

ITN IDENTIFICATION LABEL

NOTICE TO ALL RESPONDENTS: For your convenience, a label has been provided to properly identify your submittal. Place completed submittal in a sealed envelope, type or print company name and address on the label and affix the label to the front of the envelope or mailing package.

PLEASE FILL OUT THE LABEL BELOW AND ATTACH IT TO THE OUTSIDE OF YOUR ITN REPLY ENVELOPE.

DO NOT OPEN - SEALED SUBMITTAL - DO NOT OPEN

From: Creative Printing & Publishing

Address: 2300 Old Lake Mary Road, Sanford, FL 32771-4178

ITN# 1430BCSA

ITN TITLE: UCF PRINT & DIGITAL COMMUNICATIONS

TO BE OPENED ON: May 14, 2015

AT 2:00 PM

DELIVER TO:

UNIVERSITY OF CENTRAL FLORIDA
PURCHASING DEPARTMENT
Serena Bell
12479 RESEARCH PARKWAY, STE 600
ORLANDO, FL 32826

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<p align="center">SUBMIT OFFER TO: PURCHASING DEPARTMENT UNIVERSITY OF CENTRAL FLORIDA 12479 RESEARCH PARKWAY, BLDG. 600 ORLANDO, FL 32826 Phone:(407) 823-2661 – Fax (407) 823-5551 www.purchasing.ucf.edu</p>		<p align="center">University of Central Florida INVITATION TO NEGOTIATE Contractual Services Acknowledgement Form</p>	
Page 1 of 38 Pages	OFFERS WILL BE OPENED May 14, 2015 @ 2:00 PM		ITN NO: 1430BCSA
and may not be withdrawn within 120 days after such date and time.			
UNIVERSITY MAILING DATE: April 14, 2015	ITN TITLE: UCF PRINT & DIGITAL COMMUNICATIONS		
FEDERAL EMPLOYER IDENTIFICATION NUMBER OR S.S. NUMBER 59-2614575			
VENDOR NAME DBA Creative Printing & Publishing		REASON FOR NO OFFER	
VENDOR MAILING ADDRESS 2300 OLD LAKE MARY ROAD			
CITY - STATE - ZIP CODE SANFORD, FLORIDA, 32771		POSTING OF PROPOSAL TABULATIONS	
AREA CODE 407	TELEPHONE NO. 302-9147	Proposal tabulations with intended award(s) will be posted for review by interested parties at the Purchasing Department, our solicitation web page and the State of Florida's Vendor Bid System and will remain posted for a period of 72 hours. Failure to timely file a protest or failure to timely deliver the required bond or other security in accordance with the Board of Governors' Regulations 18.002 and 18.003 shall constitute a waiver of protest proceedings.	
	TOLL FREE NO.		
	FAX NO. 407-322-1680		

Government Classifications
Check all applicable

- | | |
|--|---|
| <input type="checkbox"/> African American | <input type="checkbox"/> American Women |
| <input type="checkbox"/> Asian-Hawaiian | <input type="checkbox"/> Government Agency |
| <input type="checkbox"/> Hispanic | <input type="checkbox"/> MBE Federal |
| <input type="checkbox"/> Native American | <input type="checkbox"/> Non-Minority |
| <input type="checkbox"/> Non-Profit Organization | <input type="checkbox"/> Pride |
| <input type="checkbox"/> Small Business Federal | <input type="checkbox"/> Small Business State |

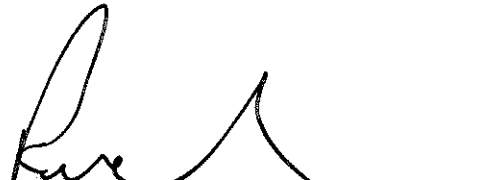
I certify that this offer is made without prior understanding, agreement, or connection with any corporation, firm or person submitting an offer for the same materials, supplies, or equipment and is in all respects fair and without collusion or fraud. I agree to abide by all conditions of this offer and certify that I am authorized to sign this offer for the vendor and that the vendor is in compliance with all requirements of the Invitation To Negotiate, including but not limited to, certification requirements. In submitting an offer to an agency for the State of Florida, the vendor offers and agrees that if the offer is accepted, the vendor will convey, sell, assign or transfer to the State of Florida all rights, title and interest in and to all causes of action it may now or hereafter acquire under the Anti-trust laws of the United States and the State of Florida for price fixing relating to the particular commodities or services purchased or acquired by the state of Florida. At the State's discretion, such assignment shall be made and become effective at the time the purchasing agency tenders final payment to the vendor.

