

SUPPLEMENTAL GENERAL CONDITIONS
(SGC)

SGC-1 **SERVICES TO BE ACQUIRED – DUE DATE**

The Northeast Ohio Regional Sewer District needs to acquire printing and pick-up delivery services for a period of one (1) year.

Quotations are due at 2:00 pm on December 15, 2009.

SGC-2 **QUANTITIES**

The vendor should note that all quantities are estimates, which the Engineering Department of the Northeast Ohio Regional Sewer District anticipates will be required during the year. By submission of a quote the vendor warrants that he/she understands that these estimates were prepared by the Northeast Ohio Regional Sewer District for the purpose of comparison of quotes, and that these estimated quantities are not guaranteed, but are approximations only. The Northeast Ohio Regional Sewer District reserves the right to increase or decrease these amounts or quantities as the operations requirements.

SGC-3 **UNIT PRICE**

- A. Printing, reproduction reduction and enlargement costs.
- B. Pick-up and delivery to the NEORSD administration offices, 3900 Euclid Avenue.
- C. Preparation and finishing, and incidental work required to deliver completed items.

See SGC-4 for delivery reimbursement to other places.

SGC-4 **DELIVERY REIMBURSEMENT**

As noted in SGC-3, pick-up and delivery to 3900 Euclid Avenue will be considered to have been included in the various units' prices. Delivery cost to other places within Cuyahoga County will be reimbursed generally at customary and reasonable rates.

Following are typical examples of such reimbursements:

Downtown Areas	\$ 3.00
McGraw Hill Dodge Reports, Independence	\$15.00
Cleveland Builders Exchange, Valley View	\$15.00
Ohio Construction News, Middleburg Heights	\$15.00
NEORSD Waste Water Treatment Plants	\$15.00

Deliveries outside of Cuyahoga County shall be handled utilizing United States Postal Service or other delivery service. Handling cost will be reimbursed at a rate of \$3.00 per item. See Detailed Specification DS-2, Item "H".

SGC-5 **QUOTATIONS**

The Northeast Ohio Regional Sewer District reserves the right to reject any or all quotations, to waive any informalities or irregularities in the quotations, or accept any quotation or portion thereof, whichever is deemed most favorable to the Northeast Ohio Regional Sewer District.

SGC-6 **QUOTATION EVALUATION**

Successful vendor will be determined by the Northeast Ohio Regional Sewer District on consideration of compliance to specifications and price.

SGC-7 **BID INQUIRIES**

All questions regarding any irregularities and requests for information should be submitted in writing to the Northeast Ohio Regional Sewer District, 3900 Euclid Avenue, Cleveland, Ohio 44115 (Attention: Zsolt Szerencsy 216-881-6600 ext. 6468 or zszerencsy@neorsd.org). Information, which, in the opinion of the District, should be available to all vendors, will be distributed as an addendum to this document. The Northeast Ohio Regional Sewer District will not be responsible for any oral instructions and/or opinions.

SGC-8 **BASIS FOR EVALUATION**

The vendor is hereby notified that the District will issue a purchase order on the basis of the lowest and best quotation. The District reserves the right to reject any or all quotations it considers unbalanced or not responsive. In case of any errors, the **Unit Price** quoted will govern. The **Extended Price** shall equal **Unit Price** times **Estimated Quantities**. **Official Total** shall equal the sum of all **Extended Prices** for Items A through H.

SGC-9 **INVOICE ITEMIZATION**

All invoices submitted to the Northeast Ohio Regional Sewer District shall be fully itemized and with references to line items of work as they are listed on the bid form and in the specifications. Any invoices which are not so itemized shall be returned for correction.

DETAILED SPECIFICATIONS

DS-1 SCOPE

The successful vendor shall provide printing, reproduction, pick-up and delivery services and other items of work, as specified herein.

