



KingCounty

Finance and Business Operations Division  
Procurement and Contracts Services Section  
Department of Executive Services

CNK-ES-0340      206-263-9400 Ph  
3<sup>rd</sup> Floor      206-296-7676 Fax  
401 5<sup>th</sup> Avenue      TTY Relay: 771  
SEATTLE, WA 98104      [www.kingcounty.gov](http://www.kingcounty.gov)

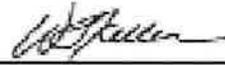
CONTRACTOR:  
ADVENT PRINT RESOURCES  
12620-B INTERURBAN AVE S  
  
TUKWILA, WA 98168 United States  
Fax: (206) 4338946

BILL TO:  
KC DES FBOD ACCOUNTS PAYABLE  
401 5TH AVE, CNK-ES-0320  
SEATTLE, WA 98104

SHIP TO:  
KC DES FBOD PCSS GOODS AND SERVICES  
401 5TH AVE, CNK-ES-0340  
SEATTLE, WA 98104

CONTRACT		
CONTRACT NO. 408621	REVISION 3	PAGE 1 of 1
CREATION DATE 01-JAN-2012	BUYER MARY SCHUMACHER	
DATE OF REVISION 23-OCT-2013	BUYER MARY SCHUMACHER	

CONTRACTOR NO	PAYMENT TERMS	FREIGHT TERMS	FOB	SHIP VIA	CONFIRM TO
3792	NET30DAYS	Paid	DESTINATION	Best Way	Telephone: (206) 433-8004

DESCRIPTION
<p>Change Order No. 2 (10/23/13)</p> <p>This change order is issued to extend the contract for furnishing Manufacturing and Printing of Envelopes for the period October 23, 2013 through December 22, 2013.</p> <p>All other terms and conditions shall remain the same.</p>
 _____ Authorized Signature



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TTY Relay: 771  
www.kingcounty.gov

VENDOR:

ADVENT PRINT RESOURCES  
12620-B INTERURBAN AVE S.  
SEATTLE, WA 98168

SHIP TO

KING COUNTY EXECUTIVE SERVICES  
FINANCE - TREASURY SECTION  
500 4TH AVE, ADM-ES0611  
SEATTLE, WA 98104  
United States

BILL TO

KC DEPT OF EXECUTIVE SERVICES  
ACCOUNTS PAYABLE, 3RD FLOOR  
401 5TH AVE, CNK-ES0320  
SEATTLE, WA 98104  
United States

Purchase Order

PURCHASE ORDER NO.	REVISION	PAGE
408621	0	1
THIS PURCHASE ORDER NUMBER MUST APPEAR ON ALL INVOICES, PACKING LISTS, CARTONS AND CORRESPONDENCE RELATED TO THIS ORDER.		
CREATION DATE	BUYER	
21-JUL-08	P Oquist	
DATE OF REVISION	BUYER	

CUSTOMER ACCT #	VENDOR NO.	PAYMENT TERMS	FREIGHT TERMS	F.O.B.	SHIP VIA
	21075	Net30days	Paid	Destination	UPS

CONFIRM TO / TELEPHONE	REQUESTOR / DELIVER TO
(206) 433-8004	

J/NE	PART NUMBER / DESCRIPTION	DELIVERY DATE	QUANTITY	UNIT	UNIT PRICE	EXTENSION	1
	<p>THIS CONTRACT AGREEMENT FOR MANUFACTURING AND PRINTING OF ENVELOPES, ESTABLISHES THE TERMS, CONDITIONS AND PRICING BETWEEN KING COUNTY AND ADVENT PRINT RESOURCE AS REQUESTED BY AUTHORIZED KING COUNTY TREASURY PERSONNEL IN ACCORDANCE WITH THE VENDOR'S RESPONSE TO THE KING COUNTY BID NO. IT1225-08-PJO, INCORPORATED BY REFERENCE AS IF FULLY SET FORTH HEREIN AND IS NOT THE AUTHORITY FOR ORDERING GOODS AND SERVICES.</p> <p>STANDARD PURCHASE ORDERS REFERENCING THE CONTRACT AGREEMENT NUMBER WILL BE ISSUED BY PROCUREMENT TO AUTHORIZE PURCHASE AND PAYMENT OF GOODS. ALL INVOICES MUST REFERENCE THE INDIVIDUAL STANDARD PURCHASE ORDER NUMBER TO AVOID DELAY IN PAYMENT.</p>						
	<p>Purchase Agreement Effective From: 23-JUL-08 To: 22-JUL-09</p>						Amount Agreed:

SEE REVERSE SIDE FOR ADDITIONAL TERMS AND CONDITIONS. THIS ORDER IS SUBJECT TO ALL THE TERMS AND CONDITIONS ON THE FRONT AND BACK HEREOF.

Required invoice information: Ship to Address, Mailstop, Requestor's Name, Purchase Order Number, Contract Number (if applicable), Line Item Number, description and Unit Price as stated on the purchase order. Missing information may result in payment delays.

ACCEPTANCE:

This purchase order expressly limits acceptance to the terms and conditions stated herein.

TOTAL

*DR Leach*  
Authorized signature

## PURCHASE ORDER GENERAL TERMS AND CONDITIONS

**Compliance:** By acceptance of this order, the vendor warrants full compliance with all applicable local, state or federal laws and regulations including specific statutory requirements of Federal Agencies. Upon request, the purchasing agent will provide applicable contract terms and conditions.

**Acceptance/Changes:** All goods or materials purchased hereunder are subject to approval by King County. No substitutions or changes of any nature under this purchase order will be accepted unless approved in writing by King County.

**Inspections:** By acceptance of this order, vendor grants the right to Buyer to make periodic visits to the vendor's plant or their subcontractor's for inspection of materials or to determine actual progress of manufacture.

**Change Orders:** Change orders modifying the terms and conditions herein will be without effect unless issued and authorized in writing by King County.

**Cancellation:** The County may cancel any purchase order or any part thereof by written notice at any time, without penalty, if the vendor fails to comply with the terms, specifications, delivery/completion date or to perform the work with diligence.

**Invoices:** Invoices must reference the purchase order number.

All vendors licensed to do business in Washington State must bill King County for applicable tax. Indicate discount terms to the County for prompt payment. Discount period to be extended if the invoice is returned for correction or clarification.

**Shipping Instructions:** All shipments must contain a packing slip. Unless other wise specified, all goods are to be shipped prepaid, FOB Destination. Where shipping addresses indicate room numbers, the Vendor shall make delivery to that location at no additional charge, including, but not limited to delivery, packing and or crating.

**Warranty:** The Vendor warrants that all products delivered under this purchase order shall be free from defects in material and workmanship, and shall be fit for the intended purpose. This warrantee is in addition to any standard warranty or guarantee give by vendor to the County. All products determined by King County to be defective shall be replaced within 15 days of notice by King County. All

costs of replacement, including shipping charges shall be borne by the Vendor. Vendor warrants that the merchandise is free and clear of all liens and encumbrances and that vendor has a good and marketable title to same. Vendor warrants that the equipment, materials or service on this order do not infringe any patent, registered trademark or copyright and agrees to hold King County harmless in the event of any infringement or claim thereof.

**Order of Precedence:** When this purchase order is issued subsequent to the results of a request for bid or proposal, the terms and conditions contained in the solicitation or resulting contract shall control.



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VENDOR:

ADVENT PRINT RESOURCES  
12620-B INTERURBAN AVE S  
TUKWILA, WA 98168

SHIP TO

KING COUNTY EXECUTIVE SERVICES  
FINANCE - TREASURY SECTION  
500 4TH AVE, ADM-ES0611  
SEATTLE, WA 98104  
United States

BILL TO

KC DEPT OF EXECUTIVE SERVICES  
ACCOUNTS PAYABLE, 3RD FLOOR  
401 5TH AVE, CNK-ES0320  
SEATTLE, WA 98104  
United States

**Purchase Order**

PURCHASE ORDER NO.	REVISION	PAGE
408621	5	1
THIS PURCHASE ORDER NUMBER MUST APPEAR ON ALL INVOICES, PACKING LISTS, CARTONS AND CORRESPONDENCES RELATED TO THIS ORDER.		
CREATION DATE	BUYER	
21-JUL-08	P, Oquist	
DATE OF REVISION	BUYER	
09-JUN-11	O Bonadie	

CUSTOMER ACCT #	VENDOR NO	PAYMENT TERMS	FREIGHT TERMS	FOB	SHIP VIA
	21075	Net30days	Paid	Destination	BEST WAY

CONFIRM TO / TELEPHONE	REQUESTOR / DELIVER TO
(206) 433-8004	

JNE	PART NUMBER / DESCRIPTION	DELIVERY DATE	QUANTITY	UNIT	UNIT PRICE	EXTENSION	7
	CHANGE ORDER #5  ISSUED TO EXTEND THE CONTRACT, DURING THE PERIOD JULY 21, 2010 THROUGH JULY 22, 2013, IN ACCORDANCE WITH KING COUNTY ITB#1225-08-PJO, THE RESPONDING BID OF ADVENT PRINT RESOURCES.  ESTIMATED ANNUAL CONTRACT VALUE \$35,000.00  ALL OTHER TERMS AND CONDITIONS SHALL REMAIN THE SAME.  THIS CONTRACT AGREEMENT #408621 IS NOT THE AUTHORITY FOR ORDERING GOODS AND SERVICES. STANDARD PURCHASE ORDERS REFERENCING THE CONTRACT AGREEMENT NUMBER WILL BE ISSUED BY PROCUREMENT TO AUTHORIZE PURCHASE AND PAYMENT OF GOODS. ALL INVOICES MUST REFERENCE THE INDIVIDUAL STANDARD PURCHASE ORDER NUMBER TO AVOID DELAY IN PAYMENT.						
Purchase Agreement							

SEE REVERSE SIDE FOR ADDITIONAL TERMS AND CONDITIONS. THIS ORDER IS SUBJECT TO ALL THE TERMS AND CONDITIONS ON THE FRONT AND BACK HEREOF.

Required invoice information: Ship to Address, Mailstop, Requestor's Name, Purchase Order Number, Contract Number (if applicable), Line Item Number, description and Unit Price as stated on the purchase order. Missing information may result in payment delays.

**ACCEPTANCE:**

This purchase order expressly limits acceptance to the terms and conditions stated herein.

**TOTAL**

Authorized signature



King County 12/13/2011 1:44:19 PM PAGE 2/004 Fax Server



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United States

BILL TO

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ACCOUNTS PAYABLE, 3RD FLOOR  
401 5TH AVE, CNK-ES0320  
SEATTLE, WA 98104  
United States

**Purchase Order**

PURCHASE ORDER NO.	REVISION	PAGE
408621	5	2

THIS PURCHASE ORDER NUMBER MUST APPEAR ON ALL INVOICES, PACKING LISTS, CARTONS AND CORRESPONDENCES RELATED TO THIS ORDER.

CREATION DATE	BUYER
21-JUL-08	P, Oquist
DATE OF REVISION	BUYER
09-JUN-11	O Bonadie

CUSTOMER ACCT #	VENDOR NO.	PAYMENT TERMS	FREIGHT TERMS	F.O.B.	SHIP VIA
	21075	Net30days	Paid	Destination	BEST WAY

CONFIRM TO / TELEPHONE	REQUESTOR / DELIVER TO
(206) 433-8004	

JNE	PART NUMBER / DESCRIPTION	DELIVERY DATE	QUANTITY	UNIT	UNIT PRICE	EXTENSION	1
	Effective From: 23-JUL-08 To: 22-JUL-13	Amount Agreed:					

SEE REVERSE SIDE FOR ADDITIONAL TERMS AND CONDITIONS. THIS ORDER IS SUBJECT TO ALL THE TERMS AND CONDITIONS ON THE FRONT AND BACK HEREOF.

Required invoice information: Ship to Address, Mailstop, Requestor's Name, Purchase Order Number, Contract Number (if applicable), Line Item Number, description and Unit Price as stated on the purchase order. Missing information may result in payment delays.

**ACCEPTANCE:**

This purchase order expressly limits acceptance to the terms and conditions stated herein.

**TOTAL**

  
Authorized signature

**PURCHASE ORDER  
GENERAL TERMS AND CONDITIONS**

**Compliance:** By acceptance of this order, the vendor warrants full compliance with all applicable local, state or federal laws and regulations including specific statutory requirements of Federal Agencies. Upon request, the purchasing agent will provide applicable contract terms and conditions.

**Acceptance/Changes:** All goods or materials purchased hereunder are subject to approval by King County. No substitutions or changes of any nature under this purchase order will be accepted unless approved in writing by King County.

**Inspections:** By acceptance of this order, vendor grants the right to Buyer to make periodic visits to the vendor's plant or their subcontractor's for inspection of materials or to determine actual progress of manufacture.

**Change Orders:** Change orders modifying the terms and conditions herein will be without effect unless issued and authorized in writing by King County.

**Cancellation:** The County may cancel any purchase order or any part thereof by written notice at any time, without penalty, if the vendor fails to comply with the terms, specifications, delivery/completion date or to perform the work with diligence.

