

EXHIBIT A

DESCRIPTION OF GOODS & SERVICES AND ADDITIONAL TERMS & CONDITIONS

1. DESCRIPTION OF GOODS AND SERVICES:

This Contract is for blueprinting services. Contractor shall provide services to all Client Agencies, State divisions, cities, towns and not-for-profit organizations.

(a) Specifications for Reproduction of Blue/Black Line Drawings

Paper Specifications for Drawings:

Paper used must have a minimum weight of twenty and one-half (20 ½#) pound.

Paper Specifications for Project Manuals and Addenda's:

The project manual cover must be sixty seven pound (67#) color gray. A "Notice From" sheet from the Client Agency with a weight of twenty pound (20#) may be included as the first page of the project manual. If included, this page must be colored paper. All other pages must be white unless otherwise specified on the order form by Client Agency.

All addenda must be printed on pink paper except for drawings larger than eight and one half inches by eleven inches (8 ½" X 11") which may be included as part of the addenda.

Collating Drawings:

1. The reproduced drawings must be collated strictly in accordance with the related title sheet index, or as directed in writing by the Client Agency.
2. Each set must be firmly and neatly bound to withstand rough fieldwork.
3. In the event any error in indexing is revealed in collating by the Contractor, the Contractor shall notify the Client Agency immediately.
4. Prints must be neatly and accurately trimmed to trim lines before being bound one half inch (½") border top and bottom.

Project Manuals:

The reproduced project manuals must be collated, three (3)-hole punch and bound as requested on the order form. Contractor shall reproduce complete sets of project manuals.

In addition, self-addressed envelopes and other printed materials may be requested to be inserted in project manuals.

Drawing Reproductions:

Reproductions must be clearly legible and printed to hold any pencil lines that may appear on originals. Reproductions grossly over-exposed or under-exposed will not be accepted by the Client Agency. Quality of workmanship must be of the highest caliber and appearance that is acceptable within the industry for prints made from the submitted material.

Contractor shall return originals in the same order as received. Original drawings must be wrapped in different color paper with an identifying label affixed to include the project number clearly marked or labeled as "Originals".

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Project Manual and Addenda Reproductions:

Project manuals and addenda may be printed single or double-sided as instructed on the order form by the requesting Client Agency.

Frequency of Orders:

The Client Agency order requirements may vary on a daily basis or on an as needed basis and will be established by the Client Agency.

Pick-Up and Delivery:

The Client Agency may require same day pick up and return depending on size of order or Client Agency may require a daily production schedule for the term of this Contract.

Prices:

Drawing prices quoted for reproduction of drawings must be net price per square foot of finished material for polyester film, sepia and blue/black line print up to forty two inches (42") wide. Prices must include pick up of originals, printing, binding of sets or sections, stapling, folding as needed and delivery of prints as ordered by the ordering Client Agency. The use of screw posted binding will be occasional and per Client Agency written request only. Contactor understands and agrees that fractions of a foot will be charged to the nearest highest one-half (1/2) square foot.

Project manual prices for reproduction of specifications (project manual) must be per copy charge. Prices must also include three (3) hole paper when requested. In addition, prices of binding are to be determined by the method of binding: Acco binding, GBC, or screw posting (per Client Agency written request only).

Packing Slip/Invoice:

The Contractor shall provide distinctive packing slip/invoice forms, which will be used in connection with receipt and return of originals.

Packing slip/invoice form must show prominently with each shipment the following:

- A: Project Number and Title
- B: Number of Originals
- C: Date
- D: Time
- E: Signature of Recipient/Receiver
- F: Name of Contractor
- G: Number of Project Manuals (specifications) Sets
- H: Numbers of Drawings Sets
- I: Purchase Order Number
- J: Federal Employer Identification Number
- K: Sales Order, Packing Slip or Receipt Number
- L: Itemized Description of Items being billed
- M: Ground Bills or Air Ground (when applicable)
- N: Item Number and description from Exhibit B Price Schedule

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All packing slips/invoices must include a copy of the original work order form. The packing slips/invoices and work order forms will be used for the processing of payments. Invoices received without reference information listed in A through N above including the work order forms, will result in delay of payment. Signed packing slips/invoices and work order forms are required for proof of delivery and payment of invoices. The Contractor shall have packing slip/invoices signed and dated by the Client Agency recipient. The executed packing slip/invoices must be delivered to Accounts Payable for payment. When there is a partial delivery, "partial" must be indicated on the invoice. The Contractor shall retain a copy of the signed packing slip/invoice as proof of delivery.

The Contractor is responsible for properly invoicing the Client Agency and all pricing must conform to Exhibit B Price Schedule. No additional charges will be allowed.

Handling:

Originals may not be rolled together with blue/black line prints or other reproductions at any time.

