

A-88003  
C-121-0007

**CONTRACT DOCUMENTS**

**CITY OF LINCOLN, NEBRASKA,  
LANCASTER COUNTY,  
LINCOLN - LANCASTER COUNTY  
PUBLIC BUILDING COMMISSION**

**ANNUAL REQUIREMENTS  
FOR  
OFFSET PRINTING AND RELATED SERVICES  
BID NUMBER 13-301**

**A to Z Printing  
8230 Cody Drive  
Lincoln, NE 68512  
402-477-0815**

**CITY OF LINCOLN-LANCASTER COUNTY, NEBRASKA and  
LINCOLN-LANCASTER COUNTY PUBLIC BUILDING COMMISSION  
CONTRACT AGREEMENT**

THIS CONTRACT, made and entered into this \_\_\_\_\_ day of \_\_\_\_\_ 2013, by and between **A to Z Printing, 8230 Cody Drive, Lincoln, NE 68512**, hereinafter called "Contractor", and the City of Lincoln, Nebraska, a municipal corporation, and the County of Lancaster, Nebraska, a political subdivision of the State of Nebraska, and the Lincoln-Lancaster County Public Building Commission hereinafter called the "Owners".

WHEREAS, the Owners have caused to be prepared, in accordance with law, Specifications, Plans, and other Contract Documents for the Work herein described, and has approved and adopted said documents and has caused to be published an advertisement for and in connection with said Work, to-wit:

For providing **Annual Requirements for Offset Printing and Related Services, Bid No. 13-301**  
and,

WHEREAS, the Contractor, in response to such advertisement, has submitted to the Owners, in the manner and at the time specified, a sealed Proposal/Supplier Response in accordance with the terms of said advertisement; and,

WHEREAS, the Owners, in the manner prescribed by law has publicly opened, read aloud, examined, and canvassed the Proposals/Supplier Responses submitted in response to such advertisement, and as a result of such canvass has determined and declared the Contractor to be the lowest responsible bidder for the said Work for the sum or sums named in the Contractor's Proposal/Supplier Responses, a copy thereof being attached to and made a part of this Contract;

NOW, THEREFORE, in consideration of the sums to be paid to the Contractor and the mutual covenants herein contained, the Contractor and the Owners have agreed and hereby agree as follows:

1. The Contractor agrees to (a) furnish all tools, equipment, supplies, superintendence, transportation, and other accessories, services, and facilities; (b) furnish all materials, supplies, and equipment specified to be incorporated into and form a permanent part of the complete work; (c) provide and perform all necessary labor in a substantial and workmanlike manner and in accordance with the provisions of the Contract Documents; and (d) execute and complete all Work included in and covered by the Owners' award of this Contract to the Contractor, such award being based on the acceptance by the Owner of the Contractor's Proposal, or part thereof, as follows:

**Agreement to all line items, except No Bids on lines 7.1, 7.2, 7.11, and 7.12 of Contractor's Proposal.**

2. The Owners agree to pay to the Contractor for the performance of the Work embraced in this Contract, the Contractor agrees to accept as full compensation therefore, the following sums and prices for all Work covered by and included in the Contract award and designated above, payment thereof to be made in the manner provided by the Owners:

**The Owners will pay for products/service, according to the Line Item pricing as listed in Contractors Proposal/Supplier Response, a copy thereof being attached to and made a part of this Contract. The Owners shall order on an as-needed basis for the duration of the contract. The total cost of products or services for County agencies and Public Building Commission is estimated to be \$90,000.00 during the contract period for all contracted vendors. The total cost of products or services for City Departments is estimated to be \$450,000.00 during the contract period for all contracted vendors.**