DS-2 WORK ITEMS

ITEM "A" ELECTROSTATIC/ELECTRONIC COPYING (DRAWINGS)

1. BOND PAPER PRINTS

The image, same size, enlarged (up to 400%), or reduced (down to 25%), is to be electrostatically or electronically charged and heat fused directly onto bond paper. The maximum input size of original or copy to be printed is 48" by any manageable length, and the maximum output size of the reproduction is 48" wide by any manageable length. The plotting of drawings produced by CAD or other means may be transmitted either as original drawings or electronic files, utilizing AutoCAD files (.DWG), plot files (.PLT), Design Web Format (.DWF), Portable Document Format (.PDF) and Scanned Images files (.tiff, .bmp, .jpeg) via floppy disk, CD, DVD, or by e-mail.

This media shall be bond paper.

Process: Electrostatic/Electronic copying from any original or from an electronic file.

Maximum Size: 48" width by any manageable length output.

Invoices shall be submitted on the basis of the area in square feet of the output. Binding strip and staple binding will be included in the cost of prints for all sets of drawings, as requested.

2. BOND PAPER FOLDING

This sub-item includes the folding of the bond paper from original size (48" by manageable length) to an 8½" x 11" size. Folded prints are to be kept in project sets, and these project sets are to be banded for delivery.

Invoices shall be submitted on the basis of the area of bond paper required to be folded.

3. COLOR PRINTS (25 lb. BOND PAPER)

This sub-item includes the production of color prints on white bond paper. The image, same size, enlarged (up to 400%), or reduced (down to 25%), is to be electrostatically or electronically charged and heat fused directly onto bond paper. The maximum input size of original or copy to be printed is 36" by any manageable length, and the maximum output size of the reproduction is 36" wide by any manageable length. The plotting of drawings produced by CAD or other means will be transmitted electronically by AutoCAD files (.DWG), plot files (.PLT) Design Web Format (.DWF), Portable Document Format (.PDF), and Scanned Images files (.tiff, .bmp, .jpeg) via floppy disk, CD, DVD, or by e-mail. Prints shall be on 25# bond matte.

Process: Color plot on white bond

Sizes: 48" width by any manageable length output

Invoices shall be submitted on the basis of the area in square feet of the output. Binding strip and staple binding will be included in the cost of prints for all sets of drawings, as requested.

4. BLACKLINE PRINTS FROM .DWG FILE

When the media under Item A1 is in the form of electronic file of the .DWG variety, the plotting of the drawings on Bond Paper will be paid under this Item.

5. BLACKLINE PRINTS FROM .DWF FILE

When the media under Item A1 is in the form of electronic file of the .DWF variety, the plotting of the drawings on Bond Paper will be paid under this Item.

6. BLACKLINE ENLARGEMENTS ON BOND PAPER

When the media under Item A1 needs enlargement, it will be paid under this Item.

7. BLACKLINE REDUCTIONS (OTHER THAN HALF SIZE) ON BOND PAPER

When the media under Item A1 needs reduction (other than half size), it will be paid under this Item.

ITEM “B” GENERAL COPYING - ELECTROSTATIC

This item includes the production of single sided copies or double-sided copies on white or color stock paper. Copies may be requested from electronic files or from hard copy documents such as manuals, specifications, or addenda. The copies shall be collated and copied on stock (white or color) as specified.

1. 8½” x 11”

Process: Electrostatic photocopy
Size: 8½” x 11” output

2. 8½” x 14”

Process: Electrostatic photocopy
Size: 8½” x 14” output

3. 11” x 17”

Process: Electrostatic photocopy
Size: 11” x 17” output

Invoices shall be submitted on the basis of the number of sides specified to be copied.

ITEM “C” COLOR ELECTROSTATIC COPYING

This item includes the producing copies of color artwork, prints, plotter output, etc. for manuals and miscellaneous prints.