GENERAL CONDITIONS

1. SEALED OFFERS: All offer sheets and this form must be executed and submitted in a sealed envelope. (DO NOT INCLUDE MORE THAN ONE OFFER PER ENVELOPE.) The face of the envelope should contain, in addition to the above address, the date, and time of the solicitation opening and the solicitation number. Offer prices not submitted on any attached price sheets when required shall be rejected. All offers are subject to the terms and conditions specified herein. Those which do not comply with these terms and conditions are either automatically rejected with respect to non-compliance with non-negotiable terms and conditions or may be rejected, at UCF's sole discretion, with respect to any other terms and conditions.

2. EXECUTION OF OFFERS: Offers must contain a manual signature of the representative authorized to legally bind the Respondent to the provisions herein. Offers must be typed or printed in ink. Use of erasable ink is not permitted. All corrections to prices made by vendor are to be initialed.

3. NO OFFER SUBMITTED: If not submitting an offer, respond by returning only this offer acknowledgment form, marking it "NO OFFER," and explain the reason in the space provided above. Failure to respond without justification may be cause for removal of the company's name from the solicitation mailing list. NOTE: To qualify as a respondent, vendor must submit a "NO OFFER," and it must be received no later than the stated offer opening date and hour.



AUTHORIZED SIGNATURE (MANUAL)

RICHARD ROY, OWNER

AUTHORIZED SIGNATURE (TYPED), TITLE

4. PRICES, TERMS AND PAYMENT: Firm prices shall be negotiated and include all services rendered to the purchaser.

(a) DISCOUNTS: Cash discount for prompt payment shall not be considered in determining the lowest net cost for offer evaluation purposes.

(b) MISTAKES: Offerers are expected to examine the conditions, scope of work, offer prices, extensions, and all instructions pertaining to the services involved. Failure to do so will be at the offerer's risk.

(c) INVOICING AND PAYMENT: All vendors must have on file a properly executed W-9 form with their Federal Employer Identification Number prior to payment processing.

Vendors shall submit properly certified original invoices to:

Finance & Accounting
12424 Research Parkway, Suite 300
Orlando, Florida 32726-3249

Invoices for payment shall be submitted in sufficient detail for a proper pre-audit and post audit. Prices on the invoices shall be in accordance with the price stipulated in the contract at the time the order is placed. Invoices shall reference the applicable contract and/or purchase order numbers. Invoices for any travel expenses shall be submitted in accordance with the State of Florida travel rates at or below those specified in Section 112.061, Florida Statutes and applicable UCF policies. Travel Reimbursement must be made using the UCF Voucher for Reimbursement of Traveling Expenses available on the web at <http://www.fa.ucf.edu/forms/forms.cfm#>.

Final payment shall not be made until after the contract is complete unless the University has agreed otherwise.

Interest Penalties: Vendor interest penalty payment requests will be reviewed by the UCF ombudsman whose decision will be final.

Vendor Ombudsman: A vendor ombudsman position has been established within the Division of Finance & Accounting. It is the duty of this individual to act as an advocate for vendors who may be experiencing problems in obtaining timely payments(s) from the University of Central Florida. The Vendor Ombudsman can be contacted at (407) 882-1040; or by mail at the address in paragraph 4, (c) above.