3. Equal Employment Opportunity. In connection with the carrying out of this project, the contractor shall not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, ancestry, disability, age or marital status. The Contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, sex, national origin, ancestry, disability, age or marital status. Such action shall include, but not be limited to, the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other compensation; and selection for training, including apprenticeship.
4. E-Verify. In accordance with Neb. Rev. Stat. 4-108 through 4-114, the contractor agrees to register with and use a federal immigration verification system, to determine the work eligibility status of new employees performing services within the state of Nebraska. A federal immigration verification system means the electronic verification of the work authorization program of the Illegal Immigration Reform and Immigrant Responsibility Act of 1996, 8 U.S.C. 1324 a, otherwise known as the E-Verify Program, or an equivalent federal program designated by the United States Department of Homeland Security or other federal agency authorized to verify the work eligibility status of a newly hired employee pursuant to the Immigration Reform and Control Act of 1986. The Contractor shall not discriminate against any employee or applicant for employment to be employed in the performance of this section pursuant to the requirements of state law and 8 U.S.C.A 1324b. The contractor shall require any subcontractor to comply with the provisions of this section.
5. Termination. This Contract may be terminated by the following:
  - 5.1) Termination for Convenience. Either party may terminate this Contract upon thirty (30) days written notice to the other party for any reason without penalty.
  - 5.2) Termination for Cause. The Owners may terminate the Contract for cause if the Contractor:
    - 5.2.1) Refuses or fails to supply the proper labor, materials and equipment necessary to provide services and/or commodities.
    - 5.2.2) Disregards Federal, State or local laws, ordinances, regulations, resolutions or orders.
    - 5.2.3) Otherwise commits a substantial breach or default of any provision of the Contract Document. In the event of a substantial breach or default the Owners will provide the Contractor written notice of said breach or default and allow the Contractor ten (10) days from the date of the written notice to cure such breach or default. If said breach or default is not cured within ten (10) days from the date of notice, then the contract shall terminate.
6. Independent Contractor. It is the express intent of the parties that this contract shall not create an employer-employee relationship. Employees of the Contractor shall not be deemed to be employees of the Owners and employees of the Owners shall not be deemed to be employees of the Contractor. The Contractor and the Owners shall be responsible to their respective employees for all salary and benefits. Neither the Contractor's employees nor the Owners' employees shall be entitled to any salary, wages, or benefits from the other party, including but not limited to overtime, vacation, retirement benefits, workers' compensation, sick leave or injury leave. Contractor shall also be responsible for maintaining workers' compensation insurance, unemployment insurance for its employees, and for payment of all federal, state, local and any other payroll taxes with respect to its employees' compensation.
7. Owner Inclusion. It is understood and agreed by all parties that "Owner/s" shall include the City of Lincoln, Lancaster County, Nebraska and Lincoln-Lancaster County Public Building Commission. Whenever in the Contract documents, including the instructions to bidders, specifications, insurance requirements, bonds, and terms and conditions or any other documents which are a part of the Contract, a singular entity is referenced (i.e., "the City" or "the County" or "Building Commission") it shall mean the "Owners" encompassing the City of Lincoln, Lancaster County and Lincoln-Lancaster County Building Commission.

8. Contract Term. This Contract shall be effective upon execution by all parties. The term of the Contract shall be three (3) years from the date of execution by both parties. The parties shall have the option to renew the contract for two (2) additional one (1) year terms upon the written mutual consent of the parties..
9. The Contract Documents comprise the Contract, and consist of the following:
  1. Contract Agreement
  2. Accepted Proposal/Response
  3. Special Provisions
  4. Specifications
  5. Instructions to Bidders
  6. Insurance Requirements
  7. Sales Tax Exemption Form 13

These Contract Agreements, together with the other Contract Documents herein above mentioned, form this Contract, and they are as fully a part of the Contract as if hereto attached or herein repeated.

The Contractor and the Owners hereby agree that all the terms and conditions of this Contract shall be binding upon themselves, and their heirs, administrators, executors, legal and personal representatives, successors, and assigns.

IN WITNESS WHEREOF, the Contractor and the Owners do hereby execute this contract.

**EXECUTION BY THE CITY OF LINCOLN, NEBRASKA**

ATTEST:

*Deputy*

Sandy L. Dubas  
City Clerk



CITY OF LINCOLN, NEBRASKA

[Signature]  
Mayor

Approved by Resolution No. A-88003  
dated 12-20-13

**LINCOLN-LANCASTER COUNTY PUBLIC BUILDING COMMISSION**

Attest:

Rod Cooper  
Public Building Commission Attorney

[Signature]  
Chairperson, Public Building Commission  
dated 01-14-14

**EXECUTION BY LANCASTER COUNTY, NEBRASKA**

Contract Approved as to Form:

Richard Lohrow  
County Law Dept / County Attorney

The Board of County Commissioners of  
Lancaster, Nebraska

[Signature]  
[Signature]  
[Signature]  
[Signature]

dated 11/7/14

**EXECUTION BY CONTRACTOR**

IF A CORPORATION:

ATTEST:

Sherene Quambach (SEAL)  
Secretary

Atoz Inc  
Name of Corporation

8230 Cody Dr  
(Address) Lancaster NE 68512

By: Sherene Quambach  
Duly Authorized Official

President  
Legal Title of Official

IF OTHER TYPE OF ORGANIZATION:

\_\_\_\_\_  
Name of Organization

\_\_\_\_\_  
Type of Organization

\_\_\_\_\_  
(Address)