1. Process: Copy on 28 lb. photo white, with a minimum 96 brightness
 bond paper at 600 dpi.
 Size: 8½” x 11” output

2. Process: Copy on 20 lb. photo white, with a minimum 96 brightness
 bond paper at 600 dpi.
 Size: 8½” x 11” output

3. Process: Copy on 28 lb. photo white, with a minimum 96 brightness
 bond paper at 600 dpi.
 Size: 11” x 17” output

4. Process: Copy on 20 lb. photo white, with a minimum 96 brightness
bond paper at 600 dpi.
Size: 11" x 17" output

Invoices shall be submitted on the basis of the number of pages furnished.

ITEM "D" COVERS AND BINDERY

1. PLASTIC COMB BINDING, UP TO 1" THICK

This item includes the punching and binding of books collated under other line items, up to 11" x 17" format.

2. PLASTIC COMB BINDING, 1" THICK OR LARGER

This item includes the punching and binding of books collated under other items, up to 11" x 17" format.

3. COVERS, 65 LB. CARD STOCK (8½" x 11")

This item includes the covers to be bound into books, printed from the District's text and/or artwork, color-coded as requested, and including collation.

4. FOLDING OVERSIZE STOCK

This item includes the folding of prints and/ or oversized copies for insertion into standard 8½" x 11" books or three-ring binders as requested. Collation is required for the sets requested.

5. COVERS, ACETATE (8½" x 11")

This item includes the covers to bind into books, including collation.

6. TAB IMPRINTING (8½" x 11")

This item includes the imprinting of tabs and standard 3 hole drill insertion in three-ring binders.

7. BINDER 3 RING, 1 INCH

This item includes the standard 3 hole drill and binding of books collated under other line items, up to 11" x 17" format.

8. BINDER 3 RING, 1½ INCH

This item includes the standard 3 hole drill and binding of books collated under other line items up to 11" x 17" format.

9. BINDER 3 RING, 2 INCH

This item includes the standard 3 hole drill and binding of books collated under other line items, up to 11" x 17" format.

10. BINDER 3 RING, 3 INCH

This item includes the standard 3 hole drill and binding of books collated under other line items up to 11" x 17" format.

Invoices shall be based upon the various materials furnished including labor.

ITEM "E" DRY MOUNTING

1. MOUNTING ON FOAM CORE BOARD

This item includes the mounting of originals or prints using the dry mounting technique of an adhesion material, heat and pressure under vacuum.

Maximum Size: 48" x 60"

Invoices shall be submitted on the basis of the area of the foam board furnished including labor.

2. MOUNTING ON ILLUSTRATION BOARD

This item includes the mounting of originals or paper prints using the dry mounting technique of an adhesion material, heat and pressure under vacuum.

Maximum Size: 48" x 60"

Invoices shall be submitted on the basis of the area of the illustration board furnished including labor.

3. ENCAPSULATION/LAMINATION

This item includes the encapsulating both sides of originals or paper prints with a 5 mil clear medium, and with a one half inch (1/2") edge seal on all sides using a heat and pressure technique.

Maximum Size: 48" x 60"

Invoices shall be submitted on the basis of the area of the encapsulation of lamination furnished including labor.

ITEM "F" DRAWING SCANNING SERVICES

This item includes providing a complete raster scan image of a drawing at full size (1:1) of any complexity at the following sizes and resolutions as stated. File output shall be on CD-ROM or DVD, as an uncompressed TIFF group 4 file format, or a compressed high quality .jpeg file format. All project files/scans are to be located in individual subdirectories and identified on each disk produced. Pricing shall include CD-ROM or DVD, full size CD-Joule Case with label, and a professionally produced label for each CD-ROM or DVD. All labels shall include the following information: Project Name, Date, and File Names that are on the disk.

1. 24" x 36" DRAWING AT 400 DOTS PER INCH RESOLUTION

Invoices shall be submitted on the basis of each 24" x 36" drawing scanned.

2. 54" WIDE BY ANY MANAGEABLE LENGTH AT 400 TO 800 DOTS PER INCH RESOLUTION

Invoices shall be submitted on the basis of the square feet of the drawings scanned.

3. SCANNING, NAMING AND BOOKMARKING 8-1/2" X 11" DOCUMENTS

This Item includes the scanning, naming, organizing and indexing 8-1/2" x 11" documents.