The ombudsman shall review the circumstances surrounding non-payment to:

- determine if an interest payment amount is due;
- calculate the amount of the payment; and
- ensure timely processing and submission of the payment request in accordance with University policy.

creative
printing & publishing

2300 Old Lake Mary Rd
Sanford, FL 32771

Office: 407.302.9147
Toll Free: 800.780.4447
Fax: 407.322.1680

www.cpponline.com

May 11, 2015

University of Central Florida
Attn: Purchasing Department

Creative Printing & Publishing is delighted to respond to your invitation to negotiate (ITN) 1430BCSA for UCF Print & Digital Communications.

We started from a small business 35 years ago in Winter Springs and have grown to a 23,000 sq. ft. manufacturing space in Sanford, FL. We currently employ 25 professional craftsmen of various skills. We began in the comic business, designing and printing promotional comic books for Florida Tourism and the larger restaurant chains Shoney's Big Boy and Captain D's. We now offer all forms of digital and offset printing, as well as a full bindery, complete direct mail and fulfillment capabilities, and all promotional specialty items.

Founded by a Veteran of the U.S. Army, Rick Roy, he follows six generations of printers. His mechanical acumen coming from a skilled helicopter mechanic in the 82nd Airborne has enabled him to transfer these skills to "keeping the presses running" in all aspects.

We are members of the Oviedo Winter Springs Chamber of Commerce and printers of 15 of 18 "Taste of Oviedo" art reproductions.

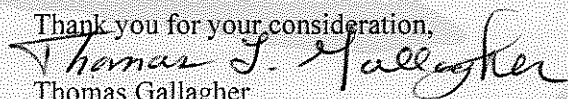
Some of our clients include Tuscawill HOA, Orlando Regional Realtors Association, Everybody's Business, Key Life, St. Andrews, City of Sanford, and Seminole County to name a few.

Some of our achievements include award winners of the Printing Association of Florida for multiple projects with the higher honor being the "Flamingo Award" in 2010-2014.

We offer highly competitive pricing on design, printing, direct mail and specialize in projects that involve all three, such as magazines, postcard and letter mailings including variable data.

I am enclosing samples of finished products we have manufactured for our customers for your review. I ask for your consideration and look forward to working with UCF Print Services in the future. I know we will deliver top quality products to you at very competitive prices.

Thank you for your consideration,



Thomas Gallagher
Account Manager
Creative Printing & Publishing

Client References

Gravis Marketing

Sandra Martin-Riffle, General Sales Manager

Email: Sandra@gravismarketing.com

Phone: (407)-454-8600 Ext. 308

Cherie Bereta Snell, Project Manager Director

Email: cherieb@gravismarketing.com

Phone: (407) 454-8600 Ext. 321

Charisma Media

Olga Lopez, Product Buyer

Email: olga.lopez@charismamedia.com

Phone: (407) 333-0600 Ext. 3907

Brightway Insurance College

Ken Toney, MBA, CPCU, SCLA, ARM, AIC, AIS

Email: ken.toney@brightway.com

Phone: (407) 936-6500 Ext. 101

Fax: 866-776-9340

File format and pre-flight procedures

File format

Acceptable file formats:

- Adobe PDF.
- InDesign 6 (packaged to include all fonts and images).
- Font and image information embedded.
- Proper colors used
 - o Black- avoid registration black on text and body copy.
 - o CMYK process
 - o Spot colors
- 300 dpi resolution
- Bleed at .125 on all 4 sides. Crop marks are recommended by not necessary.
- If applicable – Perf, special die cut or Spot UV plate indicated in file set-up as a spot ink/plate or a separate PDF as an “FPO”

Pre-flight Procedures

Pre-flight procedures include verification of the following items:

- Job ticket
 - o Ticket number
 - o Purchase order number
 - o Client
 - o Contact name, phone and email address
 - o Production start date
 - o Proof out date
 - o Desired proofs
 - o Completion date
 - o File names / description
 - o Number of Lots
 - o Order quantities
 - o Type of delivery
 - o Shipping address and contact
- Trim Size
 - o Cropmarks
 - o Bleed
- Folds
- Scores / Perfs
- Inks / Coatings
 - o CMYK process (Coated / Uncoated stock)
 - o Spot inks (Coated / Uncoated stock)
 - o Spot or flood coatings (Varnishes / Aqueous)
 - o Number of separations
 - o Number of sides
- Special plating (die cut, embossing, etc.)