**Invoices:** Invoices must reference the purchase order number.

All vendors licensed to do business in Washington State must bill King County for applicable tax. Indicate discount terms to the County for prompt payment. Discount period to be extended if the invoice is returned for correction or clarification.

**Shipping Instructions:** All shipments must contain a packing slip. Unless other wise specified, all goods are to be shipped prepaid, FOB Destination. Where shipping addresses indicate room numbers, the Vendor shall make delivery to that location at no additional charge, including, but not limited to delivery, packing and or crating.

**Warranty:** The Vendor warrants that all products delivered under this purchase order shall be free from defects in material and workmanship, and shall be fit for the intended purpose. This warrantee is in addition to any standard warranty or guarantee give by vendor to the County. All products determined by King County to be defective shall be replaced within 15 days of notice by King County.

All costs of replacement, including shipping charges shall be borne by the Vendor. Vendor warrants that the merchandise is free and clear of all liens and encumbrances and that vendor has a good and marketable title to same. Vendor warrants that the equipment, materials or service on this order do not infringe any patent, registered trademark or copyright and agrees to hold King County harmless in the event of any infringement or claim thereof.

**Certification Regarding Debarment, Suspension and Other Responsibility**

**Matters:** By providing goods or services under this purchase order, the Contractor agrees to comply with the requirements of 49 CFR 29, Subpart C while this offer is valid and throughout the period of any Contract that may arise from this Contract. The Contractor further agrees to include a provision requiring such compliance in its lower tier covered transactions.

**Order of Precedence:** When this purchase order is issued subsequent to the results of a request for bid or proposal, the terms and conditions contained in the solicitation or resulting contract shall control.

King County  
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12620-B INTERURBAN AVE S  
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SHIP TO

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United States

BILL TO

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Purchase Order

PURCHASE ORDER NO.	REVISION	PAGE
408621	5	1
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CREATION DATE	BUYER	
21-JUL-08	P, Oquist	
DATE OF REVISION	BUYER	
09-JUN-11	O Bonadie	

CUSTOMER ACCT #	VENDOR NO	PAYMENT TERMS	FREIGHT TERMS	F.O.B	SHIP VIA
	21075	Net30days	Paid	Destination	BEST WAY

CONFIRM TO / TELEPHONE	REQUESTOR / DELIVER TO
(206) 433-8004	

LINE	PART NUMBER / DESCRIPTION	DELIVERY DATE	QUANTITY	UNIT	UNIT PRICE	EXTENSION	1
	CHANGE ORDER #4  ISSUED TO EXTEND THE CONTRACT, DURING THE PERIOD JULY 21, 2010 THROUGH JULY 22, 2013, IN ACCORDANCE WITH KING COUNTY ITB#1225-08-PJO, THE RESPONDING BID OF ADVENT PRINT RESOURCES.  ESTIMATED ANNUAL CONTRACT VALUE \$35,000.00  ALL OTHER TERMS AND CONDITIONS SHALL REMAIN THE SAME.  THIS CONTRACT AGREEMENT #408621 IS NOT THE AUTHORITY FOR ORDERING GOODS AND SERVICES. STANDARD PURCHASE ORDERS REFERENCING THE CONTRACT AGREEMENT NUMBER WILL BE ISSUED BY PROCUREMENT TO AUTHORIZE PURCHASE AND PAYMENT OF GOODS. ALL INVOICES MUST REFERENCE THE INDIVIDUAL STANDARD PURCHASE ORDER NUMBER TO AVOID DELAY IN PAYMENT.						

Purchase Agreement

SEE REVERSE SIDE FOR ADDITIONAL TERMS AND CONDITIONS. THIS ORDER IS SUBJECT TO ALL THE TERMS AND CONDITIONS ON THE FRONT AND BACK HEREOF.

Required invoice information: Ship to Address, Mailstop, Requestor's Name, Purchase Order Number, Contract Number (if applicable), Line Item Number, description and Unit Price as stated on the purchase order. Missing information may result in payment delays.

ACCEPTANCE:

This purchase order expressly limits acceptance to the terms and conditions stated herein.

TOTAL

Authorized signature

## PURCHASE ORDER GENERAL TERMS AND CONDITIONS

**Compliance** By acceptance of this order, the vendor warrants full compliance with all applicable local, state or federal laws and regulations including specific statutory requirements of Federal Agencies. Upon request, the purchasing agent will provide applicable contract terms and conditions.

**Acceptance/Changes**: All goods or materials purchased hereunder are subject to approval by King County. No substitutions or changes of any nature under this purchase order will be accepted unless approved in writing by King County.

**Inspections**: By acceptance of this order, vendor grants the right to Buyer to make periodic visits to the vendor's plant or their subcontractor's for inspection of materials or to determine actual progress of manufacture.

**Change Orders**: Change orders modifying the terms and conditions herein will be without effect unless issued and authorized in writing by King County.

**Cancellation**: The County may cancel any purchase order or any part thereof by written notice at any time, without penalty, if the vendor fails to comply with the terms, specifications, delivery/completion date or to perform the work with diligence.

**Invoices**: Invoices must reference the purchase order number.

All vendors licensed to do business in Washington State must bill King County for applicable tax. Indicate discount terms to the County for prompt payment. Discount period to be extended if the invoice is returned for correction or clarification.

**Shipping Instructions**: All shipments must contain a packing slip. Unless other wise specified, all goods are to be shipped prepaid, FOB Destination. Where shipping addresses indicate room numbers, the Vendor shall make delivery to that location at no additional charge, including, but not limited to delivery, packing and or crating.

**Warranty**: The Vendor warrants that all products delivered under this purchase order shall be free from defects in material and workmanship, and shall be fit for the intended purpose. This warrantee is in addition to any standard warranty or guarantee give by vendor to the County. All products determined by King County to be defective shall be replaced within 15 days of notice by King County.

All costs of replacement, including shipping charges shall be borne by the Vendor. Vendor warrants that the merchandise is free and clear of all liens and encumbrances and that vendor has a good and marketable title to same. Vendor warrants that the equipment, materials or service on this order do not infringe any patent, registered trademark or copyright and agrees to hold King County harmless in the event of any infringement or claim thereof.

**Certification Regarding Debarment, Suspension and Other Responsibility Matters**: By providing goods or services under this purchase order, the Contractor agrees to comply with the requirements of 49 CFR 29, Subpart C while this offer is valid and throughout the period of any Contract that may arise from this Contract. The Contractor further agrees to include a provision requiring such compliance in its lower tier covered transactions.

**Order of Precedence**: When this purchase order is issued subsequent to the results of a request for bid or proposal, the terms and conditions contained in the solicitation or resulting contract shall control.



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**VENDOR:**

ADVENT PRINT RESOURCES  
 12620-B INTERURBAN AVE S.  
 SEATTLE, WA 98168

**SHIP TO**

KING COUNTY EXECUTIVE SERVICES  
 FINANCE - TREASURY SECTION  
 500 4TH AVE, ADM-ES0611  
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**BILL TO**

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 ACCOUNTS PAYABLE, 3RD FLOOR  
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**Purchase Order**

PURCHASE ORDER NO.	REVISION	PAGE
408621	2	1
THIS PURCHASE ORDER NUMBER MUST APPEAR ON ALL INVOICES, PACKING LISTS, CARTONS AND CORRESPONDENCES RELATED TO THIS ORDER.		
CREATION DATE	BUYER	
21-JUL-08	P, Oquist	
DATE OF REVISION	BUYER	
20-OCT-09	D Williams	

CUSTOMER ACCT #	VENDOR NO	PAYMENT TERMS	FREIGHT TERMS	FOB	SHIP VIA
	21075	Net30days	Paid	Destination	BEST WAY

CONFIRM TO / TELEPHONE	REQUESTOR / DELIVER TO
(206) 433-8004	

LINE	PART NUMBER / DESCRIPTION	DELIVERY DATE	QUANTITY	UNIT	UNIT PRICE	EXTENSION	1
	CHANGE ORDER #3 (ISSUED OCTOBER 20, 2009)  CHANGE ORDER ISSUED TO ADD ADDITIONAL ENVELOPES TO THE CONTRACT SPECIFICATIONS, DURING THE PERIOD OCTOBER 20, 2009 THROUGH JULY 22, 2010, IN ACCORDANCE WITH KING COUNTY ITB#1225-08-PJO, THE RESPONDING BID OF ADVENT PRINT RESOURCES, AND FULLY EXECUTED CHANGE ORDER #3 DATED OCTOBER 9, 2009, ALL INCORPORATED BY REFERENCE AS IF FULLY SET FORTH HEREIN.  ESTIMATED ANNUAL CONTRACT VALUE \$35,000.00  ALL OTHER TERMS AND CONDITIONS SHALL REMAIN THE SAME.  THIS CONTRACT AGREEMENT #408621 IS NOT THE AUTHORITY FOR ORDERING GOODS AND SERVICES. STANDARD PURCHASE ORDERS REFERENCING THE CONTRACT AGREEMENT NUMBER WILL BE ISSUED BY PROCUREMENT TO AUTHORIZE PURCHASE AND PAYMENT OF GOODS. ALL INVOICES						

SEE REVERSE SIDE FOR ADDITIONAL TERMS AND CONDITIONS. THIS ORDER IS SUBJECT TO ALL THE TERMS AND CONDITIONS ON THE FRONT AND BACK HEREOF.

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**ACCEPTANCE:**

This purchase order expressly limits acceptance to the terms and conditions stated herein.

**TOTAL**

*DR Leach*  
 Authorized signature



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Purchase Order

PURCHASE ORDER NO.	REVISION	PAGE
408621	2	2
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CREATION DATE	BUYER	
21-JUL-08	P, Oquist	
DATE OF REVISION	BUYER	
20-OCT-09	D Williams	

CUSTOMER ACCT #	VENDOR NO.	PAYMENT TERMS	FREIGHT TERMS	F.O.B.	SHIP VIA
	21075	Net30days	Paid	Destination	BEST WAY

CONFIRM TO / TELEPHONE	REQUESTOR / DELIVER TO
(206) 433-8004	

JNE	PART NUMBER / DESCRIPTION	DELIVERY DATE	QUANTITY	UNIT	UNIT PRICE	EXTENSION	T
	MUST REFERENCE THE INDIVIDUAL STANDARD PURCHASE ORDER NUMBER TO AVOID DELAY IN PAYMENT.  Purchase Agreement Effective From: 23-JUL-08 To: 22-JUL-10						
		Amount Agreed:					

SEE REVERSE SIDE FOR ADDITIONAL TERMS AND CONDITIONS. THIS ORDER IS SUBJECT TO ALL THE TERMS AND CONDITIONS ON THE FRONT AND BACK HEREOF.

Required invoice information: Ship to Address, Mailstop, Requestor's Name, Purchase Order Number, Contract Number (if applicable), Line Item Number, description and Unit Price as stated on the purchase order. Missing information may result in payment delays.

ACCEPTANCE:

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TOTAL

*DR Leach*  
Authorized signature

## **PURCHASE ORDER GENERAL TERMS AND CONDITIONS**

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All costs of replacement, including shipping charges shall be borne by the Vendor. Vendor warrants that the merchandise is free and clear of all liens and encumbrances and that vendor has a good and marketable title to same. Vendor warrants that the equipment, materials or service on this order do not infringe any patent, registered trademark or copyright and agrees to hold King County harmless in the event of any infringement or claim thereof.

**Certification Regarding Debarment, Suspension and Other Responsibility Matters:** By providing goods or services under this purchase order, the Contractor agrees to comply with the requirements of 49 CFR 29, Subpart C while this offer is valid and throughout the period of any Contract that may arise from this Contract. The Contractor further agrees to include a provision requiring such compliance in its lower tier covered transactions.

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**King County**

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 Procurement and Contract Services Section  
 Department of Executive Services

### CHANGE ORDER #3

**Date:** October 9, 2009  
**Contract Number(s)** 408621  
**Contract Title** Envelopes, Manufactured and Printed  
**Contractor** Advent Print Resources

#### Description of Change(s):

1. Sub-Section 5.1, Introduction to Specifications **change to read:**  
 The bid will be awarded to one (1) Contractor that shall be responsible for both the manufacturing and printing of envelopes. Items 1-5 listed in Sub-Section 6.3 Pricing will be ordered once a year. All other items will be ordered by King County on an as-needed basis.
2. **ADD** Sub-Section 5.3, CHILD Profile Health Promotion Envelopes, Items 7-11

#### **5.3 CHILD Profile Health Promotion Envelopes, Items 7-11**

Contractor shall print, finish and deliver health promotion envelopes on an as needed basis. A two (2) week deadline is required for all print work orders. Samples of envelopes and work orders are available on request. Contractor shall provide suggestions to modify printing specifications or production to improve efficiencies. Additionally, Contractor shall inform King County of cost savings processes (i.e. lower price for straight re-prints or paper stock modifications).