By: \_\_\_\_\_  
Member

By: \_\_\_\_\_  
Member

IF AN INDIVIDUAL:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
Signature

# City of Lincoln/Lancaster County (Lincoln Purchasing) Supplier Response

Bid Information		Contact Information		Ship to Information
Bid Creator	Robert Walla Asst. Purchasing Agent	Address	Purchasing\City & County	Address
Email	rwalla@lincoln.ne.gov		440 S. 8th St.	Contact
Phone	1 (402) 441-8309		Lincoln, NE 68508	Department
Fax	1 (402) 441-6513	Contact	Robert Walla Asst. Purchasing Agent	Building
Bid Number	13-301			Floor/Room
Title	Annual Requirements For Offset Printing and Related Services	Department		Telephone
		Building		Fax
Bid Type	Bid	Floor/Room		Email
Issue Date	10/04/2013	Telephone	1 (402) 441-8309	
Close Date	10/18/2013 12:00:00 PM CT	Fax	1 (402) 441-6513	
Need by Date		Email	rwalla@lincoln.ne.gov	

## Supplier Information

Company	A to Z Printing
Address	8230 Cody Drive
	Lincoln, NE 68512
Contact	
Department	
Building	
Floor/Room	
Telephone	1 (402) 4770815
Fax	1 (402) 4770837
Email	
Submitted	10/17/2013 11:38:46 AM CT
Total	\$6,797.152

Signature \_\_\_\_\_

Supplier Notes \_\_\_\_\_

Bid Notes \_\_\_\_\_

Bid Activities \_\_\_\_\_

Bid Messages \_\_\_\_\_

Please review the following and respond where necessary

#	Name	Note	Response
1	Insurance Requirements	I acknowledge reading and understanding the Insurance Requirements.	Yes
2	Specifications	I acknowledge reading and understanding the specifications.	Yes
3	Electronic Signature	Please check here for your electronic signature.	Yes
4	Instructions to Bidders	I acknowledge reading and understanding the Instructions to Bidders.	Yes
5	Contact	Name of person submitting this bid:	Miriah Zajic
6	Annual Requirements	I acknowledge reading and understanding the Annual Requirements.	Yes
7	Term Clause of Contract	(a) Bid prices firm for the full contract period. YES or NO   (b) Bid prices subject to escalation/de-escalation YES or NO   (c) If (b), state period for which prices will remain firm: through _____	a) NO; b) YES; c) One year
8	Proposal Submittals	I have completed the requirements of Section 5 and included them as an attachment (Response Attachment) to this document.	Yes
9	Confidential Information	Our company will have procedures in place to ensure that any and all documents reproduced by the Vendor will remain confidential throughout the printing process. Failure to comply may result in immediate termination of this contract.	Yes
10	Quarterly Reports	Our company shall have the capability to provide detailed reports on a quarterly basis, or more often if requested, showing the activities of all agencies using the services described in the contract.	Yes
11	Desktop Delivery	Our company will provide desktop pickup and delivery as needed to locations throughout the City of Lincoln, NE.	Yes
12	Contractor References	If you have not held a contract with the Owners for the last 3 years for similar projects you must provide (2)two references for contracts similar in nature to the work required in this project. Each reference must include the following: Owner: Street Address: City:  State:  Zip: Name Owners Representative: Phone: Contract Amount: INFORMATION SHALL BE ATTACHED TO THE RESPONSE ATTACHMENT SECTION OF YOUR EBID.	YES
13	Quick Quotes	We agree to provide the requesting agency or the City/County Purchasing department with "Quick Quotes" for all projects as requested. Quick Quotes are due back to the requesting agency or department within 1-24 hours of request.	Yes
14	Fees For File Changes	If an agency provides a disk with print files, will there be any set-up or change-order fees? If yes, what are they and specify why you are charging this fee.	No if the files are print ready. There will be fees if changes need to be made.

- |    |                        |  |  |
|----|------------------------|--|--|
| 15 | Reprint Fees           | If your company produces a print job for an agency, will you charge a set-up fee on the following order if no changes are made to the file? Indicate with YES or NO. If YES, what is the charge?   | No charge if there are no changes.                                   |
| 16 | Recycled Paper         | I have bid the lowest price paper on the Line Items for each product without consideration for recycling content. The Recycled content of the paper being bid on all Line Items is:<br>THE PRICE TO INCREASE THE PC RECYCLED CONTENT FOR PAPER WILL INCREASE BY WHAT PERCENTAGE?<BR>LIST THE RECYCLE CONTENT AND PERCENTAGE INCREASE AT RIGHT!!  | To increase to 30% recycled content, the price will increase by 50%. |
| 17 | Kindred Items          | In the event an order is made for a product or service not listed specifically in this contract, will you offer pricing comparable to the items listed?  | Yes  |
| 18 | Subcontractor Services | Does your company subcontract out print jobs or other service which are described or specified in this bid? YES or NO<br>If YES, what do you subcontract out?<br><br>Do you agree to inform the ordering department that you are using subcontractor for their print job at time of order? YES or NO<br><br>If you subcontract out work for any type of project, will you mark up the price? YES or NO<br>If YES, how much is your markup? | No   |