If after flight check files are acceptable. A PDF or hard copy proof is created and sent to client for approval to print.

Upon receipt of approval the project is released for production, files are prepared for press.

- Press instructions and impositions are checked.
- Booked proof is given to CSR to approve for pagination.

The production manager initiates the project for manufacturing. The ticket and final hard proof is reviewed for accuracy at that time. Any unforeseeable inconsistencies, color or manufacturing issues that may be of concern will be addressed and resolved prior to final release.

Bindery / Finishing

- Final trim
- Stapling
- Binding (Saddle stitch, perfect or coil binding)
- Padding (Number of pads / Sheets per pad)
- Folding
- Scoring
- Collating
- Inserts
- Drilling
- Perfining
- Numbering (Start # / End #)
- Other

Upon release a sample is checked for accuracy and quality prior to production.

Mailing

- Mail Count
- Mail piece (Letter, postcard, publication or catalog)
- Dimension (aspect ratio and piece weight)
- Number of inserts and order of insertion
- Method of mailing (Presort standard, first class, first class pre-sort, non-profit or stamp)
- Location of mail drop (Mid-Florida or Orlando)
- Mailing permit information
- Permit number
- List purchasing
- List processing (merging, de-duping, removing un-deliverables)
- NCOA (Nation change of address service or Mail as "or Current Resident")
- Variable data addressing
- Other addressing options Resident, "To our Friends at", etc.

Once list is processed and postal paperwork is finalized, an estimated postage report is forwarded to customer. Header information will include order number, customer, contact, project title and mail date. Postage estimate will reflect final mailing quantity and total amount of postage required for mailing.

Prior to release for print mailing is subject to final approval by our in-house mailing coordinator. A mailing will not be released until all USPS specifications are fully compliant. Any non-compliant format is the sole responsibility of the customer to gain acceptance for mailing from the USPS.

Technological Capabilities

Design/Prep Equipment and Software

- o iMac 27" workstation, 3.4 GHz Intel Core i7; 16GB Ram; AMD Radon HD Graphics card. System: OS X Yosemite.
- o Mac Mini 20" workstation, 2.5 GHz Intel Core i5; 4GB Ram; Intel HD Graphics 4000 1024 MB. System: OS X Yosemite.
- o Mac Mini 20" workstation, 2.5 GHz Intel Core i5; 4GB 1600 MHz DDR3; Intel HD Graphics 4000 1024 MD. System: OS X Yosemite.
- o iMac 20" workstation, 3.4 GHz Intel Core i7; 16GB Ram; AMD Radon HD Graphics card. System: OS X Yosemite.
- o iMac 20" workstation, 2.6 GHz Dual Core Intel Xeon; 6GB 1600 MHz DDR2 FB-DIMM. System: OS X Yosemite .
- o PC – 1.86 GHz Intel Core, 2.99GB Ram; System: Windows XP.
- o Flatbed scanner and digital camera.
- o Epson 24" x 100" Ink Jet Color Printer / Proofing System.
- o Complete computer-to-plate- Fuji Luxel VX-6000.

Software

- o Adobe Creative Suite (Indesign, Illustrator and Photoshop).
- o DesignMerge – Variable data software.

Equipment List

Offset Presses

- o 4-color, 17-1/2" Didde Web.
- o 20 x 29 KBA / Polly 5/0 sheet fed offset press, with Aqueous coating.
- o 12 x 18 Heidelberg Quickmaster 2/0 Offset press.