#### **Envelopes**

Envelope work orders will include orders for two (2) color and one (1) color printing. Work orders vary in size, quantity, and PMS colors. Some items differ slightly and are listed as "options" for that item. CHILD Profile currently uses a total of 17 different PMS colors (each represents a separate work order) For example, for Item 7, Option A, there are 15 different work orders of this kind each year, each using a different PMS color and black. Envelope work orders include the following:

**Item 7:**      **#10 Envelopes**

**Option A:**    **#10 Envelopes, currently 15 different 2 color jobs, each with its own PMS color**  
 Price Break Quantities: 5,000, 80,000, 85,000, 90,000, 95,000, 100,000, 110,000

**Size:**            #10, 4 1/8" x 9 1/2"  
**Paper:**         Recycled 24# white wove, or equivalent  
**Ink:**             2/1, 1 PMS & black over black for each of 15 PMS  
**Native files:**   InDesign, electronic  
**Proofing:**       Preproduction PDF proof and Press Check

**Packing:** Box in quantities of 2,500, Sample and content label with quantity, Item # and title on outside of box. Changes in packing requirements shall be approved by authorized CHILD Profile personnel.

**Option B:** **Custom Window #10 Envelopes, currently one (1) 2-color job**  
Price Break Quantities: 90,000, 100,000, 110,000

**Size:** #10, 4 1/8" x 9 1/2"  
**Paper:** Recycled 24# white wove, or equivalent  
**Window size:** 1.5" x 4.75", 7/8" from left, 5/8" from bottom  
**Ink:** 2/1, 1 PMS & black over black  
**Native files:** InDesign, electronic  
**Proofing:** Preproduction PDF proof and Press Check  
**Packing:** Box in quantities of 2,500, Sample and content label with quantity, Item # and title on outside of box. Changes in packing requirements shall be approved by authorized CHILD Profile personnel.

**Option C:** **#10 Envelopes, currently one (1) 1-color job**  
Price Break Quantities: 5,000, 10,000

**Size:** #10, 4 1/8" x 9 1/2"  
**Paper:** Recycled 24# white wove, or equivalent  
**Ink:** 1/1, black  
**Native files:** InDesign, electronic  
**Proofing:** Preproduction PDF proof and Press Check  
**Packing:** Box in quantities of 2,500, Sample and content label with quantity, Item # and title on outside of box. Changes in packing requirements shall be approved by authorized CHILD Profile personnel.

**Item 8:** **6" X 9" Booklet Envelopes**

**Option A:** **6" X 9" Booklet Envelopes, currently three (3) different 2-color jobs each with its own PMS color**  
Price Break Quantities: 4,000, 15,000, 30,000, 80,000, 90,000, 100,000, 115,000

**Size:** 6" X 9" booklet opens on 9" side  
**Paper:** Recycled 24# white wove,  
**Ink:** 2/1, 1 PMS & black over black for each envelope  
**Native files:** InDesign, electronic  
**Proofing:** Preproduction PDF proof and Press Check  
**Packing:** Box in quantities of 1,000, Sample and content label with quantity, Item # and title on outside of box. Changes in packing requirements shall be approved by authorized CHILD Profile personnel.

**Option B:** **Custom Window 6" X 9" Booklet Envelopes, possible one (1) 2-color job with one PMS**  
Price Break Quantities: 90,000, 100,000, 110,000

**Size:** 6" X 9" booklet opens on 9" side  
**Paper:** Recycled 24# white wove, opens on 9" side  
**Window size:** 1.5" x 4.75", 7/8" from left, 5/8" from bottom  
**Ink:** 2/1, 1 PMS & black over black  
**Native files:** InDesign, electronic

**Proofing:** Preproduction PDF proof and Press Check  
**Packing:** Box in quantities of 1,000, Sample and content label with quantity, Item # and title on outside of box. Changes in packing requirements shall be approved by authorized CHILd Profile personnel.

**Item 9:** **6" X 9.5" Booklet Envelopes, one (1) 2-color job**  
 Price Break Quantities: 100,000, 110,000, 120,000

**Size:** 6" X 9.5" booklet opens on 9" side  
**Paper:** Recycled 24# white wove  
**Ink:** 2/1, 1 PMS & black over black for each envelope  
**Native files:** InDesign, electronic  
**Proofing:** Preproduction PDF proof and Press Check  
**Packing:** Box in quantities of 1,000, Sample and content label with quantity, Item # and title on outside of box. Changes in packing requirements shall be approved by authorized CHILd Profile personnel.

**Item 10:** **10" X 13" Booklet Envelopes, one (1) 2-color job**  
 Price Break Quantities: 1,000, 2,500, 5,000

**Size:** 10" X 13" booklet opens on 13" side  
**Paper:** Recycled 24# white wove  
**Ink:** 2/1, 1 PMS & black over black  
**Native files:** InDesign, electronic  
**Proofing:** Preproduction PDF proof and Press Check  
**Packing:** Box in quantities of 500, Sample and content label with quantity, Item # and title on outside of box. Changes in packing requirements shall be approved by authorized CHILd Profile personnel.

**Item 11:** **# 9 Business Reply Envelope – One (1) 1-color job**  
 Price Break Quantities: 1,000, 5,000

**Size:** #9, 3 7/8" x 8 7/8"  
**Paper:** Recycled 24# white wove  
**Ink:** 2/1, 1 PMS & black over black  
**Native files:** InDesign, electronic  
**Proofing:** Preproduction PDF proof and Press Check  
**Packing:** Box in quantities of 500, Sample and content label with quantity, Item # and title on outside of box. Changes in packing requirements shall be approved by authorized CHILd Profile personnel.

**3. ADD Sub-Section 5.4, Delivery Requirements Health Promotion Envelopes, Items 7-11**

Contractor shall notify CHILd profile and the Mail Advertising Bureau prior to making any deliveries. King County requires a maximum two (2) week turnaround for orders. Job due dates are defined as the delivery date to the Mail Advertising Bureau.

**Delivery Address:**  
 Mail Advertising Bureau  
 21319 68<sup>th</sup> Avenue South  
 Kent WA 98032

**Samples and Invoicing Delivery Address:**  
 CHILd Profile

401 5<sup>th</sup> Avenue, Suite 1000  
Seattle, WA 98104

4. ADD to Sub-Section 6.3. Pricing

Item No.	Unit of Measure <i>(price per thousand)</i>	Description	Price Points	Unit Price
7a	M	Option A: #10 Envelope, 15 different 2-color jobs each with its own PMS color, 2/1	5M or greater	\$19.71/M
7b	M	Option B: Custom Window #10 Envelope, one (1) 2-color job, 2/1	90M	\$27.51/M
7b	M	Option B: Custom Window #10 Envelope, one (1) 2-color job, 2/1	100M	\$26.24/M
7b	M	Option B: Custom Window #10 Envelope, one (1) 2-color job, 2/1	110M	\$26.24/M
7c	M	Option C: #10 Envelopes, one (1) 1-color job, 1/1	5M	\$19.71/M
7c	M	Option C: #10 Envelopes, one (1) 1-color job, 1/1	10/M	\$19.71/M
8a	M	Option A: 6"x9" Booklet Envelopes, one (1) possible 2-color job, 2/1	4M	\$88.71/M
8a	M	Option A: 6"x9" Booklet Envelopes, three (3) different 2-color jobs, each with its own PMS color, 2/1	15M	\$42.31/M
8a	M	Option A: 6"x9" Booklet Envelopes, three (3) different 2-color jobs, each with its own PMS color, 2/1	30M	\$37.30/M
8a	M	Option A: 6"x9" Booklet Envelopes, three (3) different 2-color jobs, each with its own PMS color, 2/1	80M	\$34.00/M
8a	M	Option A: 6"x9" Booklet Envelopes, three (3) different 2-color jobs, each with its own PMS color, 2/1	90M	\$33.23/M
8a	M	Option A: 6"x9" Booklet Envelopes, three (3) different 2-color jobs, each with its own PMS color, 2/1	100M	\$32.64/M
8a	M	Option A: 6"x9" Booklet Envelopes, three (3) different 2-color jobs, each with its own PMS color, 2/1	115M	\$32.36/M
8b	M	Option B: Custom Window 6"x9" Booklet Envelopes possible one (1) 2-color job with one (1) PMS, 2/1	90M	\$40.55/M
8b	M	Option B: Custom Window 6"x9" Booklet Envelopes possible one (1) 2-color job with one (1) PMS, 2/1	100M	\$39.44/M

Item No.	Unit of Measure <i>(price per thousand)</i>	Description	Price Points	Unit Price
8b	M	Option B: Custom Window 6"x9" Booklet Envelopes possible one (1) 2-color job with one (1) PMS, 2/1	110M	\$38.23/M
9	M	6"x 9.5 Booklet Envelopes, one (1) 2-color job, 2/1	100M	\$38.07/M
9	M	6"x 9.5 Booklet Envelopes, one (1) 2-color job, 2/1	110M	\$37.03/M
9	M	6"x 9.5 Booklet Envelopes, one (1) 2-color job, 2/1	120M	\$36.16/M
10	M	10" X 13" Booklet Envelope One (1) 2-color job, 2/1	1M	\$260.64/M
10	M	10" X 13" Booklet Envelope One (1) 2-color job, 2/1	2.5M	\$186.36/M
10	M	10" X 13" Booklet Envelope One (1) 2-color job, 2/1	5M	\$134.98/M
11	M	#9 Business Reply Envelope – One (1) job, 1-color, 1/0	1M	\$58.85/M
11	M	#9 Business Reply Envelope – One (1) job, 1-color, 1/0	5M	\$35.95/M

**Reason(s) for Change:**

Add additional envelopes to current King County agency-wide manufacturing and printing envelopes contract.

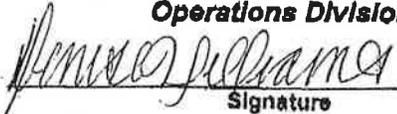
Cost Data:      Additive Unit Price      Deductive Lump Sum      No Cost Change Time and Expense

Cost: No other change to the Contract by King County.

**This proposal and acceptance shall constitute and become a part of this contract subject to all conditions contained therein, as modified by this change order.**

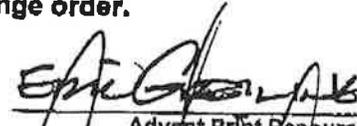
Approved By:

**King County Finance and Business  
Operations Division**

  
Signature

10/20/09  
Date Approved

Accepted By:

  
Advent Print Resources

  
Signature

VCS [unclear] - sub/mkt  
Title

10/12/09

Date Accepted

***All terms, conditions, specifications and requirements of the Contract and its prior amendments shall remain unchanged and in full effect, except as amended herein.***



King County

**Finance and Business Operations Division**  
Procurement and Contract Services Section  
Department of Executive Services

CNK-ES-0340  
3rd Floor  
401 5th Avenue  
Seattle, WA 98104

206-263-9400  
206-296-7676 Fax  
TTY Relay: 771  
[www.kingcounty.gov](http://www.kingcounty.gov)

VENDOR:

ADVENT PRINT RESOURCES  
12620-B INTERURBAN AVE S.  
SEATTLE, WA 98168

SHIP TO

KING COUNTY EXECUTIVE SERVICES  
FINANCE - TREASURY SECTION  
500 4TH AVE, ADM-ES0611  
SEATTLE, WA 98104  
United States

BILL TO

KC DEPT OF EXECUTIVE SERVICES  
ACCOUNTS PAYABLE, 3RD FLOOR  
401 5TH AVE, CNK-ES0320  
SEATTLE, WA 98104  
United States

**Purchase Order**

PURCHASE ORDER NO.	REVISION	PAGE
408621	1	1
THIS PURCHASE ORDER NUMBER MUST APPEAR ON ALL INVOICES, PACKING LISTS, CARTONS AND CORRESPONDENCES RELATED TO THIS ORDER.		
CREATION DATE	BUYER	
21-JUL-08	P, Oquist	
DATE OF REVISION	BUYER	
10-JUL-09	D Williams	

CUSTOMER ACCT #	VENDOR NO	PAYMENT TERMS	FREIGHT TERMS	F.O.B	SHIP VIA
	21075	Net30days	Paid	Destination	BEST WAY

CONFIRM TO / TELEPHONE	REQUESTOR / DELIVER TO
(206) 433-8004	

LINE	PART NUMBER / DESCRIPTION	DELIVERY DATE	QUANTITY	UNIT	UNIT PRICE	EXTENSION	T
	CHANGE ORDER #2 (ISSUED AUGUST 20, 2009)  THIS CHANGE ORDER IS ISSUED TO INCREASE THE CONTRACT RATES BY 5.2% FOR MANUFACTURING AND PRINTING OF ENVELOPES AS REQUESTED BY AUTHORIZED KING COUNTY TREASURY OPERATIONS PERSONNEL DURING THE PERIOD JULY 23, 2009 THROUGH JULY 22, 2010 IN ACCORDANCE WITH KING COUNTY ITB# 1225-08-PJO, THE RESPONDING BID AND PRICE INCREASE REQUEST DATED AUGUST 14, 2009 OF ADVENT PRINT RESOURCES ALL INCORPORATED BY REFERENCE AS IF FULLY SET FORTH HEREIN.  ESTIMATED ANNUAL CONTRACT VALUE \$35,000.00  ALL OTHER TERMS AND CONDITIONS SHALL REMAIN THE SAME.  THIS CONTRACT AGREEMENT #408621 IS NOT THE AUTHORITY FOR ORDERING GOODS AND SERVICES. STANDARD PURCHASE ORDERS REFERENCING THE CONTRACT						

SEE REVERSE SIDE FOR ADDITIONAL TERMS AND CONDITIONS. THIS ORDER IS SUBJECT TO ALL THE TERMS AND CONDITIONS ON THE FRONT AND BACK HEREOF.

