, and are given for the information of bidders and for the purpose of bid evaluation only. They do not indicate the actual quantities that will be ordered since the actual volume will depend upon requirements that develop during the contract period.

4.4. No overruns or underruns shall be accepted or paid for by Arlington County.

5. SAMPLES:

5.1. Bidders shall submit 3 samples of a #9 window and non-window envelope, a #10 window and non-window envelope and a #11 window and non-window envelope with their bid response.

6. ENVELOPE SPECIFICATIONS/REQUIREMENTS:

6.1. Each envelope specification is listed individually on the Pricing Sheet, Exhibit A, this includes, envelope size, window placement and any special characteristics.

7. DELIVERY REQUIREMENTS:

7.1. All deliveries will F.O.B. Destination to: Arlington County Government Digital Production and Mail Center (DPMC)

7.2. The place of delivery of items ordered under this contract shall be at the delivery point listed. Deliveries shall be made between the hours of 7:30 a.m. and 3:30 p.m. on regular County business days unless other arrangements have been made in writing between the awarded vendor and Project Officer. All shipments will require a lift-gate delivery.

7.4. Envelopes will be ordered on an ‘as needed’ basis and shall be delivered within four (4) business days of order after blueline approval. Individual orders will not be less than 2.5M (2,500).

8. BLUELINE PROOF AND SAMPLES:

8.1. The County shall require a successful bidder to furnish blueline proofs via email to Project Officer of any item on which they submit a bid within 24 hours
after the request is made. The County will review the proof and make comments available to the bidder within 24 hours.

8.2. Should the successful bidder fail to furnish blueline proofs and samples within the time indicated or fail to meet the technical specifications indicated within this contract, the County reserves the right to utilize another contractor to fulfill the order.

9. **PACKAGING AND MARKING:**

9.1. Envelopes shall be packaged in boxes or cartons that will not buckle or collapse during transit or storage.

9.2. Each carton shall contain five (5) boxes of 500 envelopes each and all envelopes shall face the same direction. In case of the color tab envelopes, the colored side of the envelope shall be on the top of the box.

9.3. All skids shall be shrink-wrapped.

9.4. Each carton shall be marked with the name of the item, item number and the quantity contained therein.

*FAILURE TO SUBMIT SAMPLES WITH THE BID WILL RESULT IN REJECTION OF BID.*
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<tr>
<th>Description</th>
<th>Quantity</th>
<th>Unit Price</th>
<th>Total</th>
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<td>Item 5</td>
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**Total:** $2300

*Please provide prices in all cells highlighted in blue.*

**NOTE:** This is an Excel sheet and will automatically calculate totals. Please enter prices into the highlighted cells for the correct calculation.

Procedure of received Excel file and printing:

*Receive Excel document and enter prices in highlighted cells.*

Please review and confirm the accuracy of the provided prices.
ARLINGTON COUNTY, VIRGINIA
OFFICE OF THE PURCHASING AGENT

INVITATION TO BID NO. 642-15

BID FORM

SUBMIT TWO (2) COMPLETELY-FILLED AND SIGNED BID FORMS TO THE OFFICE OF THE BID CLERK, SUITE 511, 2100 CLARENDON BLVD., ARLINGTON, VIRGINIA, 22201 (ONE FORM SHALL CONTAIN AN ORIGINAL LONGHAND SIGNATURE; THE OTHER SHALL BE A PHOTOCOPY OF THE SIGNED ORIGINAL)

BIDS WILL BE OPENED AT 11:00 A.M. ON January 12, 2015.

FOR PROVIDING RECYCLED ENVELOPE MANUFACTURING AND PRINTING FOR A FIVE (5) YEAR PERIOD WITH AN ADDITIONAL ONE (1) YEAR OPTION TO EXTEND PER THE TERMS, CONDITIONS AND SPECIFICATIONS OF THIS SOLICITATION

PLEASE COMPLETE THE PRICING SHEET (ATTACHMENT C) PROVIDED WITH THE BID DOCUMENTS AS ATTACHMENT A TO ITB NO. 642-15 AND SUBMIT IT WITH YOUR BID.

FAILURE TO SUBMIT THE PRICING SHEET WITH THE BID WILL DEEM THE BIDDER NONRESPONSIVE.

NOTE: THIS IS AN EXCEL SHEET AND WILL AUTOMATICALLY CALCULATE TOTALS WHEN ENTERED DIRECTLY INTO THE SPREADSHEET THROUGH EXCEL

ALL SAMPLES MUST BE SUBMITTED WITH BID RESPONSE

The undersigned understands and acknowledges the following:

The official, true, and complete copy of the solicitation documents, WHICH SHALL INCLUDE ALL AMENDMENTS THERETO, is the electronic copy of the solicitation documents provided at the County Purchasing Agent's website (http://www.arlingtonva.us/purchasing).

Each bidder is responsible for determining the accuracy and completeness of ALL solicitation documents they receive, including documents obtained from the County, and documents obtained from all other sources.

I HAVE INCLUDED A COPY OF MY FSC CERTIFICATION AS REQUIRED: ✓

I HAVE INCLUDED THE APPROPRIATE SAMPLES AS REQUIRED: ✓

BIDDER NAME: Envelopes Only, Inc.