4. SCANNING, NAMING AND BOOKMARKING 11" x 17" AND LARGER DOCUMENTS

This Item includes the scanning, naming, organizing and indexing 11" x 17" and larger documents.

5. CD – JOULE CASE

The above-mentioned CD- Joule will be paid under this Item.

6. DVD – JOULE CASE

The above-mentioned DVD- Joule will be paid under this Item.

7. Labels for CD and DVD

The above-mentioned Labels will be paid under this Item.

ITEM “G” MISCELLANEOUS MATERIAL

- | | | |
|-----|--|---------------------------|
| 1. | Carton containing (25) 24" x 36" x 1/4" Foam Board | |
| 2. | Carton containing (25) 36" x 48" x 1/4" Foam Board | |
| 3. | Spray Mount Adhesive 16 1/2 oz. | |
| 4. | Brown Wrapping Paper | 36" x 500' |
| 5. | Ink Jet Bond | 36" x 150', 20# - 2" Core |
| 6. | Ink Jet Bond | 36" x 150', 25# - 2" Core |
| 7. | Large Format Bond Printing Paper | 36" x 500', 20# - 3" Core |
| 8. | Ink Cartridge HP 800 (10) | "Black" (HP C4844A) |
| 9. | Ink Cartridge HP 800 (82) | "Yellow" (HP C4913A) |
| 10. | Ink Cartridge HP 800 (82) | "Cyan" (HP C4911A) |
| 11. | Ink Cartridge HP 800 (82) | "Magenta" (HP C4912A) |
| 12. | Print Head HP 800 (11) | "Black" (HP C4810A) |
| 13. | Print Head HP 800 (11) | "Yellow" (HP C4813A) |
| 14. | Print Head HP 800 (11) | "Cyan" (HP C4811A) |
| 15. | Print Head HP 800 (11) | "Magenta" (HP C4812A) |

Invoices shall be based upon the various materials furnished.

ITEM “H” ALLOWANCE ITEM

This item includes a dollar amount to be used at the request of the Northeast Ohio Regional Sewer District for services other than those specified under Items "A" thru "G" above.

This allowance will be used for delivery reimbursement as per SGC-4. This allowance will not be used to correct vendor errors or omissions. The vendor will be compensated for the services rendered at a unit price to be negotiated at the time of service.

Invoices shall be based upon the various services furnished and as negotiated.

REQUEST FOR QUOTE FOR PRINTING and REPRODUCTION SERVICES

Quote Due On: December 15, 2009 at 2:00pm (Effective Date: January 1, 2010, thru. December 31, 2010)