Required invoice information: Ship to Address, Mailstop, Requestor's Name, Purchase Order Number, Contract Number (if applicable), Line Item Number, description and Unit Price as stated on the purchase order. Missing information may result in payment delays.

**ACCEPTANCE:**

This purchase order expressly limits acceptance to the terms and conditions stated herein.

**TOTAL**

*DR Leach*  
Authorized signature



King County

Finance and Business Operations Division  
Procurement and Contract Services Section  
Department of Executive Services

CNK-ES-0340  
3rd Floor  
401 5th Avenue  
Seattle, WA 98104

206-263-9400  
206-296-7676 Fax  
TTY Relay: 771  
[www.kingcounty.gov](http://www.kingcounty.gov)

VENDOR:

ADVENT PRINT RESOURCES  
12620-B INTERURBAN AVE S.  
SEATTLE, WA 98168

SHIP TO

KING COUNTY EXECUTIVE SERVICES  
FINANCE - TREASURY SECTION  
500 4TH AVE, ADM-ES0611  
SEATTLE, WA 98104  
United States

BILL TO

KC DEPT OF EXECUTIVE SERVICES  
ACCOUNTS PAYABLE, 3RD FLOOR  
401 5TH AVE, CNK-ES0320  
SEATTLE, WA 98104  
United States

Purchase Order

PURCHASE ORDER NO.	REVISION	PAGE
408621	1	2

THIS PURCHASE ORDER NUMBER MUST APPEAR ON ALL INVOICES, PACKING LISTS, CARTONS AND CORRESPONDENCES RELATED TO THIS ORDER.

CREATION DATE	BUYER
21-JUL-08	P, Oquist

DATE OF REVISION	BUYER
10-JUL-09	D Williams

CUSTOMER ACCT #	VENDOR NO	PAYMENT TERMS	FREIGHT TERMS	F.O.B	SHIP VIA
	21075	Net30days	Paid	Destination	BEST WAY

CONFIRM TO / TELEPHONE	REQUESTOR / DELIVER TO
(206) 433-8004	

JNE	PART NUMBER / DESCRIPTION	DELIVERY DATE	QUANTITY	UNIT	UNIT PRICE	EXTENSION	T
	<p>AGREEMENT NUMBER WILL BE ISSUED BY PROCUREMENT TO AUTHORIZE PURCHASE AND PAYMENT OF GOODS. ALL INVOICES MUST REFERENCE THE INDIVIDUAL STANDARD PURCHASE ORDER NUMBER TO AVOID DELAY IN PAYMENT.</p> <p>Purchase Agreement Effective From: 23-JUL-08 To: 22-JUL-10</p>						
		Amount Agreed:					

SEE REVERSE SIDE FOR ADDITIONAL TERMS AND CONDITIONS. THIS ORDER IS SUBJECT TO ALL THE TERMS AND CONDITIONS ON THE FRONT AND BACK HEREOF.

Required invoice information: Ship to Address, Mailstop, Requestor's Name, Purchase Order Number, Contract Number (if applicable), Line Item Number, description and Unit Price as stated on the purchase order. Missing information may result in payment delays.

ACCEPTANCE:

This purchase order expressly limits acceptance to the terms and conditions stated herein.

TOTAL

*DR Lynch*  
Authorized signature

## **PURCHASE ORDER GENERAL TERMS AND CONDITIONS**

**Compliance:** By acceptance of this order, the vendor warrants full compliance with all applicable local, state or federal laws and regulations including specific statutory requirements of Federal Agencies. Upon request, the purchasing agent will provide applicable contract terms and conditions.

**Acceptance/Changes:** All goods or materials purchased hereunder are subject to approval by King County. No substitutions or changes of any nature under this purchase order will be accepted unless approved in writing by King County.

**Inspections:** By acceptance of this order, vendor grants the right to Buyer to make periodic visits to the vendor's plant or their subcontractor's for inspection of materials or to determine actual progress of manufacture.

**Change Orders:** Change orders modifying the terms and conditions herein will be without effect unless issued and authorized in writing by King County.

**Cancellation:** The County may cancel any purchase order or any part thereof by written notice at any time, without penalty, if the vendor fails to comply with the terms, specifications, delivery/completion date or to perform the work with diligence.

**Invoices:** Invoices must reference the purchase order number.

All vendors licensed to do business in Washington State must bill King County for applicable tax. Indicate discount terms to the County for prompt payment. Discount period to be extended if the invoice is returned for correction or clarification.

**Shipping Instructions:** All shipments must contain a packing slip. Unless other wise specified, all goods are to be shipped prepaid, FOB Destination. Where shipping addresses indicate room numbers, the Vendor shall make delivery to that location at no additional charge, including, but not limited to delivery, packing and or crating.

**Warranty:** The Vendor warrants that all products delivered under this purchase order shall be free from defects in material and workmanship, and shall be fit for the intended purpose. This warrantee is in addition to any standard warranty or guarantee give by vendor to the County. All products determined by King County to be defective shall be replaced within 15 days of notice by King County.

All costs of replacement, including shipping charges shall be borne by the Vendor. Vendor warrants that the merchandise is free and clear of all liens and encumbrances and that vendor has a good and marketable title to same. Vendor warrants that the equipment, materials or service on this order do not infringe any patent, registered trademark or copyright and agrees to hold King County harmless in the event of any infringement or claim thereof.

**Certification Regarding Debarment, Suspension and Other Responsibility Matters:** By providing goods or services under this purchase order, the Contractor agrees to comply with the requirements of 49 CFR 29, Subpart C while this offer is valid and throughout the period of any Contract that may arise from this Contract. The Contractor further agrees to include a provision requiring such compliance in its lower tier covered transactions.

**Order of Precedence:** When this purchase order is issued subsequent to the results of a request for bid or proposal, the terms and conditions contained in the solicitation or resulting contract shall control.



King County

Finance and Business Operations Division  
Procurement and Contract Services Section  
Department of Executive Services

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Purchase Order

PURCHASE ORDER NO.	REVISION	PAGE
408621	1	1
THIS PURCHASE ORDER NUMBER MUST APPEAR ON ALL INVOICES, PACKING LISTS, CARTONS AND CORRESPONDENCES RELATED TO THIS ORDER.		
CREATION DATE	BUYER	
21-JUL-08	P, Oquist	
DATE OF REVISION	BUYER	
10-JUL-09	D Williams	

CUSTOMER ACCT #	VENDOR NO	PAYMENT TERMS	FREIGHT TERMS	F.O.B	SHIP VIA
	21075	Net30days	Paid	Destination	BEST WAY

CONFIRM TO / TELEPHONE	REQUESTOR / DELIVER TO
(206) 433-8004	

LINE	PART NUMBER / DESCRIPTION	DELIVERY DATE	QUANTITY	UNIT	UNIT PRICE	EXTENSION	T
	CHANGE ORDER #1 (ISSUED JULY 10, 2009)						
	THIS CHANGE ORDER IS ISSUED TO EXTEND THE CONTRACT AGREEMENT FOR MANUFACTURING AND PRINTING OF ENVELOPES AS REQUESTED BY AUTHORIZED KING COUNTY TREASURY OPERATIONS PERSONNEL DURING THE PERIOD JULY 23, 2009 THROUGH JULY 22, 2010 IN ACCORDANCE WITH KING COUNTY ITB# 1225-08-PJO, AND THE RESPONDING BID OF ADVENT PRINT RESOURCES, BOTH INCORPORATED BY REFERENCE AS IF FULLY SET FORTH HEREIN.						
	ESTIMATED ANNUAL CONTRACT VALUE \$35,000.00						
	ALL OTHER TERMS AND CONDITIONS SHALL REMAIN THE SAME.						
	THIS CONTRACT AGREEMENT #408621 IS NOT THE AUTHORITY FOR ORDERING GOODS AND SERVICES. STANDARD PURCHASE ORDERS REFERENCING THE CONTRACT AGREEMENT NUMBER WILL BE ISSUED BY PROCUREMENT TO						

SEE REVERSE SIDE FOR ADDITIONAL TERMS AND CONDITIONS. THIS ORDER IS SUBJECT TO ALL THE TERMS AND CONDITIONS ON THE FRONT AND BACK HEREOF.

Required invoice information: Ship to Address, Mailstop, Requestor's Name, Purchase Order Number, Contract Number (if applicable), Line Item Number, description and Unit Price as stated on the purchase order. Missing information may result in payment delays.

ACCEPTANCE:

This purchase order expressly limits acceptance to the terms and conditions stated herein.

TOTAL

*DR Lynch*  
Authorized signature



King County

Finance and Business Operations Division  
Procurement and Contract Services Section  
Department of Executive Services

CNK-ES-0340  
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12620-B INTERURBAN AVE S.  
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SHIP TO

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500 4TH AVE, ADM-ES0611  
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BILL TO

KC DEPT OF EXECUTIVE SERVICES  
ACCOUNTS PAYABLE, 3RD FLOOR  
401 5TH AVE, CNK-ES0320  
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Purchase Order

PURCHASE ORDER NO.	REVISION	PAGE
408621	1	2
THIS PURCHASE ORDER NUMBER MUST APPEAR ON ALL INVOICES, PACKING LISTS, CARTONS AND CORRESPONDENCES RELATED TO THIS ORDER.		
CREATION DATE	BUYER	
21-JUL-08	P, Oquist	
DATE OF REVISION	BUYER	
10-JUL-09	D Williams	

CUSTOMER ACCT #	VENDOR NO.	PAYMENT TERMS	FREIGHT TERMS	F.O.B.	SHIP VIA
	21075	Net30days	Paid	Destination	BEST WAY

CONFIRM TO / TELEPHONE	REQUESTOR / DELIVER TO
(206) 433-8004	

LINE	PART NUMBER / DESCRIPTION	DELIVERY DATE	QUANTITY	UNIT	UNIT PRICE	EXTENSION	T
	AUTHORIZE PURCHASE AND PAYMENT OF GOODS. ALL INVOICES MUST REFERENCE THE INDIVIDUAL STANDARD PURCHASE ORDER NUMBER TO AVOID DELAY IN PAYMENT.						
	Purchase Agreement Effective From: 23-JUL-08 To: 22-JUL-10						
		Amount Agreed:					

SEE REVERSE SIDE FOR ADDITIONAL TERMS AND CONDITIONS. THIS ORDER IS SUBJECT TO ALL THE TERMS AND CONDITIONS ON THE FRONT AND BACK HEREOF.

Required invoice information: Ship to Address, Mailstop, Requestor's Name, Purchase Order Number, Contract Number (if applicable), Line Item Number, description and Unit Price as stated on the purchase order. Missing information may result in payment delays.

ACCEPTANCE:

This purchase order expressly limits acceptance to the terms and conditions stated herein.

TOTAL

*DR Lynch*  
Authorized signature

## **PURCHASE ORDER GENERAL TERMS AND CONDITIONS**

**Compliance:** By acceptance of this order, the vendor warrants full compliance with all applicable local, state or federal laws and regulations including specific statutory requirements of Federal Agencies. Upon request, the purchasing agent will provide applicable contract terms and conditions.

**Acceptance/Changes:** All goods or materials purchased hereunder are subject to approval by King County. No substitutions or changes of any nature under this purchase order will be accepted unless approved in writing by King County.

**Inspections:** By acceptance of this order, vendor grants the right to Buyer to make periodic visits to the vendor's plant or their subcontractor's for inspection of materials or to determine actual progress of manufacture.

**Change Orders:** Change orders modifying the terms and conditions herein will be without effect unless issued and authorized in writing by King County.

**Cancellation:** The County may cancel any purchase order or any part thereof by written notice at any time, without penalty, if the vendor fails to comply with the terms, specifications, delivery/completion date or to perform the work with diligence.

**Invoices:** Invoices must reference the purchase order number.

All vendors licensed to do business in Washington State must bill King County for applicable tax. Indicate discount terms to the County for prompt payment. Discount period to be extended if the invoice is returned for correction or clarification.

**Shipping Instructions:** All shipments must contain a packing slip. Unless other wise specified, all goods are to be shipped prepaid, FOB Destination. Where shipping addresses indicate room numbers, the Vendor shall make delivery to that location at no additional charge, including, but not limited to delivery, packing and or crating.

**Warranty:** The Vendor warrants that all products delivered under this purchase order shall be free from defects in material and workmanship, and shall be fit for the intended purpose. This warrantee is in addition to any standard warranty or guarantee give by vendor to the County. All products determined by King County to be defective shall be replaced within 15 days of notice by King County.

All costs of replacement, including shipping charges shall be borne by the Vendor. Vendor warrants that the merchandise is free and clear of all liens and encumbrances and that vendor has a good and marketable title to same. Vendor warrants that the equipment, materials or service on this order do not infringe any patent, registered trademark or copyright and agrees to hold King County harmless in the event of any infringement or claim thereof.