Digital Presses

- o Cannon C7000 VP
- o Xerox Color 1000
- o Printware iJet Color Envelope Press
- o Xante Envelope Press
- o Konica Minolta Bizhub 1051

Bindery & Mailroom Equipment

Bindery

- o 30" and 45" Perfectmatic programmable cutters with air beds.
- o 20" MBO Continuous feed folder with right angle.
- o Heidelberg saddle stitcher with 6 pockets plus cover feeder.
- o 20" Stahl Continuous feed folder.
- o 21" Station Vjduk Sidewinder collator/booklet maker with inline laser addressing.
- o 20" Flood UV Coater.
- o 3-Hole drill, GBC punch and binder, coil binding, perforating, scoring and other small equipment.

Mailroom

- o Complete mailroom with offline addressing, tabbing and inserting machines.
- o Shrink wrap, string tying, plastic and paper banding equipment.
- o Necessary postal software.

Staffing Levels

Officers

Richard Roy	President	35 years
Kathleen Roy	Marketing	30 years
Dee Cash	CFO	28 years

Primary production staff








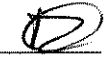
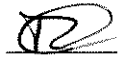


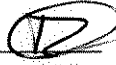


Gary Nowak	Production manager	25 years
Birchmore Benn	Estimator	28 years
Carlos Urick	Customer Service Manager	20 years
Anthony Harrell	Art Director	25 years

Assigned Contacts

Tom Gallagher	Account Representative	35+ years
Heidi Crescent	Customer Service Representative	20 years

**APPENDIX II
SUPPLEMENTAL OFFER SHEET
TERMS AND CONDITIONS**

The sections set forth below are to each be initialed, as YES for "understood and agreed upon" or NO for "not agreed to." Failure to complete and return this document with your offer could result in rejection of your offer, at UCF's sole discretion. Respondents shall not check sections as "understood and agreed upon" with the intent to negotiate a change to those sections/terms and conditions after tentative award of a contract resulting from this ITN. Respondents disagreeing with any term or condition of this ITN are to act to resolve the difference prior to the deadline for inquires, as noted in this ITN. A Respondent's disagreement with any non-negotiable section of this ITN shall be automatically rejected. Failure of the university and the tentative awardee to come to an agreement with respect to terms and conditions within a time frame UCF determines to be reasonable constitutes grounds for rejection of that offer and the University shall have the right, at its sole discretion, to award the contract to the next favorable respondent.

<u>SECTION</u>	<u>YES</u>	<u>NO</u>	<u>RESPONDENT INITIALS</u>
2.1 **Non-negotiable**	<u>X</u>	_____	<u></u>
2.2 **Non-negotiable**	<u>X</u>	_____	<u></u>
2.3 **Non-negotiable**	<u>X</u>	_____	<u></u>
2.4	<u>X</u>	_____	<u></u>
2.5	<u>X</u>	_____	<u></u>
2.6 **Non-negotiable**	<u>X</u>	_____	<u></u>
2.7 Section Not Used			
2.8 **Non-negotiable**	<u>X</u>	_____	<u></u>
2.9	<u>X</u>	_____	<u></u>
2.10	<u>X</u>	_____	<u></u>
2.11 **Non-negotiable**	<u>X</u>	_____	<u></u>
2.12	<u>X</u>	_____	<u></u>
2.13 **Non-negotiable**	<u>X</u>	_____	<u></u>
2.14 **Non-negotiable**	<u>X</u>	_____	<u></u>
2.15	<u>X</u>	_____	<u></u>