ITEM	SERVICE	ESTIMATED QUANTITIES	UNITS	UNIT PRICE	EXTENDED PRICE
Electrostatic/Electronic Copying (Drawing)					
A-1	Bond Paper Print (Full size and Half size)	100,000	sq. ft.	_____	_____
A-2	Bond Paper Folding	1,000	sq. ft.	_____	_____
A-3	Color Prints (25 lb. Bond)	500	sq. ft.	_____	_____
A-4	Blackline Prints from .DWG file	100	sq. ft.	_____	_____
A-5	Blackline Prints from .DWF file	100	sq. ft.	_____	_____
A-6	Blackline Enlargements on Bond Paper	100	sq. ft.	_____	_____
A-7	Blackline Reductions (other than half size) on bond	100	sq. ft.	_____	_____
General Copying (Electrostatic)					
B-1	8-1/2" x 11"	150,000	sheet	_____	_____
B-2	8-1/2" x 14"	500	sheet	_____	_____
B-3	11" x 17"	5,000	sheet	_____	_____
Color Electrostatic Copying					
C-1	8- 1/2" x 11" on 28 lb. Photo white paper	200	sheet	_____	_____
C-2	8- 1/2" x 11" on 20 lb. Photo white paper	200	sheet	_____	_____
C-3	11" x 17" on 28 lb. Photo white paper	200	sheet	_____	_____
C-4	11" x 17" on 20 lb. Photo white paper	200	sheet	_____	_____
Covers And Bindery					
D-1	Plastic Comb Binding, upto 1" thick	500	each	_____	_____
D-2	Plastic Comb Binding, 1" thick or Larger	200	each	_____	_____
D-3	Covers, 65 lb. Card Stock (8-1/2" x 11")	1,000	each	_____	_____
D-4	Folding Oversize Stock	500	each	_____	_____
D-5	Covers, Acetate (8-1/2" x 11")	250	each	_____	_____
D-6	Tab Imprinting (8-1/2" x 11")	200	each	_____	_____
D-7	Binder 3 Ring, 1 in.	10	each	_____	_____
D-8	Binder 3 Ring, 1 1/2 in.	20	each	_____	_____
D-9	Binder 3 Ring, 2 in.	20	each	_____	_____
D-10	Binder 3 Ring, 3 in.	10	each	_____	_____
Dry Mounting					
E-1	Mounting on Foam Core	100	sq. ft.	_____	_____
E-2	Mounting on Illustration Board	10	sq. ft.	_____	_____
E-3	Encapsulation / Lamination	250	sq. ft.	_____	_____
Drawing Scanning Services					
F-1	Drawings 24" x 36" (400 DPI)	3,000	drawing	_____	_____
F-2	Drawings Various Size (400 to 800 DPI)	200	sq. ft.	_____	_____
F-3	Scanning, Naming and Bookmarking 8-1/2" x 11" Document	200	pages	_____	_____
F-4	Scanning, Naming and Bookmarking 11" x 17" and larger Document	100	sq. ft.	_____	_____
F-5	CD-Joule Case	10	each	_____	_____
F-6	DVD - Joule Case	10	each	_____	_____
F-7	Labels for CD and DVD	10	each	_____	_____

REQUEST FOR QUOTE FOR PRINTING and REPRODUCTION SERVICES

Quote Due On: December 15, 2009 at 2:00pm (Effective Date: January 1, 2010, thru. December 31, 2010)

ITEM	SERVICE	ESTIMATED QUANTITIES	UNITS	UNIT PRICE	EXTENDED PRICE
Miscellaneous Material					
G-1	Foam Board 24" x 36" x 1/4", 25/Carton	2	Carton	_____	_____
G-2	Foam Board 36" x 48" x 1/4", 25/Carton	2	Carton	_____	_____
G-3	Spray Mount Adhesive 16 1/2 oz.	4	Each	_____	_____
G-4	Brown Wrapping Paper, 36" x 500'	2	Each	_____	_____
G-5	Ink Jet Bond, 36" x 150' 20# - 2" Core	20	Each	_____	_____
G-6	Ink Jet Bond, 36" x 150' 25# -2" Core	20	Each	_____	_____
G-7	Large Format Bond Printing Paper 36" x 500' - 3" Core	5	Each	_____	_____
G-8	Ink Cartridge HP800 Designjet (10) "Black" (C4844A)	5	Each	_____	_____
G-9	Ink Cartridge HP800 Designjet (82) "Yellow"(C4913A)	5	Each	_____	_____
G-10	Ink Cartridge HP800 (82) "Cyan" (C4911A)	5	Each	_____	_____
G-11	Ink Cartridge HP800 (82) "Magenta" (C4912A)	5	Each	_____	_____
G-12	Printhead HP800 (11) "Black" (C4810A)	2	Each	_____	_____
G-13	Printhead HP800 (11) "Yellow" (C4813A)	2	Each	_____	_____
G-14	Printhead HP800 (11) "Cyan" (C4811A)	2	Each	_____	_____
G-15	Printhead HP800 (11) "Magenta" (C4812A)	2	Each	_____	_____
Allowance Item					
H-1	Requested Services Not specified				1,000.00

Unofficial Total (Items A through H) _____

Vendor must complete and sign below

Vendor Name	Street Address	City	Zip
Authorized Signature	Date	Phone No.	