### **Certification Regarding Debarment, Suspension and Other Responsibility**

**Matters:** By providing goods or services under this purchase order, the Contractor agrees to comply with the requirements of 49 CFR 29, Subpart C while this offer is valid and throughout the period of any Contract that may arise from this Contract. The Contractor further agrees to include a provision requiring such compliance in its lower tier covered transactions.

**Order of Precedence:** When this purchase order is issued subsequent to the results of a request for bid or proposal, the terms and conditions contained in the solicitation or resulting contract shall control.

ORIGINAL



King County

Department of Executive Services  
Finance and Business Operations Division  
Procurement and Contract Services Section  
206-263-9400 TTY Relay: 711

Invitation to Bid

ADVERTISED DATE: JULY 3, 2008

Invitation to Bid (ITB) Title: Envelopes – Manufacture and Printing

ITB Number: 1225-08-PJO

Due Date: July 17, 2008 - 2:00 p.m.

Buyer: Patti Oquist, patti.ouquist@kingcounty.gov, 206-293-9301

Term Service/Supply Requirement

Furnish the manufacturing and printing of envelopes as requested by King County personnel in accordance with the attached instructions, requirements and specifications.

TOTAL BID PRICE: \$ 31,233.75

PRE-BID CONFERENCE  
None

KING COUNTY  
PROCUREMENT  
SERVICES

JUL 17 2008

AM 7,8,9,10,11,12,1,2,3,4,5,6 PM

Sealed Bids are hereby solicited and will **only** be received by:  
King County Procurement Services Section  
Chinook Building, 3rd Floor  
401 Fifth Avenue  
Seattle, WA 98104  
Office Hours: 8:00 a.m. – 5:00 p.m.  
Monday - Friday

BIDDERS SHALL COMPLETE AND SIGN THE FORM BELOW.

We acknowledge that Addenda numbered \_\_\_\_\_ to \_\_\_\_\_ have been examined as part of the Contract documents. The submittal is signed by an authorized representative of the Bidder accepting all terms and conditions contained in the bid and any addenda. We acknowledge that attaching our terms and conditions or modifying the ITB terms and conditions may result in our bid being rejected.

Company Name

Advent Print Resources

Address

12620 B Interurban Ave S. Tukwila, WA 98168

City/State /Postal Code

Signature

Grant Stevens

Print name and title

Grant Stevens, Account Exec

Email

grants@adventprint.com

Phone

206 433 8004 ext 3017  
cell 253 905

Fax

206 433 8946

SCS/DBE Certification Number

2107

Upon request, this Invitation to Bid will be provided in alternative formats such as Braille, large print, audiocassette or computer disk for individuals with disabilities.

## **SECTION 1      Instruction To Bidders**

### **1.1      Introduction**

The purpose of this Invitation to Bid is to establish a contract to provide goods or services on an as-needed basis. Any quantities listed herein are for bidding purposes only and represent King County's estimated annual requirements. The County will be neither obligated nor restricted to the quantities or locations indicated.

### **1.2      Bid Submittal Procedure**

The **original and one (1) copy** of this solicitation document shall be completed, signed and submitted. Failure to return the solicitation document may result in disqualification of the Bidder. The original shall be noted or stamped "original". Bids and modifications thereof shall be enclosed in a sealed envelope, with the "Bid Opening Label" completed and affixed.

Bidders are encouraged to use recycled paper in the preparation of additional documents submitted with this solicitation, and shall use both sides of paper sheets where practicable.

Sealed bids shall contain all required attachments and information and be submitted to King County (hereinafter "County") no later than the date, time and place stated on the front of this ITB or as amended. The bidder shall show the title and number, the due date specified, and the name and address of the bidder on the face of the envelope. Bidders are cautioned that failure to comply may result in non-acceptance of the bid. The Bidder accepts all risks of late delivery of mailed bids or of mis-delivery regardless of fault. Bids properly and timely submitted will be publicly opened.

Bids will only be accepted from Contractors able to complete the delivery of goods or services described in the specifications. Joint ventures shall submit one bid for the team, with accompanying proof of the joint venture agreement.

If a company chooses not to submit a bid, the County requests the company advise the Buyer by email if they desire to remain listed for the subject of this ITB and state reason they did not submit a bid.

### **1.3      King County Internet Web Site**

King County is committed to reducing costs and facilitating faster communication to the community by using electronic means to convey information. As such, most Invitations to Bid and Requests for Proposal, as well as related exhibits, appendices, and issued addenda can be found on the King County Internet Web Site, located at [http://metrokc.gov/procurement/rfp\\_rfq\\_itb/new\\_goods.aspx](http://metrokc.gov/procurement/rfp_rfq_itb/new_goods.aspx).

Please note any special messages regarding a particular solicitation. This information is posted at the Web Site as a convenience to the public, and is not intended to replace the King County process of formally requesting solicitation documents.

It is important that you register with King County Procurement and Contract Services after downloading documents from the RFPs, RFQs and ITBs - Consultants and Goods/Services websites. Failure to register may result in you not being notified of any addenda, which may result in rejection of your bid/proposal as non-responsive. To register, access **Contact Us > > Registration Form**. Thank you for your cooperation.

Only bids, modifications of bids received in accordance with the requirements of this ITB will be accepted. Facsimile or electronic bids will not be considered.

After all bids have been opened, the County will post a listing of the Bidders submitting bids, or the name of a person to contact for bid results at the King County Internet site. Please refer to the web site for a listing, as well as a notification of a final award.

#### **1.4 Alterations to Document**

Any addition, limitation or provision made or attached to the bid may render it non-responsive and/or irregular and be cause for its rejection.

Bidders may be required to submit additional documents as part of the bid package. Any alteration of such documents by erasure or interlineations shall be explained or noted and initialed by the Bidder.

#### **1.5 Late Bids**

Bids, modifications of bids, and withdrawal of bids received at the office designated in the solicitation after the exact hour and date specified for receipt will not be considered.

#### **1.6 Cancellation of ITB or Postponement of Bid Opening**

The County reserves the right to cancel the ITB at any time.

The County may change the date and time for submitting bids prior to the date and time established for submittal.

#### **1.7 Addenda**

Bidder shall acknowledge receipt of all "Addenda" issued during the bid process. Failure to acknowledge receipt of all addenda may result in a bid being determined non-responsive.

If at any time, the County changes, revises, deletes, clarifies, increases, or otherwise modifies the ITB, the County will issue a written Addendum to the ITB.

#### **1.8 Questions and Interpretation of the ITB**

No oral interpretations of the ITB will be made to any Bidder. All questions and any explanations must be requested in writing and directed to the Buyer no later than seven (7) days prior to the due date specified in the solicitation. Oral explanations or instructions are not binding. Any information modifying a solicitation will be furnished to all bidders by an addendum.

**Days**, as referenced in this document, are calendar days unless otherwise specified.

Communications concerning this bid, with other than the listed Buyer may cause the Bidder to be disqualified.

#### **1.9 Examination of Bid Documents**

The submission of a bid shall constitute an acknowledgement upon which the County may rely that the Bidder has thoroughly examined and is familiar with the ITB, including any work site identified in the ITB, and has reviewed and inspected all applicable statutes, regulations, ordinances and resolutions addressing or relating to the goods or services to be provided hereunder.

The failure of a Bidder to comply with above requirement shall in no way relieve the Bidder from any obligations with respect to its bid or to any Contract awarded pursuant to this ITB. No claim for additional compensation shall be allowed which is based upon a lack of knowledge or misunderstanding of this ITB.

#### **1.10 Modifications of Bid or Withdrawal of Bid Prior to Bid Due Date**

At any time before the time and date set for submittal of bids, a Bidder may submit a modification of a bid previously submitted to the County. All bid modifications shall be made in writing, executed and submitted in the same form and manner as the original bid.

Bids may be withdrawn by written notice received prior to the exact hour and date specified for receipt of bids. A bid also may be withdrawn in person by a Bidder or authorized representative provided their

identity is made known and they sign a receipt for the bid, but only if the withdrawal is made prior to the exact hour and date set for receipt of bids. All requests for modification or withdrawal of bids, whether in person or written, shall not reveal the amount of the original bid.

**1.11 Bid Withdrawal After Public Opening**

Except for claims of error granted by the County, no Bidder may withdraw a bid after the date and time established for submitting bids, or before the award and execution of a Contract pursuant to this ITB, unless the award is delayed for a period exceeding the period for bid effectiveness.

Requests to withdraw a bid due to error must be submitted in writing along with supporting evidence for such claim for review by the county. Evidence must be delivered to the county within two (2) business days after request to withdraw. The County reserves the right to require additional records or information to evaluate the request. Any review by the County of a bid and/or any review of such a claim of error, including supporting evidence, creates no duty or liability on the County to discover any other bid error or mistake, and the sole liability for any bid error or mistake rests with the Bidder.

**1.12 Cost of Bid and Samples**

The County is not liable for any costs incurred by Bidder in the preparation and evaluation of bids submitted. Samples of items required must be submitted to the location and by the time specified. Unless otherwise specified, samples shall be submitted with no expense to the County. If not destroyed by testing, samples may be returned at the bidder's request and expense.

**1.13 Collusion**

By signing this bid, the Bidder certifies that they have not, either directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive bidding. If the County determines that collusion has occurred among Bidders, none of the bids from the participants of such collusion will be considered. The County's determination will be final.

**1.14 Bid Effective Date**

All bids submitted shall be a firm bid for a minimum period of 90 days after the bid opening date, unless otherwise stated in writing in the bid. The County may request a Bidder grant an extension of the bid effective period.

**1.15 Bid Price and Tax**

The bid price shall include everything necessary for the prosecution and completion of the Contract, except as may be provided otherwise in this ITB.

Bid Prices shall include all freight charges, FOB to the designated delivery point(s).

Taxes: Sales/use taxes and Federal excise taxes shall not be included in the bid price. The County shall pay any Washington State sales/use taxes applicable to the Contract price or tender an appropriate amount to the Contractor for payment to Washington State. The Bidder is cautioned that taxes may be a factor in evaluating the total cost of bid.

The County is exempt from Federal excise and Transportation taxes. All other government taxes, duties, fees, licenses, permits, royalties, assessments and charges shall be included in the bid price. Said exemption is made pursuant to Chapter 32 of the Internal Revenue Code and Registry No. A-1 02374. When requested, an exemption certificate will be furnished.

**1.16 Protest Procedures**

King County has a process in place for receiving protests based upon invitation to bid or contract awards. The protest procedures:

[http://www.metrokc.gov/procurement/documents/U\\_014\\_Protest\\_Procedures.doc](http://www.metrokc.gov/procurement/documents/U_014_Protest_Procedures.doc), are available from the King County Procurement web site: <http://www.metrokc.gov/procurement/faq/supplier.aspx>.

## **SECTION 2 Bid Evaluation and Contract Award**

### **2.1 Evaluation of Bids**

Bids will be evaluated by the County to determine which bid, if any, may be deemed to be the low responsive bid from a responsible bidder, and should be accepted in the best interest of the County.

The King County Contracting Opportunities Program is incorporated in this ITB. The determination of lowest responsive, responsible bidder will include the application of the five (5) percent incentive factor for Small Contractors and Suppliers (SCS).

King County may use prompt payment discount terms in evaluation of this ITB; however, discounts terms of less the twenty (20) days will not be considered. Minimum acceptable payment terms by the County without benefit of twenty (20) day discount will be net 30 days.

In the event of a discrepancy between the unit price and the extended amount for a bid item, the unit price will govern.

### **2.2 Responsive and Responsible**

#### **Responsive**

The County will consider all the material submitted by the Bidder, and other evidence it may obtain otherwise, to determine whether the Bidder is in compliance with the terms and conditions set forth in this ITB.

#### **Responsible**

In determining the responsibility of the bidder, the County may consider:

- the ability, capacity and skill to perform the Contract or provide the service required (inspection of the bidder's facility may be required prior to award);
- the character, integrity, reputation, judgment and efficiency;
- financial resources to perform the Contract properly and within the times specified;
- the quality and timeliness of performance on previous contracts with the County and other agencies, including, but not limited to, the effort necessarily expended by the County and other agencies in securing satisfactory performance and resolving claims;
- compliance with federal, state and local laws and ordinances relating to public contracts;
- other information having a bearing on the decision to award the Contract.

Failure of a bidder to be deemed responsible or responsive may result in the rejection of a bid.

### **2.3 Financial Resources and Auditing**

If requested by the County, prior to the award of a contract, the bidder shall submit proof of adequate financial resources available to carry out the execution and completion of work required by this contract.

King County reserves the right to audit the Contractor throughout the term of this contract to assure the Contractor's financial fitness to perform and comply with all terms and conditions contained within this contract. King County will be the sole judge in determining the Contractor's financial fitness in carrying out the terms of this contract.

## **2.4 King County Contracting Opportunities Program**

The purpose of the King County Contracting Opportunities Program is to maximize the participation of Small Contractors and Suppliers (SCS) through the use of a five percent (5%) incentive factor in the award of King County contracts for the purchase of goods or services. The Program is open to all SCS firms certified by King County's Business Development and Contract Compliance Office. To learn more about this program, or becoming a Certified Firm, as well as a list of Certified Firms, may be obtained by visiting the King County Contracting Opportunities Program Web-site at <http://bdcc.metrokc.gov/bred/Lists/SCS%20Certified%20Contractors/Public%20View1.htm> or contacting the Program office at 206-205- 3443.