## Line Items

#	Qty	UOM	Description	Response
1	1	PKG	OFFSET PRINTING PRICING - 8.5x11 Paper  QUANTITIES FOR TOTAL OF 1,000	\$630.00

Item Notes:

Supplier Notes:

Package Line Items: You are not required to respond to all lines in the package

#	Qty	UOM	Description	Response
1.1	1	M	8.5x11 - 20# Bond White Paper - 1 color/1 side  BID PER THOUSAND!	36.00

Supplier  
Notes:

1.2	1	M	8.5x11 - 20# Bond White Paper - 1 color/2 side  BID PER THOUSAND!	46.00
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Supplier  
Notes:

1.3	1	M	8.5x11 - 20# Bond Colored Paper - 1 color/1 side  BID PER THOUSAND!	39.00
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Supplier  
Notes:

1.4	1	M	8.5x11 - 20# Bond Colored Paper - 1 color/2 side  BID PER THOUSAND!	49.00
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Supplier  
Notes:

1.5	1	M	8.5"x11 - 20# Bond Paper - Full Color/1 side  BID PER THOUSAND!	215.00
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Supplier  
Notes:

1.6	1	M	8.5"x11 - 20# Bond Paper - Full Color/2 side  BID PER THOUSAND!	245.00
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Supplier  
Notes:

2	1	PKG	OFFSET PRINTING PRICING - 8.5x14 Paper  QUANTITIES FOR TOTAL OF 1,000	\$734.00
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Item Notes:

Supplier Notes:

Package Line Items: You are not required to respond to all lines in the package

#	Qty	UOM	Description	Response
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2.1	1	M	8.5x14 - 20# Bond White Paper - 1 color/1 side  BID PER THOUSAND!	39.00
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Supplier  
Notes:

2.2	1	M	8.5x14 - 20# Bond White Paper - 1 color/2 side  BID PER THOUSAND!	54.00
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Supplier  
Notes:

2.3	1	M	8.5x14 - 20# Bond Colored Paper - 1 color/1 side  BID PER THOUSAND!	43.00
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Supplier  
Notes:

2.4	1	M	8.5x14 - 20# Bond Colored Paper - 1 color/2 side  BID PER THOUSAND!	58.00
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Supplier  
Notes:

2.5	1	M	8.5"x14 - 20# Bond Paper - Full Color/1 side  BID PER THOUSAND!	245.00
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Supplier  
Notes:

2.6	1	M	8.5"x14 - 20# Bond Paper - Full Color/2 side  BID PER THOUSAND!	295.00
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Supplier  
Notes:

3	1	PKG	OFFSET PRINTING PRICING - 11x17 Paper  QUANTITIES FOR TOTAL OF 1,000	\$786.00
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Item Notes:

Supplier Notes:

Package Line Items: You are not required to respond to all lines in the package

#	Qty	UOM	Description	Response
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3.1	1	M	11x17 - 20# Bond White Paper - 1 color/1 side  BID PER THOUSAND!	47.00
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Supplier  
Notes:

3.2	1	M	11x17 - 20# Bond White Paper - 1 color/2 side  BID PER THOUSAND!	69.00
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Supplier  
Notes:

3.3	1	M	11x17 - 20# Bond Colored Paper - 1 color/1 side  BID PER THOUSAND!	52.00
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Supplier  
Notes:

3.4	1	M	11x17 - 20# Bond Colored Paper - 1 color/2 side  BID PER THOUSAND!	78.00
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Supplier  
Notes:

3.5	1	M	11x17 - 20# Bond Paper - Full Color/1 side  BID PER THOUSAND!	245.00
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Supplier  
Notes:

3.6	1	M	11x17 - 20# Bond Paper - Full Color/2 side  BID PER THOUSAND!	295.00
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Supplier  
Notes:

4	1	PKG	OFFSET PRINTING PRICING - 8.5x11 Paper  QUANTITIES FOR TOTAL OF 5,000	\$1,335.00
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Item Notes: LARGER QUANTITY PRICING

Supplier Notes:

Package Line Items: You are not required to respond to all lines in the package

#	Qty	UOM	Description	Response
4.1	5	M	8.5x11 - 20# Bond White Paper - 1 color/1 side  BID PER THOUSAND!	21.00

Supplier  
Notes:

4.2	5	M	8.5x11 - 20# Bond White Paper - 1 color/2 side  BID PER THOUSAND!	28.00
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Supplier  
Notes:

4.3	5	M	8.5x11 - 20# Bond Colored Paper - 1 color/1 side  BID PER THOUSAND!	23.00
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Supplier  
Notes:

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4.4	5	M	8.5x11 - 20# Bond Colored Paper - 1 color/2 side  BID PER THOUSAND!	30.00
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Supplier  
Notes:

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4.5	5	M	8.5"x11 - 20# Bond Paper - Full Color/1 side  BID PER THOUSAND!	70.00
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Supplier  
Notes:

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4.6	5	M	8.5"x11 - 20# Bond Paper - Full Color/2 side  BID PER THOUSAND!	95.00
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Supplier  
Notes:

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5	1	PKG	OFFSET PRINTING PRICING - 8.5x14 Paper  QUANTITIES FOR TOTAL OF 5,000	\$1,525.00
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Item Notes: LARGER QUANTITY PRICING

Supplier Notes:

Package Line Items: You are not required to respond to all lines in the package

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#	Qty	UOM	Description	Response
5.1	5	M	8.5x14 - 20# Bond White Paper - 1 color/1 side  BID PER THOUSAND!	25.00

Supplier  
Notes:

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5.2	5	M	8.5x14 - 20# Bond White Paper - 1 color/2 side  BID PER THOUSAND!	35.00
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Supplier  
Notes:

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5.3	5	M	8.5x14 - 20# Bond Colored Paper - 1 color/1 side  BID PER THOUSAND!	28.00
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Supplier  
Notes:

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5.4	5	M	8.5x14 - 20# Bond Colored Paper - 1 color/2 side  BID PER THOUSAND!	38.00
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Supplier  
Notes:

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5.5	5	M	8.5"x14 - 20# Bond Paper - Full Color/1 side  BID PER THOUSAND!	75.00
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Supplier  
Notes:

5.6	5	M	8.5"x14 - 20# Bond Paper - Full Color/2 side  BID PER THOUSAND!	104.00
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Supplier  
Notes:

6	1	PKG	OFFSET PRINTING PRICING - 11x17 Paper  QUANTITIES FOR TOTAL OF 5,000	\$1,705.00
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Item Notes: LARGER QUANTITY PRICING

Supplier Notes:

Package Line Items: You are not required to respond to all lines in the package

#	Qty	UOM	Description	Response
6.1	5	M	11x17 - 20# Bond White Paper - 1 color/1 side  BID PER THOUSAND!	30.00

Supplier  
Notes:

6.2	5	M	11x17 - 20# Bond White Paper - 1 color/2 side  BID PER THOUSAND!	40.00
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Supplier  
Notes:

6.3	5	M	11x17 - 20# Bond Colored Paper - 1 color/1 side  BID PER THOUSAND!	35.00
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Supplier  
Notes:

6.4	5	M	11x17 - 20# Bond Colored Paper - 1 color/2 side  BID PER THOUSAND!	45.00
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Supplier  
Notes:

6.5	5	M	11x17 - 20# Bond Paper - Full Color/1 side  BID PER THOUSAND!	81.00
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Supplier  
Notes:

6.6	5	M	11x17 - 20# Bond Paper - Full Color/2 side  BID PER THOUSAND!	110.00
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Supplier  
Notes:

7	1	PKG	BINDING AND FINISHING SERVICES 	\$17.152
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Item Notes:

Supplier Notes:

Package Line Items: You are not required to respond to all lines in the package

#	Qty	UOM	Description	Response
7.1	1	EA	Plastic Comb w/Cardstock Covers	No Bid
Supplier Notes:				
7.2	1	EA	Plastic Comb w/Vinyl Covers	No Bid
Supplier Notes:				
7.3	1	EA	Coil Bind w/Cardstock Covers	1.25
Supplier Notes:				
7.4	1	EA	Coil Bind w/Vinyl Covers	2.25
Supplier Notes:				
7.5	1	EA	Machine Folding	0.015
Supplier Notes:				
7.6	1	EA	Hand Folding	0.032
Supplier Notes:				
7.7	1	EA	Hand Stapling Price per Set	0.05
Supplier Notes:				
7.8	1	EA	Machine Stapling Price per Set	0.015
Supplier Notes:				
7.9	1	EA	Hand Collating	0.02
Supplier Notes:				
7.10	1	EA	Hand Inserting	0.02
Supplier Notes:				

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7.11	1	EA	Pouch Lamination (8.5x11)<3 mil. thick>	No Bid
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Supplier  
Notes:

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7.12	1	EA	Pouch Lamination (11x17)<3 mil. thick>	No Bid
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Supplier  
Notes:

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7.13	1	EA	Cutting Fee  BID PER 1000	5.00
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Supplier  
Notes:

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7.14	1	EA	Drilling Fee  BID PER 1000	5.50
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Supplier  
Notes:

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7.15	1	EA	Scratch Pads  Cost Per 500 Sheets of Scratch Pad	3.00
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Supplier  
Notes:

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8	1	PKG	DIGITAL RIP FEES	\$65.00
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Item Notes:

Supplier Notes:

Package Line Items: You are not required to respond to all lines in the package

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#	Qty	UOM	Description	Response
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8.1	1	EA	Digital RIP Fee (Non-PDF or Std File)	5.00
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Supplier  
Notes:

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8.2	1	EA	Digital RIP Fee (PDF or Std File)	0.00
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Supplier  
Notes:

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8.3	1	HR	Document Creation/Manipulation - Cost Per Hour	60.00
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Supplier  
Notes:

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Response Total:	\$6,797.152
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## 5. BIDDER SPECIFICATIONS

- 5.1.1 One delivery driver.
- 5.1.2 We offer unlimited, on-call pickup and delivery from 8am-5pm, Monday through Friday. Orders can be placed via phone, fax, email, on our website or can be picked up by our delivery driver.
- 5.1.3 Sue Quambusch  
8230 Cody Drive  
Lincoln, NE 68512  
402.477.0815  
sue@atozprint.com
- 5.1.4 We handle each emergency as it arises and complete the job as quickly as possible. We do NOT charge a rush fee.
- 5.1.5 Please refer to attachment: A TO Z EQUIPMENT LIST.
- 5.1.6 We will not be subcontracting.
- 5.1.7 Please refer to attachment: A TO Z EQUIPMENT LIST.
  - 5.1.7.1 We currently own and utilize CorelDraw3.
- 5.1.8 Please refer to attachment: A TO Z PRINT ORDER FORM.
- 5.1.9 Yes.
  - 5.1.9.1 Any software questions will be addressed by any of our three graphic artists. Any printing questions will be addressed by our President, Sue Quambusch or our Production Manager, Rob Settell.
- 5.1.10 Please refer to attachment: A TO Z COMPANY OVERVIEW and A TO Z SUPERVISORY PERSONNEL.
- 5.1.11 Please refer to attachment: A TO Z VALUE ADDED SERVICES.
- 5.1.12 We continue to offer and encourage online ordering either through our website order form or email ordering. All email orders are immediately processed and responded to by Sue Quambusch who can provide immediate information about the history of the project including date of the last order, quantities ordered, etc. In our experience, we have found this to be a much more efficient method of ordering for the city/county departments because of the high frequency of reorders. Thus, completing and filling out an entire order form is unnecessary. We will implement a mutually agreed upon web-based interactive system if it is considered more advantageous and efficient.



## EQUIPMENT — SEPTEMBER 2013

### GRAPHIC DESIGN/FILE PREP HARDWARE:

2x Dell OPTIPLEX GX280 Series / Windows XP  
40 GB HD/Pentium 4 3.20 GHz processor  
1 GB DDR SDRAM  
17" Dell E172FP flatscreen color monitor  
workstation supports readable/writeable CDs, readable  
DVD, 250 MB Zip Disks and 3.5" Diskettes

### APPLE POWER MAC G5 (OS 10.6.8)

250GB HD/Dual 3 GHz Dual-Core Intel X processor  
8 GB 667 MHz DDR2  
17" Dell E172FP flatscreen color monitor  
workstation supports CD-RW, DVD-RW. Direct shared  
line with DELL OPTIPLEX GX280/Windows (above)

### APPLE POWER MAC G5 (OS 10.4.11)

160 GB HD/Dual 2 GHz processor  
1.5 GB DDR SDRAM  
17" Dell E172FP flatscreen color monitor  
workstation supports readable/writeable CDs,  
readable and writeable DVDs

### SCANNERS

MICROTEK ScanMaker i900 color  
flatbed with transparency scanner  
2x Canon N676U 8.5 x 14 flatbed color scanner  
Xerox DocuColor 260 12 x 18" color network scanner  
Konica/Minolta C6000 11 x 17" color network scanner

### EXTERNAL DRIVES/DEVICES

Seagate 300 GB external hard drive  
2x Western Digital 1.5 TB external hard drive

### DESIGN SOFTWARE:

Adobe InDesign CS5 (MAC/Windows)  
Adobe PhotoShop CS5 (MAC/Windows)  
Adobe Illustrator CS5 (MAC/Windows)  
Adobe Dreamweaver CS5 (MAC)  
Quark XPress 6.5, 7.0 (MAC/Windows)  
Corel Draw X3 (Windows)  
Microsoft Publisher 2003 (Windows)