The Client Agency's original drawings must be protected by mailing tubes and wrapped in protective wrapping, of a different color from the reproduction, in a manner to absolutely preclude damage to or creasing of the originals by handling and/or mailing. The wrapper must be prominently marked "ORIGINALS" with the job number affixed. The originals must be rolled so that the Client Agency stamp is on the outside end of the rolls.

Originals and reproductions for the Client Agency and two sets of digital archived disk copies (when requested by Client Agency), of the drawings and specifications must be delivered to the Client Agency within the timeframe specified in the purchase order. All prints are to be delivered to the specified location once printing is completed. If required, electronic files must be indexed in accordance with the specification of the Client Agency.

Packaging of Specification Reproductions:

The Contractor shall return bound copies of the specifications in a cardboard box identified by project number on the outside of the box. If more than one volume, specifications must be packed by volume number, e.g.: Volume 1, Volume 2, etc., and labeled on the outside of the box by volume number and project number.

(b) Handling Instructions of Project Plans and Specifications Sold by the Contractor for Bid Projects

Upon written request from Client Agency (email is acceptable), Contractor may be directed to sell plans and specification manuals to potential construction bidders. Bidders shall pay for the plans via a check written out to "Treasurer, State of CT". Contractor shall keep a list of purchasers to include company names, mailing addresses, zip code, telephone numbers, fax numbers, e-mail addresses, check amounts, check numbers, order date received by the Contractor, date shipped by the Contractor and method of shipment.

As the Contractor sells plans and specification project manuals, they shall submit the checks and list representing amounts received from the purchasers to the Client Agency on Mondays, Wednesdays and

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Fridays so the Client Agency can post and update the buyer information on the DAS Portal and the Construction Services website prior to the bid opening date of the pertinent construction project. Checks may not be held any longer than the bid opening date. The Client Agency may also require the Contractor to release a courtesy set of manuals to a specified list of companies and those courtesy copies will be billable to the Client Agency.

Packaging of Drawing Reproductions:

The drawing reproductions must be wrapped in white protective coverings. Excess paper at the ends of rolls should be stuffed in or taped down.

(c) Contractor Requirements

Contractor Location:

The reproducing plant of the Contractor must be located in the State. The Client Agency may inspect the reproducing plants during reasonable hours of business.

Delivery Requirements – Blue / Black Line Print Jobs:

Certain work may be required to be printed and delivered expeditiously. Work classified as above must be done within a time period consistent with the following:

- Allow one (1) hour for printing each eight hundred square feet (800-sq. ft.) of blue/black lines.

The Contractor shall make deliveries based upon a mutual delivery agreement between the Client Agency and the Contractor.

The Contractor shall ensure that the Client Agency executes the delivery verification form to ensure that the packaging or labeling, marking, or other means of identification meet specifications and that delivery has been made in accordance with the terms and conditions of the purchase order.

2. ADDITIONAL TERMS AND CONDITIONS:

(a) Contract Separately/Additional Savings Opportunities

DAS reserves the right to either seek additional discounts from the Contractor or to contract separately for a single purchase, if in the judgment of DAS, the quantity required is sufficiently large, to enable the State to realize a cost savings, over and above the prices set forth in Exhibit B, whether or not such a savings actually occurs.

(b) Mandatory Extension to State Entities

Contractor shall offer and extend the Contract (including pricing, terms and conditions) to political subdivisions of the State (which includes towns and municipalities), schools, and not-for-profit organizations.

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(c) P-Card (Purchasing MasterCard Credit Card)

Notwithstanding the provisions of Section 4(b)(2) of the Contract, purchases may be made using the State of Connecticut Purchasing Card (MasterCard) in accordance with Memorandum No. 2011-11 issued by the Office of the State Comptroller.

Contractor shall be equipped to receive orders issued by the Client Agency using the MasterCard. The Contractor shall be responsible for the credit card user-handling fee associated with MasterCard purchases. The Contractor shall charge to the MasterCard only upon acceptance of Goods delivered to the Client Agency or the rendering of Services.

The Contractor shall capture and provide to its merchant bank, Level 3 reporting at the line item level for all orders placed by MasterCard.

Questions regarding the state of Connecticut MasterCard Program may be directed to Ms. Kerry DiMatteo, Procurement Card Program Administrator at 860-713-5072.

(d) Subcontractors

Subcontracting is not allowed under this Contract.

(e) Security and/or Property Entrance Policies and Procedures

Contractor shall adhere to established security or property entrance policies and procedures or both for each requesting Client Agency. It is the responsibility of each Contractor to understand and adhere to those policies and procedures prior to any attempt to enter any Client Agency premises for the purpose of carrying out the scope of work described in this Contract.