## **2.5 Substitutions**

When specific brands, materials, design, style or size are named, such specifications may be construed to be shown solely for the purpose of indicating the standard of quality, performance or intended use.

Where indicated, brands of equal quality, performance and use may be considered by the county, provided the bidder submits with their bid the brand, model, product number and other data necessary for comparison. The county retains the sole right to accept or reject substitutions.

## **2.6 Forms Required Before Contract Award**

The Bidder shall submit, within five (5) Days of notification from the County, the applicable documents, insurance, bonds, sworn statements, and other requirements prior to award. Failure by the Bidder to submit required documents may result in rejection of the bid.

- Equal Benefit Worksheet and Declaration Form
- Personnel Inventory Report\*
- Affidavit and Certificate of Compliance Regarding Equal Employment Opportunity\*
- Statement of Compliance – Union or Employee Referral Agency Statement\*
- Internal Revenue Service Form W-9 \*
- 504/ADA Assurance of Compliance

\*If not on file with the County

## **2.7 Rejection of Bids**

The County reserves the right to reject any bid for any reason or to waive informalities and irregularities in bids.

In consideration for the County's review and evaluation of its bid, the Bidder waives and releases any claims against the County arising from any rejection of any or all bids, including any claim for costs incurred by Bidders in the preparation and presentation of bids submitted in response to this ITB. In addition, Bidders waive the costs of providing additional information requested.

## **2.8 Single Bid Receipt**

If the County receives a single responsive, responsible bid, the County may request an extension of the bid acceptance period and/or conduct a price or cost analysis on such bid. The Bidder shall promptly provide all cost or pricing data, documentation and explanation requested by the County to assist in such analysis. By conducting such analysis, the County shall not be obligated to accept the single bid; the County reserves the right to reject such bid or any portion thereof.

## **2.9 Public Disclosure of Bids**

This Contract shall be considered a public document and will be available for inspection and copying by the public in accordance with the Public Records Act, Chapter 42.56 RCW (the "Act").

If the Contractor considers any portion of any record provided to King County under this Contract, whether in electronic or hard copy form, to be protected under law, the Contractor shall clearly identify each such portion with words such as "CONFIDENTIAL," "PROPRIETARY" or "BUSINESS SECRET." If a request is made for disclosure of such portion, the County will determine whether the material should be made available under the Act. If the County determines that the material is subject to disclosure, the County will notify the Contractor of the request and allow the Contractor ten (10) business days to take whatever action it deems necessary to protect its interests. If the Contractor fails or neglects to take such action within said period, the County will release the portions of record(s) deemed by the County to be subject to disclosure. King County shall not be liable to the Contractor for inadvertently releasing records pursuant to a disclosure request not clearly identified by the Contractor as "CONFIDENTIAL," "PROPRIETARY" or "BUSINESS SECRET."

## **2.10 Contract Award**

Contract award, if any, will be made by the County to the low, responsive, responsible Bidder. The County will have no obligations until an award is made and an order placed with the Contractor. The County reserves the right to award one or more contracts as determined to be in the County's best interest. The County may accept any individual item, or group of items, or schedules of any bid, unless otherwise stated herein.

A written award mailed or otherwise furnished to a Contractor within the time for acceptance shall be a binding contract.

## **SECTION 3 Standard Contractual Terms and Conditions**

### **3.1 Administration**

This Contract is between the County and the Contractor who shall be responsible for providing the goods or services described herein. The County is not party to defining the division of work between the Contractor and its Subcontractors. The Contractor represents that it has or shall obtain all duly licensed or qualified personnel, materials and equipment required to perform work hereunder.

The Contractor's performance under this Contract may be monitored and reviewed by a Project Manager appointed by the County. Reports and data required to be provided by the Contractor shall be delivered to the Project Manager or Buyer. Questions by the Contractor regarding interpretation of the terms, provisions and requirements of this Contract shall be addressed to the Buyer or Project Manager for response.

### **3.2 Contract Amendments**

No oral order or conduct by the County shall constitute a Contract Amendment. Contract Amendments shall only be effective upon written notification by the County. The County reserves the right to amend the contract to add or delete goods or services within the intended scope of this contract. This may include, but is not limited to:

- Approval of replacements for discontinued items,
- Add items of like function, or similar in nature or purpose to the originally listed products
- The provision of ancillary services in response to minor changes in County needs
- Extend the contract to include optional terms

Cost or Price Analysis may be required by the County for the evaluation of contract modifications, terminations, revision to contract requirements or other circumstances as determined by the County.

### **3.3 Invoices and Payment**

The Contractor shall submit properly certified invoices to King County. The invoice(s) shall contain the following information: The purchase order/contract number, item numbers, description of supplies or services, quantities, unit prices, extended totals, and discounts, if applicable. For services, identify specific deliverables, and/or hourly rates, hours worked, total hours or related fees.

The Contractor shall bill to the address on the purchase order. The County will take advantage of any prompt payment discount terms bid. Discount periods shall be extended if the invoice is returned for credit or correction.

When a purchase order is issued against this Contract that has the potential for multiple or partial deliveries, a separate invoice shall be generated for each completed delivery accepted by the County.

Failure to comply with these requirements or to provide an invoice in conformance with the contract may delay payment.

Upon acceptance of payment, the Contractor waives any claims for the goods or services covered by the Invoice. No advance payment shall be made for the goods or services furnished by Contractor pursuant to this Contract.

King County will not be bound by prices contained in an invoice that are higher than those in the currently approved price list. If a price increase has not been accepted in writing by King County, the invoice may be rejected and returned to the Contractor for a correction.

### **3.4 Rejection of Goods Or Services**

After award, the Buyer or authorized County representative shall have the option of rejecting or refusing delivery of any and all goods or services which are not in strict conformity with the requirements of the specification and the bid. All rejected goods or services shall be promptly replaced or re-performed and be subject to approval by the County. All replacement goods and services shall be provided at the Contractor's own expense.

### **3.5 Re-procurement Costs**

When a Contractor fails to furnish goods or services in accordance with the terms of this Contract, and the County must purchase at a price greater than the contract price, the difference may be charged to the Contractor. The County may exercise this charge as a credit against invoices due the Contractor.

### **3.6 Termination For Convenience/Default/Non-appropriation**

#### **A. Termination for Convenience**

The County for its convenience may terminate this Contract, in whole or in part, at any time by written notice sent certified mail, return receipt requested, to the Contractor. After receipt of a Notice of Termination ("Notice"), and except as directed by the County, the Contractor shall immediately stop work as directed in the Notice, and comply with all other requirements in the Notice. The Contractor will be paid its costs, including necessary and reasonable Contract close-out costs and profit on that portion of the work satisfactorily performed up to the date of termination as specified in the notice. The Contractor shall promptly submit its request for the termination payment, together with detailed supporting documentation. If the Contractor has any property in its possession belonging to the County, the Contractor shall account for the same and dispose of it in the manner the County directs. All termination payment requests may be subject to Cost or Price Analysis to determine reasonableness and compliance with the Contract and applicable laws and regulations.

#### **B. Termination for Default**

If the Contractor does not deliver work in accordance with the Contract, or the Contractor fails to perform in the manner called for in the Contract, or the Contractor fails to comply with any material provisions of the Contract, the County may terminate this Contract, in whole or in part, for default as follows:

A Notice to Cure will be served on the Contractor by certified mail (return receipt requested) or a delivery service capable of providing a receipt. The Contractor shall have ten (10) Days from the date the Notice to Cure was served to cure the default or provide the County with a detailed written plan, which indicates the time and methods needed to bring the work into compliance and cure the default.

If the Contractor has not cured the default or the plan to cure the default is not acceptable to the County, the County may terminate the Contract. Termination shall occur by serving a Notice of Termination by certified mail (return receipt requested) or delivery service capable of providing a receipt on the Contractor setting forth the manner in which the Contractor is in default and the effective date of termination.

The Contractor will only be paid for work delivered and Accepted, or work performed in accordance with the manner of performance set forth in the Contract less any damages to the County caused by or arising from such default. All termination payment requests are subject to Cost or Price Analysis to verify compliance with the Contract and applicable laws and regulations.

The termination of this Contract shall in no way relieve the Contractor from any of its obligations under this Contract nor limit the rights and remedies of the County hereunder in any manner.

**C. Termination for Non-Appropriation**

If expected or actual funding is withdrawn, reduced, or limited in any way prior to the termination date set forth in this Contract or in any amendment hereto, the County may, upon written notice to the Contractor, terminate this Contract in whole or in part.

In accordance with King County Code 4.04.040B.6, payment shall not exceed the appropriation for the year in which termination is effected. If this Contract is terminated for non-appropriation, the County shall be liable only for payment in accordance with the terms of this Contract for performance rendered prior to the effective date of termination; and, the Contractor shall be released from any obligation under this contract or a related Purchase Order to provide further work pursuant to the Contract as are affected by the termination.

Funding under this Contract beyond the current appropriation year is conditional upon the appropriation by the County Council of sufficient funds to support the activities described in this Contract. Should such an appropriation not be approved, the Contract shall terminate at the close of the current appropriation year. The appropriation year ends on December 31 of each year.

**3.7 Force Majeure**

The term force majeure shall include, without limitation by the following enumeration: acts of nature, acts of civil or military authorities, fire, accidents shutdowns for purpose of emergency repairs, industrial, civil or public disturbances, causing the inability to perform the requirements of this Contract. If any party is rendered unable, wholly or in part, by a force majeure event or any event cause not within such party's control, to perform or comply with any obligation or condition of this Contract, upon giving notice and reasonably full particulars to the other party, such obligation or condition shall be suspended only for the time and to the extent commercially practicable to restore normal operations. In the event the Contractor ceases to be excused pursuant to this provision, then the County shall be entitled to exercise any remedies otherwise provided for in this Contract, including Termination for Default.

Whenever a force majeure event causes the Contractor to allocate limited resources between or among the Contractor's customers, the County shall receive no less priority in respect to such allocation than any of the Contractor's other customers.

**3.8 Taxes, Licenses, and Certificate Requirements**

This Contract and any of the work provided hereunder is contingent and expressly conditioned upon the ability of the Contractor to provide the specified goods or services consistent with applicable federal, state or local laws and regulations. If, for any reason, the Contractor's required compliances are terminated, suspended, revoked or in any manner modified from their status at the time this Contract becomes effective, the Contractor shall notify the County immediately of such condition in writing.

The Contractor and subcontractor(s) shall maintain and be liable for all taxes (except sales/use taxes), fees, licenses, permits and costs as may be required by applicable federal, state or local laws and regulations as applicable to the work under this Contract.

**3.9 Assignment**

Neither party shall assign any interest, obligation or benefit under or in this Contract or transfer any interest in the same, whether by assignment or novation, without prior written consent of the other party. If assignment is approved, this Contract shall be binding upon and inure to the benefit of the successors of the assigning party. This provision shall not prevent the Contractor from pledging any

proceeds from this Contract as security to a lender so long as King County Policy Fin10-1 (AP), paragraph 6.1.3 is followed. If assignment is approved, it shall be accepted by either party upon the posting of all required bonds, securities and the like by the assignee, and the written agreement by assignee to assume and be responsible for the obligations and liabilities of the Contract, known and unknown, and applicable law.

### 3.10 Indemnification and Hold Harmless

- A. In providing services under this Contract, the Contractor is an independent contractor, and neither the Contractor nor its officers, agents or employees are employees of the County for any purpose. The Contractor shall be responsible for all federal and/or state tax, industrial insurance and Social Security liability that may result from the performance of and compensation for these services and shall make no claim of career service or civil service rights which may accrue to a County employee under state or local law.

The County assumes no responsibility for the payment of any compensation, wages, benefits, or taxes by or on behalf of the Contractor, its employees and/or others by reason of this Contract. The Contractor shall protect, indemnify, defend and save harmless the County and its officers, agents and employees from and against any and all claims, costs, and/or losses whatsoever occurring or resulting from (1) the Contractor's failure to pay any such compensation, wages, benefits or taxes; and/or (2) the supplying to the Contractor work, services, materials, and/or supplies by Contractor employees or other suppliers in connection with or in support of the performance of this Contract.