### WORD PROCESSING SOFTWARE:

Microsoft Office 2003 (Windows)  
Microsoft Office 2004 (MAC)  
WordPerfect Office 12 (Windows)

### OTHER/OFFICE EQUIPMENT:

2x Dell OPTIPLEX GX280 Series / Windows XP  
40 GB HD/Pentium 4 3.20 GHz processor  
1 GB DDR SDRAM  
17" Dell E172FP flatscreen color monitor  
Broadband internet, WIFI access  
HP LaserJet 8150N PCL6 laser printer  
DELL Precision 370 Windows XP - platemaker server  
Canon FaxPhone L80, Super G3 plain paper fax

### PREPRESS EQUIPMENT:

DPX 600X-system Mitsubishi platemaker

### PRESSROOM:

Ryobi 3302M Twin Tower (12 x 18) with IR dryer system  
AB Dick 9985 Twin Tower (12 x 18)  
AB Dick 9810 (12 X 18)  
AB Dick 9810 (12 x 18) with T-51  
Hamada C-248 (14 x 18)  
ESKO Graphics DPX Digital Platesetter

### DIGITAL PRINTING EQUIPMENT:

Konica/Minolta C6000 digital press  
(Fiery Command server)  
Xerox DocuColor 260 digital press (FreeFlow color server)

### BINDERY:

Challenge 375 38" Cutter  
Baum 714 Folder  
Challenge Drill Press  
Bostitch Model 7 Wire Stitcher  
ISP Model A Stitcher  
Rosback Auto Stitcher  
Baum Model 4, 20" x 26" folder  
with right angle (2 machines)  
Rhino Tuff Coil Binder  
Count Auto Pro Numbering Machine:  
perfs, scores, slits and numbers  
Duplo 24A Booklet Maker/Collater



**A to Z Printing**  
8230 Cody Drive  
Lincoln, NE 68512  
402.477.0815  
info@atozprint.com  
atozprint.com

# City of Lincoln/Lancaster County General Print Order Form

Please fill out a form for each job that you are sending to us.

- ORDER     QUOTE REQUEST ONLY

## GENERAL INFORMATION

Date of Order \_\_\_\_\_  
 Contact Person \_\_\_\_\_  
 Department \_\_\_\_\_  
 Division \_\_\_\_\_  
 Address \_\_\_\_\_  
 Phone \_\_\_\_\_ Fax \_\_\_\_\_  
 Email \_\_\_\_\_

Name of Job \_\_\_\_\_  
 Billing Reference # \_\_\_\_\_  Confidential Job  
 Date Order is Due \_\_\_\_\_ Time \_\_\_\_\_ am pm  
 Deliver my order to above address.  
 Please deliver my order to \_\_\_\_\_  
 I will pick up my order at printer.  
 Call me when my order is finished at \_\_\_\_\_

## DIGITAL OUTPUT INFORMATION

File Sent:     On Disk     As Email     As PDF  
 Hardware Platform:     MAC     PC compatible  
 Name of File \_\_\_\_\_  
 Software Application Used \_\_\_\_\_ Version \_\_\_\_\_  
 Output:     Black & White     Color (Extra Charge)

- IMPORTANT! PRINTED PROOF OF DOCUMENT ENCLOSED.**  
 IF FULL COLORED DOCUMENT PROVIDE A FULL COLOR PROOF.
- ALL GRAPHIC FILES, PHOTOS, LOGOS, ETC. MUST BE INCLUDED ON YOUR DISK
  - If Corel Draw graphics are used, include both pdf file and the original graphic file. If sending an Illustrator file you must CONVERT ALL TYPE TO OUTLINES in order to avoid problems of missing fonts.
  - WHEN PACKAGING FILE, ALL FONTS MUST BE INCLUDED

## DESCRIPTION OF JOB

FINISH SIZE:     8.5"x11"     8.5"x14"     11"x17"  
 Other \_\_\_\_\_

QUANTITY: \_\_\_\_\_

PAPER:     White     20#     24#     65# Cover     80# Cover  
 Color \_\_\_\_\_     20#     24#     65# Cover  
 Other \_\_\_\_\_

INKS:     1 Color/1 Side     Black or     Color \_\_\_\_\_  
 1 Color/2 Sides     Black or     Color \_\_\_\_\_  
 2 Color/1 Side     Black & \_\_\_\_\_  
 2 Color/2 Sides     Black & \_\_\_\_\_  
 2 Color/1 Side     \_\_\_\_\_ & \_\_\_\_\_  
 2 Color/2 Sides     \_\_\_\_\_ & \_\_\_\_\_  
 Match sample attached