<u>SECTION</u>	<u>YES</u>	<u>NO</u>	<u>RESPONDENT INITIALS</u>
2.16	<u>X</u>	<u> </u>	<u>DR</u>
2.17	<u>X</u>	<u> </u>	<u>DR</u>
2.18 **Non-negotiable**	<u>X</u>	<u> </u>	<u>DR</u>
2.19	<u>X</u>	<u> </u>	<u>DR</u>
2.20 **Non-negotiable**	<u>X</u>	<u> </u>	<u>DR</u>
2.21	<u>X</u>	<u> </u>	<u>DR</u>
2.22	<u>X</u>	<u> </u>	<u>DR</u>
2.23	<u>X</u>	<u> </u>	<u>DR</u>
2.24	<u>X</u>	<u> </u>	<u>DR</u>
2.25	<u>X</u>	<u> </u>	<u>DR</u>
2.26	<u>X</u>	<u> </u>	<u>DR</u>
2.27 **Non-negotiable**	<u>X</u>	<u> </u>	<u>DR</u>
2.28 **Non-negotiable**	<u>X</u>	<u> </u>	<u>DR</u>
2.29	<u>X</u>	<u> </u>	<u>DR</u>
2.30 **Non-negotiable**	<u>X</u>	<u> </u>	<u>DR</u>
2.31 **Non-negotiable**	<u>X</u>	<u> </u>	<u>DR</u>
2.32	<u>X</u>	<u> </u>	<u>DR</u>
2.33	<u>X</u>	<u> </u>	<u>DR</u>
2.34	<u>X</u>	<u> </u>	<u>DR</u>
2.35 **Non-negotiable**	<u>X</u>	<u> </u>	<u>DR</u>
2.36	<u>X</u>	<u> </u>	<u>DR</u>
2.37	<u>X</u>	<u> </u>	<u>DR</u>
2.38	<u>X</u>	<u> </u>	<u>DR</u>

<u>SECTION</u>	<u>YES</u>	<u>NO</u>	<u>RESPONDENT INITIALS</u>
2.39**Non-negotiable**	<u>X</u>	<u> </u>	<u>TD</u>
2.40	<u>X</u>	<u> </u>	<u>TD</u>
2.41	<u>X</u>	<u> </u>	<u>TD</u>
2.42**Non-negotiable**	<u>X</u>	<u> </u>	<u>TD</u>
2.43	<u>X</u>	<u> </u>	<u>TD</u>
2.44	<u>X</u>	<u> </u>	<u>TD</u>
2.45	<u>X</u>	<u> </u>	<u>TD</u>
2.46	<u>X</u>	<u> </u>	<u>TD</u>
2.47	<u>X</u>	<u> </u>	<u>TD</u>
2.48	<u>X</u>	<u> </u>	<u>TD</u>
2.49 **Non-negotiable**	<u>X</u>	<u> </u>	<u>TD</u>
2.50	<u>X</u>	<u> </u>	<u>TD</u>
2.51	<u>X</u>	<u> </u>	<u>TD</u>
2.52 **Non-negotiable**	<u>X</u>	<u> </u>	<u>TD</u>
3.0	<u>X</u>	<u> </u>	<u>TD</u>
4.0	<u>X</u>	<u> </u>	<u>TD</u>

RESPONDENT COMPANY NAME: Tom Gallagher

AUTHORIZED SIGNATURE: Thomas J. Gallagher

TITLE: Account Representative

DATE: May 12, 2015

APPENDIX III

CERTIFICATE OF NON-SEGREGATED FACILITIES

We, Creative Print and Publishing certify to the University of Central Florida that we do not and will not maintain or provide for our employees any segregated facilities at any of our establishments, and that we do not and will not permit our employees to perform their services, under our control, where segregated facilities are maintained. We understand and agree that a breach of this certification is a violation of the Equal Opportunity clause required by Executive order 11246, amended.

As used in this certification, the term "segregated facilities" means any waiting rooms, work areas, rest rooms and wash room, restaurants and other eating areas, time clocks, locker rooms and other storage or dressing areas, parking lots, drinking fountains, recreation or entertainment areas, transportation and housing facilities provided for employees which are segregated by explicit directive or are in fact segregated on the basis of race, creed, color or national origin, because of habit, local custom or otherwise.

We, further, agree that (except where we have obtained identical certifications from offered subcontractors for specific time periods) we will obtain identical certifications from offered subcontractors prior to the award of subcontracts exceeding \$10,000 which are not exempt from the provisions of the Equal Opportunity Clause; that we will retain such certification in our files; and that we will forward the following notice to such offered subcontractors (except where the offered subcontractors have submitted certifications for specific time periods):

NOTE TO PROSPECTIVE SUBCONTRACTORS OR REQUIREMENTS FOR CERTIFICATIONS OF NON-SEGREGATED FACILITIES. A Certificate of Non-segregated Facilities, as required by the 9 May 1967 order on Elimination of Segregated Facilities, by the Secretary of Labor (32 Fed. Reg. 7439, 19 May 1967), must be submitted prior to the award of a sub-contract exceeding \$10,000 which is not exempt from the provisions of the Equal Opportunity clause. The certification may be submitted either for each sub-contract or for all subcontracts during a period (i.e. quarterly, semiannually, or annually).