- B. The Contractor further agrees that it is responsible for and shall repay the County all indicated amounts following an audit exception which occurs due to the negligence, intentional act and/or failure for any reason to comply with the terms of this Contract by the Contractor, its officers, employees, agents, and/or representatives. This duty to repay shall not be diminished or extinguished by the prior termination of the Contract pursuant to the Duration of Contract, or the Termination section.
- C. The Contractor shall protect, defend, indemnify, and save harmless the County, [and the State of Washington or US Government (when any funds for this Contract are provided by them)], their officers, employees, and agents from any and all costs, fees (including attorney fees), claims, actions, lawsuits, judgments, awards of damages or liability of any kind, arising out of or in any way resulting from the negligent acts or omissions of the Contractor, its officers, employees, subcontractors or any tier and/or agents. The Contractor agrees that its obligations under this paragraph extend to any claim, demand, and/or cause of action brought by or on behalf of any of its employees, subcontractors of any tier or agents.
- In addition to injuries to persons and damage to property, the term "claims," for purposes of this paragraph C, shall include, but not be limited to, assertions that the use or transfer of any software, book, document, report, film, tape, or sound reproduction or material of any kind, delivered hereunder, constitutes an infringement of any copyright, patent, trademark, trade name, and/or otherwise results in unfair trade practice.
- D. For purposes of paragraphs A and C above, the Contractor, by mutual negotiation, hereby waives, as respects the County only, any immunity that would otherwise be available against such claims under the Industrial Insurance provisions of Title 51 RCW.
- E. In the event the County incurs attorney fees and/or costs in the defense of claims within the scope of paragraphs A and C above, such attorney fees and costs shall be recoverable from the

Contractor. In addition King County shall be entitled to recover from the Contractor its attorney fees, and costs incurred to enforce the provisions of this section.

- F. The indemnification, protection, defense and save harmless obligations contained herein shall survive the expiration, abandonment or termination of this Contract.
- G. Nothing contained within this provision shall affect and/or alter the application of any other provision contained within this Contract.

### **3.11 Applicable Law and Forum**

Except as hereinafter specifically provided, this Contract shall be governed by and construed according to the laws of the State of Washington, including, but not limited to, the Uniform Commercial Code, Title 62A RCW. Any claim or suit concerning this Contract shall only be filed in either the King County Superior Court or U.S. District for the Western District of Washington, in Seattle.

### **3.12 Conflicts of Interest and Non-Competitive Practices**

By entering into this Contract to perform work, the Contractor represents that it has no direct or indirect pecuniary or proprietary interest, and that it shall not require any interest that conflicts in any manner or degree with the work required to be performed under this Contract. The Contractor shall not employ any Person or agent having any conflict of interest. In the event that the Contractor or its agents, employees or representatives hereafter acquires such a conflict of interest, it shall immediately disclose such conflict to the County. The County shall require that the Contractor take immediate action to eliminate the conflict up to and including termination for default.

By entering into this Contract to perform work, the Contractor represents that no Persons except as designated by Contractor shall be employed or retained to solicit or secure this Contract with an agreement or understanding that a commission, percentage, brokerage, or contingent fee would be paid; and no gratuities, in the form of entertainment, gifts or otherwise, were bided or given by the Contractor or any of its agents; employees or representatives, to any official, member or employee of the County or other governmental agency with a view toward securing this Contract or securing favorable treatment with respect to the awarding or amending, or the making of any determination with respect to the performance of this Contract.

### **3.13 Disputes, Claims and Appeals**

The Contractor shall address questions or claims regarding the Contract in writing to the Buyer and Project Manager, within ten (10) Days of the date on which the Contractor knows or should know of the question or claim. No claim by the Contractor shall be allowed if asserted after final payment under this Contract. No claim shall be allowed for any costs incurred more than ten (10) Days before the Contractor gives written notice, as required in this section. The Buyer and Project Manager shall ordinarily respond to the Contractor in writing with a decision, but absent such written response, the question or claim shall be deemed denied upon the tenth (10<sup>th</sup>) Day following receipt by the Buyer and Project Manager.

In the event the Contractor disagrees with the determination of the Buyer and Project Manager, the Contractor shall within five (5) Days of the date of such determination, appeal the determination in writing to the Procurement and Contract Services Section Manager. Such written notice of appeal shall include all information necessary to substantiate the appeal. The Procurement and Contract Services Section Manager shall review the appeal and make a determination in writing, which shall be final. Appeal to the Procurement and Contract Services Section Manager shall be a condition precedent to alternative dispute resolution or litigation.

Pending final decision of a dispute hereunder, the Contractor shall proceed diligently with the performance of the Contract and in accordance with the direction of the Buyer or Project Manger. Failure to comply precisely with the time deadlines under this subsection as to any claim shall operate as a waiver and release of that claim and an acknowledgement of prejudice to the County.

### **3.14 Maintenance of Records/Audits**

The Contractor shall maintain, and shall require any sub-contractor to maintain, accounts and records, including personnel, property, financial, and programmatic records and such other records as may be deemed necessary by the County to ensure proper accounting for all contract funds and compliance with this Contract. All such records shall sufficiently and properly reflect all direct and indirect costs of any nature expended and services provided in the performance of this Contract. The Contractor shall make such documents available to the County for inspection, copying, and auditing upon request.

All records referenced in subsection (A) shall be maintained for a period of six (6) years after completion of work or termination hereof unless permission to destroy them is granted by the Office of the Archivist in accordance with RCW Chapter 40.14, or unless a longer retention period is required by law.

The Contractor shall provide access to its facilities, including those of any sub-contractor, to the County, the State and/or federal agencies or officials at all reasonable times in order to monitor and evaluate the services provided under this Contract.

The Contractor agrees to cooperate with County or its designee in the evaluation of the services provided under this Contract and to make available all information reasonably required by any such evaluation process. The results and records of said evaluation shall be maintained and disclosed in accordance with RCW Chapter 42.56.

If the Contractor expended a total of \$500,000.00 or more in federal awards during its fiscal year, and is a non-profit organization, and is, under this Contract, carrying out or administering a program or portion of a program, it shall have an independent audit conducted in accordance with OMB Circular A-133, which shall comply with the requirements of GAAS (generally accepted auditing standards), GAO's Government Audit Standards and OMB Circular A-133, as amended and as applicable. Contractors expending federal awards from more than one source shall be responsible for determining if the combined financial awards are equal to or greater than \$500,000.00. The Contractor shall provide one copy of the audit report to each County division providing federal awards to the Contractor no later than nine (9) months subsequent to the end of the Contractor's fiscal year.

### **3.15 Other Public Agency Orders**

The Washington State Interlocal Cooperative Act RCW 39.34 provides that other governmental agencies may purchase goods or services on this solicitation or contract in accordance with the terms and prices indicated therein if all parties agree. The County does not accept any responsibility or involvement in the purchase orders or contracts issued by other public agencies.

### **3.16 Environmental Purchasing Policy**

Bidders able to supply products containing recycled and environmentally preferable materials that meet performance requirements are encouraged to offer them in bids and proposals.

The Bidder and Contractor shall use recycled paper for all printed and photocopied documents related to the submission of this solicitation and fulfillment of the contract and shall, whenever practicable, use both sides of the paper. (Reference: KCC 10.16 & King County Executive Policy CON 7-1-2).

### **3.17 Industrial and Hazardous Waste**

The Contractor shall comply with all applicable local ordinances, state and federal statutes, and supporting rules and regulations governing the discharge of industrial waste to public sewer, private sewer, or side sewer tributary to the metropolitan sewer system.

Contractor shall handle and dispose of all hazardous wastes in compliance with all applicable local, state and federal laws and regulations, including the Resource Conservation and Recovery Act, the Washington Hazardous Waste Management Act, and applicable rules and regulations of the Environmental Protection Agency and the Department of Ecology governing the generation, storage, treatment, transportation or disposal of hazardous wastes.

### **3.18 Patents and Royalties**

The Contractor is responsible for paying all license fees, royalties or the costs of defending claims for the infringement of any intellectual property that may be used in performing this Contract.

### **3.19 Supported Employment Program**

The County encourages the creation of supported employment programs for developmentally and/or severely disabled individuals. The County itself has such a program and is actively seeking to do business with those Contractors and Consultants that share this employment approach. If your firm has such a program, or intends to develop such a program during the life of this Contract, please submit Documentation supporting this claim with your bid. If you have questions, or need additional information, please contact the Community and Human Services Division, Developmental Disabilities Division, 206-296-5268.

### **3.20 Nondiscrimination and Equal Employment Program**

During the performance of this contract, neither the Contractor nor any party subcontracting under the authority of this Contract shall discriminate nor tolerate harassment on the basis of race, color, sex, religion, nationality, creed, marital status, sexual orientation, age, or the presence of any sensory, mental, or physical disability in the employment or application for employment or in the administration or delivery of services or any other benefits under this Contract. King County Code, and all applicable state and federal anti-discrimination laws, rules, regulations and requirements are incorporated herein by reference, and such requirements shall apply to this contract. Ref: KCC 12.16, 12.17, and 12.18

### **3.21 Equal Benefits To Employees With Domestic Partners**

Pursuant to Ordinance 14823, King County's "Equal Benefits" (EB) ordinance, and related administrative rules adopted by the County Executive, as a condition of award of a contract is valued at \$25,000 or more, the Contractor agrees that it shall not discriminate in the provision of employee benefits between employees with spouses, and employees with domestic partners during the performance of this Contract. Failure to comply with this provision shall be considered a material breach of this Contract, and may subject the Contractor to administrative sanctions and remedies for breach.

When the contract is valued at \$25,000 or more, the Contractor shall complete a Worksheet and Declaration form for County review and acceptance prior to Contract execution. The EB Compliance forms, Ordinance 14823 (which is codified at KCC Chapter 12.19) and related administrative rules are incorporated herein by reference. They are also available online at:  
<http://www.metrokc.gov/procurement/forms/eb.aspx>.

### **3.22 Non-Waiver of Breach**

No action or failure to act by the County shall constitute a waiver of any right or duty afforded to the County under the Contract; nor shall any such action or failure to act by the County constitute an approval of, or acquiescence in, any breach hereunder, except as may be specifically stated by the County in writing.

### **3.23 Severability**

Whenever possible, each provision of this Contract shall be interpreted to be effective and valid under applicable law. If any provision is found to be invalid, illegal, or unenforceable, then such provision or portion thereof shall be modified to the extent necessary to render it legal, valid, and enforceable and have the intent and economic effect as close as possible to the invalid, illegal, and unenforceable provision. If it is not possible to modify the provision to render it legal, valid and enforceable, then the provision shall be severed from the rest of this Contract. The invalidity, illegality or unenforceability of any provision shall not affect the validity, legality or enforceability of any other provision of this Contract, which shall remain valid and binding.

## **SECTION 4 Specific Contractual Terms & Conditions**

### **4.1 Contract Value**

The estimated annual value of this contract is approximately \$35,000.00. King County will not be limited, restricted or bound by this dollar value, nor shall the County be obligated to purchase any items contained in this ITB.

### **4.2 Contract Term**

The initial term of this Contract will be **one year and may be extended for four (4)** additional one-year periods at the option of the County, subject to the termination clauses contained herein. King County reserves the right to extend the term if determined to be in the best interest of the County.

Contracts or purchase orders will be issued by the County. Contract amendments or change orders issued by the County may reflect modification(s) of contract terms, funding or other matters.

King County reserves the right to purchase the goods or services described herein from other sources. The Contractor does not have the exclusive right to fill all of the County's requirements for the goods or services awarded nor will the County be obligated to purchase the estimated annual quantity, or any quantity contained in this Contract.

### **4.3 Price Revisions**

Prices shall remain firm for the duration of the initial Contract period. Reasonable price changes based on market conditions and price/cost analysis may be made after the initial Contract period. The Contractor shall supply documentation satisfactory to King County such as documented changes to the Producers Price Index for the commodity, the Consumer Price Index for the Seattle-Tacoma-Bremerton area, or a manufacturer's published notification of price change(s).

King County will evaluate this information to determine if revising the pricing is considered fair and reasonable to the satisfaction of King County. Requests for any such change are to be made in writing to the Buyer in the Procurement Services Division office. A written change order issued by the County will institute the price adjustment, provide the new prices and establish the effective date for the new prices.

The Contractor shall endeavor to give the King County Procurement Services Section thirty (30) days but not less than fourteen (14) days written notice prior to the effective date of the price increase. The County may cancel the contract if the price increase request is not approved.

All price reductions at the manufacturer's or distributor's level shall be reflected in a reduction of the contract price(s) to King County retroactive to the effective date of the price reductions.

### **4.4 Shipping Charges**

All prices shall include freight FOB to the designated delivery point. The County will reject requests for additional compensation for freight charges.

### **4.5 Packing Slips**

Each delivery to the County shall have a packing slip enclosed that identifies the requester, purchase order number, part number, unit price and quantity of each part shipped. If the delivery is a partial shipment, indicate on the packing slip that it is not a complete shipment of that requisition and identify the items not shipped and provide a projected completion date of the order.

If the delivery combines items from more than one purchase order, separate packing slips shall be included in the shipment for each.

#### **4.6 Use Report**

The Contractor shall, if requested, submit to the Buyer a report of sales made to King County under this Contract. The report, in a format acceptable to King County, shall identify the detail required by the Buyer, which may include but is not limited to, delivery location, the item description, whether it's a Contract or non-Contract item, quantity, price and discount.

#### **4.7 Warranty**

The Contractor warrants that the work performed under this Contract shall be free from defects in material and workmanship, and shall conform to all requirements of this Contract, for a period of at least twelve (12) months from date of acceptance of such work by the County. Any work corrected shall be subject to this subsection to the same extent as the work initially provided.