ITB No. 642-15
ENVELOPES
TRADE SECRETS OR PROPRIETARY INFORMATION:
Trade secrets or proprietary information submitted by a bidder in connection with a procurement transaction shall not be subject to public disclosure under the Virginia Freedom of Information Act. However, Section 4-111 of the Arlington County Purchasing Resolution states that the bidder must invoke the protection of this section prior to or upon submission of the data or other materials, and must identify the data or other materials to be protected and state the reasons why protection is necessary.

Please mark one:

( ) No, the bid I have submitted does not contain any trade secrets and/or proprietary information.

( ) Yes, the bid I have submitted does contain trade secrets and/or proprietary information.

If Yes, you must clearly identify below the exact data or other materials to be protected and list all applicable page numbers of the bid containing such data or materials:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

State the specific reason(s) why protection is necessary:

________________________________________________________________________

________________________________________________________________________

If you fail to identify the data or other materials to be protected and state the reasons why protection is necessary in the space provided above, you will not have invoked the protection of Section 4-111 of the Purchasing Resolution. Accordingly, effective upon the award of contract, the bid will be open for public inspection consistent with applicable law.

CERTIFICATION OF NON-COLLUSION: The undersigned certifies that this bid is not the result of, or affected by, any act of collusion with another person (as defined in the Code of Virginia § 59.1-68.6 et seq.), engaged in the same line of business or commerce; or any act of fraud punishable under the Virginia Governmental Frauds Act (Code of Virginia § 18.2-498.1 et seq.).

BIDDER NAME: Envelopes Only, Inc.
CONTACT PERSON AND MAILING ADDRESS FOR DELIVERY OF NOTICES
Provide the name and address of the person designated by the Bidder to receive notices and other communications (Refer to section headed Notices in the Contract Terms and Conditions of this solicitation for further details):

Sherri L. Singleton
133 Roxbury Industrial Ctr.
Charles City, VA 23030

THE PROPER AND FULL LEGAL NAME OF THE FIRM OR ENTITY SUBMITTING THIS BID MUST BE WRITTEN IN THE SPACE PROVIDED BELOW. THIS BID FORM, AND ALL OTHER DOCUMENTS REQUIRED BY THE INVITATION TO BID TO BE SUBMITTED WITH THIS BID FORM, INCLUDING, BUT NOT LIMITED TO ALL ISSUED AMENDMENTS, MUST BE FULLY AND ACCURATELY COMPLETED AND SIGNED BELOW BY A PERSON AUTHORIZED TO LEGALLY AND CONTRACTUALLY BIND THE BIDDER, OR THE BID MAY BE REJECTED:

AUTHORIZED SIGNATURE

PRINT NAME AND TITLE

INDICATE THE NAME AND CONTACT INFORMATION OF THE PERSON WHO CAN RESPOND AUTHORITATIVELY TO ANY QUESTIONS REGARDING THIS BID (I.E. PROJECT MANAGER):

NAME (PRINTED): Sherri L. Singleton
TITLE: Sales representative
E-MAIL ADDRESS: ssingleton@envelopesonly.com
TEL. NO.: 804 357-0330
| **SUBMITTED BY:** (LEGAL NAME OF ENTITY) | Envelopes Only, Inc. |
| **ADDRESS:** | 133 Roxbury Industrial Ctr. |
| **CITY/STATE/ZIP:** | Charles City, VA 23030 |
| **TELEPHONE NO.:** | 804 966-5479 |
| **FACSIMILE NO.:** | 804 966-5496 |

**THIS FIRM IS A:**  
- [✓] CORPORATION,  
- [ ] GENERAL PARTNERSHIP,  
- [ ] LIMITED PARTNERSHIP,  
- [ ] UNINCORPORATED ASSOCIATION,  
- [ ] LIMITED LIABILITY COMPANY,  
- [ ] SOLE PROPRIETORSHIP

**IS FIRM AUTHORIZED TO TRANSACT BUSINESS IN THE COMMONWEALTH OF VA?**  
- [✓] Yes

**IDENTIFICATION NO. ISSUED TO THE FIRM BY THE SCC:**  
54-1301694

**ANY BIDDER EXEMPT FROM SCC AUTHORIZATION REQUIREMENT SHALL INCLUDE A STATEMENT WITH ITS BID WHY THEY ARE NOT REQUIRED TO BE SO AUTHORIZED**

**IS YOUR FIRM OR ANY OF ITS PRINCIPALS CURRENTLY DEBARRED FROM SUBMITTING BIDS TO ARLINGTON COUNTY, VIRGINIA, OR ANY OTHER STATE OR POLITICAL SUBDIVISION?**  
- [✓] No

**BIDDER STATUS:**  
- MINORITY OWNED:  
- WOMAN OWNED:  
- NEITHER:
METROPOLITAN WASHINGTON COUNCIL OF GOVERNMENTS (COG)
RIDER CLAUSE

PERTAINING TO THE USE OF CONTRACT(S) BY MEMBERS OF THE METROPOLITAN
WASHINGTON COUNCIL OF GOVERNMENTS 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 a
bidder’s 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 preparing 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.

Continued on next page
**BIDDER'S AUTHORIZATION TO EXTEND CONTRACT:**

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**BIDDER'S LEGAL NAME:**

Envelopes Only, Inc.

**DATE OF BID:** 1/14/16