The Contractor and subcontractors shall abide by the requirements of 41 CFR, Section 60-1.4(a), 60-300.5(a) and 60-741.5(a). These regulations prohibit discrimination against qualified individuals based on their status as protected veterans or individuals with disabilities, and prohibit discrimination against all individuals based on their race, color, religion, sex, or national origin. Moreover, these regulations require that covered prime contractors and subcontractors take affirmative action to employ and advance in employment individuals without regard to race, color, religion, sex, national origin, protected veteran status or disability.

NOTE: Whoever knowingly and willfully makes any false, fictitious, or fraudulent representation may be liable to criminal prosecution under 18 U.S.C. 1001.

APPENDIX III

CERTIFICATE OF NON-SEGREGATED FACILITIES SUBPART - CONTRACTOR'S AGREEMENTS

SEC. 202. Except in contracts exempted in accordance with Section 204 of this Order, all Government contracting agencies shall include in every Government contract hereafter entered into the following provisions:

During the performance of this contract, the contractor agrees as follows:

- (1) The contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin. The contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, sex, or national origin. Such action shall include, but not be limited to the following: employment, upgrading demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the contracting officer setting forth the provisions of this nondiscrimination clause.
- (2) The contractor will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex or national origin.
- (3) The contractor will send to each labor union or representative of workers with which the contractor has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the agency contracting officer, advising the labor union or worker's representative of the contractor's commitments under Section 202 of Executive Order No. 11246 of September 24, 1965, and shall post copies of notice in conspicuous places available to employees and applicants for employment.
- (4) The contractor will comply with all provisions of Executive Order No. 11246 of September 24, 1965 and of the rules, regulations, and relevant orders of the Secretary of Labor.
- (5) The contractor will furnish all information and reports required by Executive Order No. 11246 of September 24, 1965, and by the rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records, and accounts by the contracting agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations and orders.
- (6) In the event of the contractor's noncompliance with the nondiscrimination clauses of this contract or with any of such rules, regulations, or orders, this contract may be canceled, terminated, or suspended in whole or in part and the contractor may be declared ineligible for further Government contracts in accordance with procedures authorized in Executive Order No. 11246 of September 24, 1965, and such other sanctions may be imposed and remedies invoiced as provided in Executive Order No. 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.
- (7) The contractor will include the provision of Paragraphs (1) through (7) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to Section 204 of Executive Order No. 11246 of September 24, 1965, so that such provisions will be binding upon each subcontractor or vendor. The contractor will take such action with respect to any subcontract or purchase orders the contracting agency may direct as a means of enforcing such provisions including sanctions for noncompliance. Provided, however, that in the event the contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the contracting

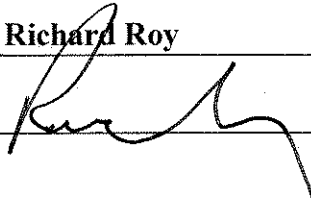
agency, the contractor may request the United States to enter into such litigation to protect the interest of the United States.

SEC. 402 Affirmative Action for Disabled Veterans and Veterans of the Vietnam Era:

- (1) The contractor agrees to comply with the affirmative action clause and regulation published by the US Department of Labor implementing Section 402 of the Vietnam Era Veteran's Readjustment Assistance Act of 1974, as amended, and Executive Order 11701, which are incorporated in this certificate by reference.