The bidder shall provide, upon request by the County, their standard warranty. The warranty shall be specific for all components of the equipment regardless of whether these components were built by the original equipment manufacturer or outside suppliers. King County may avail itself of the bidder or manufacturer's standard warranty if more beneficial to the County.

Conducting of tests or inspections, acceptance, or the processing of payment(s) by the County shall not constitute a waiver of any rights under this Contract or in law. The termination of this Contract shall in no way relieve the Contractor from its warranty responsibility.

The Contractor shall ensure that the warranty requirements of this Contract are enforceable through and against the Contractor's suppliers, vendors, distributors and Subcontractors. The Contractor shall cooperate with the County in facilitating warranty related work by such suppliers, vendors, distributors and Subcontractors.

Contractor warrants that the Services shall in all material respects conform to the requirements of this Contract. Contractor warrants that qualified professional personnel with in-depth knowledge shall perform the Services in a timely and professional manner; and that the Services shall conform to the standards generally observed in the industry for similar Services. Contractor warrants that the Services shall be in compliance with all applicable laws, rules and regulations.

#### **4.8 Warranty Remedies**

Whenever possible, the contractor shall provide "on the spot" settlement of warranty claims or disputes, and authorize local representatives to act on the equipment manufacturer's behalf.

If at any time during the twelve (12) Month period immediately following acceptance of any work covered by this Contract, Contractor or the County discovers one or more material defects or errors in the work or any other aspect in which the work materially fails to meet the provisions of the warranty requirements herein Contractor shall, at its own expense and within thirty (30) Days of notification of the defect by the County, correct the defect, error or nonconformity.

The County shall give written notice of any defect to the Contractor. If the Contractor has not corrected defect within thirty (30) Days after receiving the written notice, the County, in its sole discretion, may correct the defect itself. In the case of an emergency where the County believes delay could cause serious injury, loss or damage, the County may waive the written notice and correct the defect. In either case the County shall charge-back the cost for such warranty repair to the Contractor.

The Contractor is responsible for all costs of repair or replacement in order to restore the work to the applicable Contract requirements, including shipping charges, for work found defective within the warranty period, regardless of who actually corrects the defect.

#### **4.9 Disability Assurance Compliance (504/ADA)**

The Contractor shall complete a 504/ADA Self Evaluation Questionnaire for all programs and services offered by the Contractor (including any services not subject to this Contract) and shall evaluate its services, programs and employment practices for compliance with Section 504 of the Rehabilitation Act of 1973, as amended ("504"), and the Americans with Disabilities Act of 1990 (ADA). The Contractor shall complete a 504/ADA Disability Assurance of Compliance prior to execution of a contract.

#### **4.10 Independent Status of Contractor**

In the performance of this Contract, the parties shall be acting in their individual, corporate or governmental capacities and not as agents, employees, partners, joint ventures, or associates of one another. The parties intend that an independent contractor relationship shall be created by this Contract. The employees or agents of one party shall not be deemed or construed to be the employees or agents of the other party for any purpose whatsoever. Contractor shall not make any claim of right, privilege or benefit, which would accrue, to an employee under chapter 41.06 RCW or Title 51 RCW.

#### **4.11 Non-Disclosure Obligation**

Data provided by the County either before or after Contract award shall only be used for its intended purpose. Contractors and Subcontractors shall not utilize nor distribute the County data in any form without the express written approval of the County.

While performing the work under this Contract, the Contractor may encounter personal information, licensed technology, Software, Documentation, drawings, schematics, manuals, data and other materials described as "Confidential", "Proprietary" or "Business Secret". The Contractor shall not disclose or publish the information and material received or used in performance of this Contract. This obligation is perpetual. The Contract imposes no obligation upon the Contractor with respect to confidential information which the Contractor can establish that: a) was in the possession of, or was rightfully known by the Contractor without an obligation to maintain its confidentiality prior to receipt from the County or a third (3rd) party; b) is or becomes generally known to the public without violation of this Contract; c) is obtained by the Contractor in good faith from a third (3rd) party having the right to disclose it without an obligation of confidentiality; or, d) is independently developed by the Contractor without the participation of individuals who have had access to the County's or the third (3rd) party's confidential information. If the Contractor is required by law to disclose confidential information the Contractor shall notify the County of such requirement prior to disclosure.

## SECTION 5 TECHNICAL SPECIFICATIONS

### 5.1 Introduction of Specifications

This bid will be awarded to one Contractor that shall be responsible for both the manufacturing and printing of Envelopes which will be ordered once a year of the estimated quantities in Section 6.

### 5.2 General

Delivery of the 2008 order shall be no later than August 22, 2008.

- A. Printing overages of 5% accepted. **No shortages shall be accepted.**
- B. Items #1 and #4 shall be diagonal cut.
- C. Items #2, #3, and #5 shall be side seam construction.
- D. Item #6 is for hourly charges for design for any changes that will be needed after initial bid of envelopes
- E. Bid prices shall include inside delivery F.O.B. destination to:

#### ITEMS #1, #2, and #3 DELIVERY TO:

**Mark Mooney**

(206) 296-7324  
King County Treasury Operations  
Room 609 King County Administration Bldg.  
500 Fourth Avenue  
Seattle, WA 98104

**(Two day prior to delivery, the Contractor shall call to make delivery arrangements with Mark Mooney.)**

#### ITEMS #4 and #5 DELIVERY TO:

**Classy Mailing**

Bob Swanson (206) 763-4191  
309 S Cloverdale St, #E23  
Seattle, WA 98108

**(Two days prior to delivery, the Contractor shall call to make delivery arrangements with Bob Swanson.)**

**Pallet width shall be no wider than 30" (inches) to clear doorway and no more than 20 cartons of envelopes per pallet. The Contractor shall deliver one pallet of each envelope to Classy Mailing and shall hold the balance until further request.**

**A sample envelope shall be attached to outside of each case of envelopes for identifications purposes**

## SECTION 6 BID RESPONSE

### 6.1 Rules of Price Evaluation

- A. Bids meeting all requirements of this ITB will be evaluated on price. Bids stating price in effect at the time of shipment will not be accepted.
- B. Bidders shall bid all items in Section 6 – Pricing, to be considered a responsive bidder. The lowest total bid price offered by the responsive responsible bidder shall be determined as the low bid for the product and services described in this Invitation to Bid.
- C. For bid evaluation purposes, bidders shall assume the following estimated quantities ordered one time a year. **The Grand Total shall include the total price for Items 1 through 5.**
- D. Bidders are cautioned not to alter the specification, pricing information section, and the terms and conditions of this Invitation to Bid No. IT1225-08-PJO. **Any alteration may render a bid non-responsive.**

### 6.2 Prompt Pay Discount

Prompt payment discounts offered by Contractors shall be used to calculate the low bid provided the discount offered allows a minimum of 20 days for payment. The number of days is calculated from the date of acceptance of goods or services or from the date a complete invoice is date stamped as received by King County, whichever event occurs last, and the check/warrant date. The County will take advantage of any prompt payment discount terms bid. Discount periods shall be extended if:

- A. The date printed on the invoice is more than three days earlier than the invoice receipt date;
- B. The delay is caused awaiting a credit memo, invoice correction, adjustment or reissue;
- C. An invoice is received prior to receiving goods ordered.

Prompt pay discount offered 2 % - 10 Days, Net 30

### 6.3 Pricing

- A. In the event of a discrepancy between the unit price and the extended price, the unit price will prevail.
- B. Any purchase order resulting from this ITB may be expanded to cover related products and services provided that such products and services are normally furnished by the Contractor, and that the Contractor agrees to provide the products using the same pricing structure/margin as the items listed in this ITB.
- C. **Samples of the envelopes are enclosed with this bid. See Attachment A for the changes to Item no. 2 of the #9 Payment Envelopes from the actual sample mailed out. Item 2 envelope will have no hole in the back or window in the front.**
- D. The Contractor shall bid the unit price on a per thousand (M) basis.
- E. Bid price for Items 1-5 shall include all manufacturing services, printing services, proof copy, blueline, design changes and setup fee F.O.B Destination. There are design changes form supplied samples on Item 2 (See Attachment A) and Item 5 with new logo.

Item No.	Est Qty	UOM	Description	Unit Price	Extended Price
1	650	Thousand	<b>White Special Window Envelope</b> 500/box; 2,500/ctn	\$ <u>19.94/M</u>	\$ <u>12,959</u>
			4 3/8" x 9 7/8" envelopes, diagonal seam, double scored flap, regular gum, Window – 4 1/8" x 3/4", 1/2" from left and 1 1/2" from bottom. 20# <b>Recycled WHITE</b> wove, glassine patch, Black ink face, Black ink back		
2	720	Thousand	<b>#9 Payment Envelope</b> (See Attachment A) 500/box; 2,500/ctn	\$ <u>13.43/M</u>	\$ <u>9671</u>
			3 7/8" x 8 7/8", side seam, regular gum 24# Virgin Stock <b>GRAY</b> wove no patch. Black ink face, Black ink back		
3	85	Thousand	<b>Name &amp; Address Envelope</b> 500/box; 2,500/ctn	\$ <u>40.42/M</u>	\$ <u>3,436.50</u>
			4 1/8" x 8 7/8", side seam, regular gum 24# Virgin Stock <b>IVORY</b> wove, Black ink face		
4	150	Thousand	<b>White Window (CAP CHG) Envelope</b> 500/box; 2,500/ctn	\$ <u>20.51/M</u>	\$ <u>3,076</u>
			4 1/8" x 9 1/2", diagonal seam, regular gum Window 4 1/2" x 1 1/4" at 7/8" from left and 1/2" from bottom, 20# <b>Recycled WHITE</b> wove, glassine patch, Black ink face, Black ink back (The Logo on sample will be changed to same logo as rest of envelopes)		
5	150	Thousand	<b>#9 Pink Payment (CAP CHG) Envelope</b> 500/box; 2,500/ctn	\$ <u>13.94/M</u>	\$ <u>2,091.25</u>
			3 7/8" x 8 7/8", side seam, regular gum 24# Virgin Stock <b>PINK</b> wove, Black ink face		
6	1	Hour	Design Services for changes if required after initial order of envelopes	\$ <u>80 /HR</u>	\$ <u>80</u>
<b>Total Bid Package for Items 1-5</b> (Enter Here and on Front Page of Bid)					\$ <u>31,233.75</u>

6.4 References

List the names and addresses of four (4) customers, for whom the bidder has performed or provided similar goods and/or services, preferably in Washington State, for a period not less than one (1) year. Include dates, contact persons and telephone numbers. Should any reference submitted by a bidder be found unsatisfactory, King County, at its sole option, may reject that bidder's bid. King County shall be the sole judge in determining a satisfactory/unsatisfactory reference response. **Reference must be submitted with bid.**

Company Name: Experience Music Project  
Company Address: 330 6th ave N. Seattle  
Company Phone: 206 262 3423  
Contact Person: Anita Lillig  
Dates: '05 - Current

Company Name: Pinnacle Realty Management  
Company Address: Pier 70, 2801 Alaskan Way #200  
Company Phone: 206 215 9730  
Contact Person: Jane Griffith  
Dates: 07 - Current

Company Name: Overlake Hospital  
Company Address: 1035 116th ave NE Bellevue  
Company Phone: 425 688 5297  
Contact Person: Jeanette Quaeck  
Dates: 403 - Current

Company Name: Pyramid Breweries  
Company Address: S. Royal Brougham Seattle  
Company Phone: 206 682 8322 x 254  
Contact Person: Shaun Madsen  
Dates: '03 - Current

Attachment A  
 Item No. 2  
 (Sample only – not to scale)

**PENALTY IS CHARGED ON ALL LATE POSTMARKS**  
**MAIL EARLY - AVOID PENALTIES**

From \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_



**PLACE  
 STAMP  
 HERE**

**MAIL EARLY - AVOID PENALTIES**

Payment must be postmarked on or  
 before the due date shown

**Due Date**

1st Installment APR 30th  
 2nd Installment OCT 31st

**KING COUNTY TREASURY OPERATIONS**  
 500 4TH AVE # 600  
 SEATTLE WA 98104-2340



Please do not staple or paper clip the check and statement

Is Your Check Signed?  
 Put your property tax account# on your check

Place return address element in window

**For Permanent Change of Mailing Address**

<b>MAIL TO</b>		<b>List all Account Numbers affected by this change. Refer to tax bill for Account Number.</b>
		(1)
<b>STREET OR BOX</b>		(2)
<b>CITY STATE ZIP</b>		(3)
<b>Signature</b>	<b>Date</b>	<b>Telephone Number</b>

**BID OPENING LABEL**

Complete the form below (or a reasonable facsimile thereof) and affix to the exterior lower left hand corner of the submission package.

<b>URGENT – SEALED BID ENCLOSED</b> <b>Do Not Delay – Deliver Immediately</b>	
<b>U R G E N T</b>	 <b>King County</b> King County Procurement & Contract Services Section Chinook Building, 3 <sup>rd</sup> FL CNK-ES-0340 401 Fifth Avenue Seattle, WA 98104
	<b>Bid No.</b> ITB 1225-08-PJO
	<b>Bid Title</b> Envelopes – Manufacture and Printing
	<b>Due Date</b>
	<b>Vendor</b>
	<b>U R G E N T</b>