

**Stephen F. Austin State University**

Procurement and Property Services

Nacogdoches, Texas 75962-3030

Phone (936) 468-2206 * Fax (936) 468-4282

PO Number: **P2102870**PO Date: **08/27/21**Delivery Date: **08/31/21****Supplier:**Best Press Inc
4201 Airborn Dr
Addison TX 75001-5183**CONFIRM RECEIPT OF PURCHASE ORDER AND
ACCEPTANCE OF DELIVERY DATE
BY EMAILING PURCHASE@SFASU.EDU.**

admin@bestpress.com

Send Billing Invoice to:Stephen F. Austin State University
P.O. Box 6085
Nacogdoches, TX 75962-6085
ATTN: Accounts Payable**Ship to:**Monica Loa
Admissions
Rusk Bldg 206
2008 Alumni Dr N
SFA Box 13051

Nacogdoches TX 75962

Terms: Net 30**FOB: Vendor Delivery****PURCHASE ORDER NO. MUST APPEAR ON ALL
SHIPPING DOCUMENTS AND INVOICES**

Item	Description	Quantity	Unit Cost	Total Cost
1	In accordance with ITB# ADM-PRINT-2021 opened on 07/24/2021 ---- May be extended for three (3) additional one (1) year periods at the option of SFASU. ---- Vendor shall contact Central Receiving at 936-468-4273 and Mark Scott, 936-468-4411, 3 DAYS PRIOR TO SHIPMENT. 000P96603A PRINTING SERVICES VIEWBOOK Printing â€" 24 page booklet + cover Flat Size: 19â€" x 12.5â€" Finished Size: 9.5â€" x 12.5â€" (Binds on the 12.5	48,000.00 SRV ed	.6073	29,150.40

Purchaser: Nicole Ivancic

(936) 4684472

ADDITIONAL CHARGE:Vendor ID: **20003788**

Collegiate Licensed:

DISCOUNT/TRADE-IN:Req No: **R0073593**

Employee/Employee Relationship:

TOTAL:**CONTINUED**

Blanket Order:

HUB Status: **Female Woman Owned**Purchase Class: **Competitive Solicitation**

Vendor Warrant Hold process runs nightly and terminates any vendors on hold. Vendor EPLS status verified by Purchaser.

150016-29302-772180 \$29,150.40

150016-29302-772990 \$1,511.00

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	Bleeds: YES Design: SFASU Copy Prep: CC InDesign (packaged file) Proofing: Color Laser Paper (Cover): 100# Matte Coated Cover â€” White Paper (Guts): 100# Matte Coated Text â€” White Inks: 4/4 PROCESS - bleeds. Spot Gloss Varnish on photos on the cover only. Bindery: Gather, saddle-stitch 12.5â€”spine, trim Overs/Unders: +5%/-5% ---- Special: The printer will provide mailing service pieces out of the 48K total run. Those pieces can use the vendorâ€™s indicia information or whatever method they prefer to allow them to drop the			

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2	pieces at their local post office. The balance of 1,000 pieces will print with our indicia and be shipped to Stephen F. Austin State University. 000P91558A MAILING SERVICES INC COLLATING, SORTING, PACKAGING Viewbook Mailing Service for 47,000 pieces ---- Included at no cost: Viewbook Shipping and Delivery for 1,000 pieces Packaging: Bulk Box ---- All work is to be performed in a neat and workmanlike manner, site kept clean at all times,	1.00 LOT	1,511.0000	1,511.00

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	<p>protection provided to avoid damage to landscaping and all adjoining property, including improvements, performed as quickly as possible consistent with best industry construction practices, and guaranteed for one (1) full year from date of completion against all defects.</p> <p>Contractor shall comply with all local, state and federal orders, ordinances, laws, rules, and regulations of duly constituted authorities having jurisdiction over this work.</p> <p>All work is to be completed as mutually agreed by and between the University and the Contractor. Failure to complete work (including clean-up) by the mutually agreed date shall be deemed as a breach of contract. Liquidated</p>			

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	<p>damages in the amount of \$500.00 per calendar day will be assessed, not as a penalty, but as liquidated damages for such breach of contract. Safe working conditions must be maintained on and around work site at all times. Barricades and other protective devices are to be used as necessary to prevent injury to persons or property. All reasonable precautions are to be taken.</p> <p>Payment will be made lump-sum upon completion or as otherwise mutually agreed between Contractor and the University.</p> <p>----</p> <p>The Contractor shall not commence work under this Contract until Contractor has obtained all the</p>			

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	<p>insurance required hereunder and certificates of such insurance have been filed with and reviewed by SFASU. Acceptance of the insurance certificates by SFASU shall not relieve or decrease the liability of the Contractor. If policies are not written for the amounts specified below (except Workers' Compensation and Employer's Liability), Contractor shall carry Excess Liability insurance for any difference in amounts specified. If Excess Liability insurance is provided, it shall follow the form of the primary policy.</p> <p>This insurance shall not be canceled, limited in scope of coverage, or non-renewed until after thirty (30) days prior written notice, or ten (10)</p>			

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	<p>days for non-payment of premium, has been given to the University.</p> <p>Contractor's insurance shall be deemed primary with respect to any insurance carried by Stephen F. Austin State University for liability arising out of operations under this Contract.</p> <p>Stephen F. Austin State University, its officials, directors, employees, representatives and volunteers shall be named as additional insured. This is not applicable to the Workers' Compensation policy.</p> <p>The Workers' Compensation and Employer's Liability policy will provide a waiver of subrogation in favor of the University.</p> <p>The Workers' Compensation insurance coverage</p>			

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	<p>must include the responsibility of the Contractor to provide coverage for every worker either under the Contractor's policy or under the policy provided by a subcontractor. The Contractor's policy shall provide that, in the event that a subcontractor's policy fails to provide workers' compensation coverage of a worker, that such insurance coverage is provided by the Contractor's policy.</p> <p>Unless otherwise provided for herein, the Contractor shall provide and maintain, until the Work covered in this Contract is completed and accepted by SFASU, the minimum insurance coverage as follows:</p> <p>----</p>			

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Item	Description	Quantity	Unit Cost	Total Cost
	TYPE OF COVERAGE / LIMITS OF LIABILITY Workers' Compensation Coverage OR Employer's Liability - \$1,000,000 occur/aggregate Comprehensive General Liability -\$1,000,000 each occurrence -\$2,000,000 general aggregate -\$2,000,000 products/completed operations aggr Comprehensive Automobile Liability -\$1,000,000 ea accident- Combined Single Limit ----			

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ADDITIONAL CHARGE: .00
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