BINDERY INSTRUCTIONS:     Cut Size: \_\_\_\_\_  
 Cut to equal \_\_\_\_\_ finished pieces  
 Fold:     Half     Thirds     Other \_\_\_\_\_  
 Staple:     Side     Saddle     Corner  
 Perforate     Score  
 Laminate  
 Pad - Qty/pad     25     50     100  
 Number of Pads \_\_\_\_\_  
 Numbering: Ink     Black     Red  
 Start # \_\_\_\_\_ End # \_\_\_\_\_  
 Drill: (Number of holes \_\_\_\_\_ Position \_\_\_\_\_)  
 Coil: Color \_\_\_\_\_  
 Plastic Comb: Color \_\_\_\_\_

## SPECIAL INSTRUCTIONS



## Company Overview

A to Z Printing is a company completely committed to excellence, both in print quality and customer service. Beginning our 28th year in 2013, A to Z has consistently produced work that meets or exceeds the expectations of our customers. We offer all types of offset and digital printing services as well as in-house creative graphic design. We also provide business forms, advertising specialties, labels, checks and more.

To further enhance customer service, A to Z Printing moved to a larger, newly constructed building at 8230 Cody Drive in the Yankee Hill Business Center in 2004. The move made room for additional presses, digital presses and work areas, so our customers have enjoyed better values and faster turnaround times. We also continually upgrade our printing equipment and software.

Industry peers and community members have frequently recognized our successful pursuit of excellence by honoring us with awards. While appreciated, these awards are not the motivating force behind our work ethic. It stems from our philosophy, "We put everything we have into everything we do." We put everything we have into customer service, by giving customers personal attention, expert information and guidance, and thorough attention to detail. We put everything we have into our employees, by creating a positive work environment that is fair, equitable and receptive to new ideas. And we put everything we have into our community, by contributing our time, talent and resources to a wide variety of charitable organizations.

We are most proud, however, of our excellent record of customer satisfaction. In survey after survey of our customers, most respondents cited our personal attention and friendly, professional service as the things they appreciate most. In addition, more than 90% of respondents were "Very Satisfied" with the quality of the finished product.

A to Z Printing has always had a commitment to the environment and having the smallest environmental footprint. Our paper resources are documented and grown from responsibly managed, sustainable and controlled forests and we utilize recycled papers whenever possible. Our full color offset printing uses non-VOC (volatile organic compound) inks with low VOC cleaning solutions. Our digital presses use organic, biodegradable toner and are energy efficient.

A to Z Printing was first chosen as a contract vendor for city/county offset printing in 1996, and we remain in that role today. We attribute this successful working relationship to exceptional customer service, aggressive pricing, and a consistently high quality of printing on a variety of projects.



## **Supervisory Personnel**

A to Z Printing has three major supervisory personnel. Sue Quambusch, President/CEO, has been with the company since its inception in 1986. She oversees day-to-day operations and is the main contact for city/county employees when they place orders, either by phone or by email. She is also the person to contact with any questions or problems. She can be reached at 402.477.0815 or [sue@atozprint.com](mailto:sue@atozprint.com).

Rob Settell is the Production Manager. He has been with A to Z Printing since 1994. Rob has nearly 45 years of experience in the print industry and is our production expert. He can also be reached at 402.477.0815.

Miriah Zajic is Vice President. Her responsibilities are related to finance and marketing, and managing human resources. Miriah is also responsible for our environmental stewardship and sustainability efforts. She can be reached at 402.477.0815 or [miriah@atozprint.com](mailto:miriah@atozprint.com).

In addition, current staff includes three graphic artists and five press operators/finishers, one of whom is our delivery driver. We have three additional part time people who help with office duties. Our dog Sadie rounds out the crew.

A to Z Printing is proud of the relationship we have had with the City of Lincoln and Lancaster County which dates back to 1996. We look forward to continuing the tradition of offering great service and printing to all departments.



## Value Added Services

1. A to Z Printing is a woman owned business which may create opportunities for alternative funding sources.
2. Our quick reporting capability gives city employees the information they need on prior jobs and access to original artwork dating back to 1996. Quantities ordered and billing information are also readily available.
3. Our well established relationships with print buyers in City and County departments help save time and money.
4. We offer specialty printing services, many of which have been utilized.
  - a. Labels, window decals, bumper stickers
  - b. Checks
  - c. Thermography
  - d. Presentation folders
  - e. Magnets
  - f. Door hangers
  - g. Yard signs
  - h. Name tags
5. Our connections across the country give us access to vendors of all sorts of products. We have always tried to find a solution when someone calls or emails us looking for an unusual product.