RESPONDENT COMPANY NAME: Richard Roy

AUTHORIZED SIGNATURE:



TITLE: Owner

DATE: May 7, 2015

APPENDIX IV

COMPLIANCE AND CERTIFICATION OF GOOD STANDINGS

The parties shall at all times comply with all applicable ordinances, laws, rules and regulations of local, state and federal governments, or any political subdivision or agency, or authority or commission thereof, which may have jurisdiction to pass laws, ordinances, or make and enforce rules and regulations with respect to the parties.

Vendors shall certify below that they are in good standings to conduct business in the State of Florida. **The awardee of any contract resulting from this solicitation shall forward a certification of good standing. The certifications must be submitted to the UCF Purchasing Department prior to providing any goods or services required under the resulting contract.** Noncompliance with this provision may constitute rejection of proposal or termination of a contract at UCF's sole discretion.

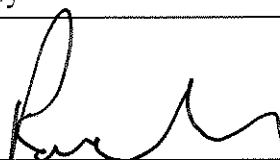
CERTIFICATION

I certify that the company submitting an offer under this solicitation in is compliance with all applicable laws to conduct business in the State of Florida, is in good standings and will provide a certificate of good standings from the State of residence prior to initiating any performance under any contract resulting from this solicitation.

Company: Creative Printing & Publishing

Authorized Representative's Name: Richard Roy

Authorized Representative's Signature:



Date: May 7, 2015



ADDENDUM

IMPORTANT DOCUMENT – INVITATION TO NEGOTIATE ADDENDUM

ITN NUMBER: 1430BCSA OPENING DATE & TIME: May 14, 2015 @ 2:00p.m.

ITN TITLE: PRINT & DIGITAL COMMUNICATIONS

ADDENDUM NUMBER: 1 ADDENDUM DATE: May 4, 2015

Purpose of the addendum is to:

1. Provide answers to questions asked during the open question period

Answers to Questions (ITN – 1430BCSA Print & Digital Communications)

1. Do you have any specific types of "samples" that you and your team would like to receive with this bid package?

UCF Answer: We handle all types of projects for the campus community including brochures, publications, mailers, presentation folders, etc. Samples provided should show your company's capabilities, quality and creativity.

2. Can all 5 thumb drive be placed in one box/envelope to be shipped?

UCF Answer: Yes, the 5 thumb drives and the 1 original signed hard copy can be shipped together in the same package.

3. The question we have is in regards to the number of copies that need to be supplied under section 2.6 Offer/Proposal Opening Date.

It states the following:

"The offer should be submitted in six (6) copies; one (1) hard copy and five (5) electronic versions on either disc or thumb drive).

When the files are put on the thumb drive, do you want them to be labeled 1-5? They are all going to be the same paperwork. Was it supposed to be 5 hard copies and 1 electronic copy?

UCF Answer: Five (5) separate thumb drives or CDs will need to be submitted with the exact same information/paperwork as the 1 original hard copy with original signatures.



4. I do not see anywhere that you are requesting anything further than just basic company information and capabilities, is that correct?

UCF Answer: Please refer particularly to sections 1.1, 1.3, 3.1, 3.2 and Appendix I.

5. We are limited to large format printing at our location here, but we do have a local company that we have used to save shipping from NJ. Would it be OK to forward this packet to them, so they can quote separately on the items that they have capabilities for?

UCF Answer: They may submit a package. The ITN is posted on the UCF Purchasing website at www.purchasing.ucf.edu.

6. If I am understanding it correctly UCF is only seeking commodity printing as described in section 3.2? (4-color process)

UCF Answer: Please refer to section 1.1, 3.2.

PLEASE ACKNOWLEDGE RECEIPT OF THIS ADDENDUM AND RETURN IT WITH YOUR BID. FAILURE TO SIGN AND RETURN WITH YOUR BID COULD RESULT IN REJECTION OF YOUR BID.

Thomas J. Gallagher
PROPOSERS SIGNATURE

THOMAS GALLAGHER
PRINT OR TYPE PROPOSER'S NAME

CREATIVE PRINTING & PUBLISHING
COMPANY NAME

TOME@CPONLINE.COM
EMAIL ADDRESS