SUBMIT BID TO:
PROCUREMENT SERVICES DEPARTMENT
UNIVERSITY OF CENTRAL FLORIDA
https://ucfprocurement.bonfirehub.com/opportunities/2507

University of Central Florida
INVITATION TO BID
Contractual Services
Acknowledgment Form

BIDS WILL BE OPENED March 20, 2017 @ 2:00 PM
and may not be withdrawn within 120 days after such date and time.

UNIVERSITY MAILING DATE: February 3, 2017
ITB NO.: 16168C

FEDERAL EMPLOYER IDENTIFICATION NUMBER
03-0136830

VENDOR NAME
Lane Press

VENDOR MAILING ADDRESS
P.O. Box 130

CITY - STATE - ZIP CODE
Burlington, VT 05402

AREA CODE TELEPHONE NO.
802 843-5555

TOLL FREE NO. 800-733-3740

FAX NO. 802-264-1485

Government Classifications
Check all applicable

☐ African American ☐ American Women
☐ Asian-Hawaiian ☐ Government Agency
☐ Hispanic ☐ MBE Federal
☐ Native American ☐ Non-Minority
☐ Non-Profit Organization ☐ Pride
☐ Small Business Federal ☐ Small Business State

GENERAL CONDITIONS

SEALED BIDS: All bid sheets and this form must be executed and submitted in a sealed envelope. (DO NOT INCLUDE MORE THAN ONE BID PER ENVELOPE.) The face of the envelope should contain, in addition to the above address, the date, and time of the bid opening and the bid number. Bid prices not submitted on attached bid price sheets when required may be rejected. All bids are subject to the terms and conditions specified herein. Those which do not comply with these terms and conditions are subject to rejection. The terms Contractor, Payee and Vendor are used interchangeably in this document.

1. EXECUTION OF BIDS: Each bid must contain a manual signature of the representative authorized to legally bind the Vendor to the provisions herein. All spaces requesting information from the Vendor are to be completed. Each bid must be typed or printed in ink. Use of erasable ink is not permitted. All corrections to prices made by the bidder are to be initialed.

2. NO BID SUBMITTED: If not submitting a bid, respond by returning only this bidder acknowledgment form, marking it "NO BID," and explain the reason in the space provided above. Failure to respond without justification may be cause for removal of the bidder's name from the bid mailing list.

NOTE: To qualify as a respondent, bidder must submit a "NO BID," and it must be received no later than the stated bid opening date and hour.

AUTHORIZED SIGNATURE

Wayne H. Peterson
Executive Vice President & Chief Operating Officer

AUTHORIZED NAME (TYPED/PRINTED)

TITLE

I certify that this bid is made without prior understanding, agreement, or connection with any corporation, firm or person submitting a bid 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 bid and certify that I am authorized to sign this bid for the bidder and that the bidder is in compliance with all requirements of the Invitation to Bid, including but not limited to certification requirements. In submitting a bid to an agency for the State of Florida, the bidder offers and agrees that if bid is accepted, the bidder 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 procurement agency tenders final payment to the bidder.
3. BID OPENING: The bid opening shall be public, on the date, location and the time specified on the bid form. It is the bidder's responsibility to assure that the bid is delivered at the proper time and place of the bid opening. Bids which for any reason are not so delivered will not be considered. Offers by telegram or telegraph are not acceptable. A bid may not be altered after opening of the bids unless allowed by the Director of Procurement Services in accordance with established procedures.

NOTE: Bid tabulations will be posted in the Procurement Services Department and our solicitation webpage.

4. PRICES, TERMS AND PAYMENT: Firm prices should be bid and include all services/commodities rendered to the purchaser.

(a) TAXES: The State of Florida is a tax-immune sovereign and exempt from the payment of all sales, use and excise taxes.

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

(c) MISTAKES: Bidders are expected to examine the conditions, scope of work, bid prices, extensions, and all instructions pertaining to the services involved. Failure to do so will be at the bidder's risk. In case of a mistake in extensions the unit price will govern. 

(d) 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 112.081, 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://wwwfa.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 Department 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) 823-1040 or by mail at the address in paragraph 4.(d) above.

The ombudsman shall review the circumstances surrounding non-payment to determine:
- if an interest payment is due;
- the amount of the payment; and
- shall ensure timely processing and submission of the payment request in accordance with University policy.

5. CONFLICT OF INTEREST: Submission of this Invitation to Bid (ITB) shall certify that the Bidder is aware of the requirements of Chapter 112, Florida Statutes and in compliance with the requirements of Chapter 119, Florida Statutes and other laws and regulations concerning conflicts of interests in dealing with entities of the State of Florida. The Bidder certifies that its directors and/or principal officers are not employed and/or affiliated with the University unless a current Conflict of Interest (Report of Outside Activity/Employment) form has been completed, executed by such director or officer and approved in accordance with applicable University policies or rules. Violation of this section by the Bidder shall be grounds for rejection of the bid or the cancellation of any contract or purchase order resulting from this ITB, without penalty to the University of Central Florida. No person or firm who receives a contract to perform a feasibility study for potential implementation of a subsequent contract, participates in the drafting of a competitive solicitation, assist in design or develops a program for future implementation shall be eligible to contract with the University of Central Florida for any project dealing with that specific subject matter. Bidders must disclose with their bids any such conflict of interest dealing with that specific subject matter in accordance with chapter 255.FS.

6. AWARDS: At the sole discretion of the University of Central Florida, the right is reserved to reject any and all bids or waive any minor irregularity or technicality in bids received. Bidders are cautioned to make no assumptions unless their bid has been evaluated as being responsive. Product substitutions may be submitted for evaluation of equivalency unless specifically indicated otherwise. Bidders shall have burden of proof of equivalency.

7. GOVERNMENTAL RESTRICTIONS: In the event any governmental restrictions may be imposed which would necessitate alteration of the material quality of the services offered on this bid prior to their completion, it shall be the responsibility of the successful bidder to notify the purchaser at once, indicating in writing the specific regulation which requires an alteration. The University of Central Florida reserves the right to accept any such alteration, including any price adjustments occasioned thereby, or to cancel the contract at no expense to the University.

8. LEGAL REQUIREMENTS: Applicable provisions of all federal, state, county and local laws, and of all ordinances, rules and regulations shall govern development, submittal and evaluation of all bids received in response hereto and shall govern any and all claims and disputes which may arise between person(s) submitting a bid response hereto and the University of Central Florida, by and through its officers, employees and authorized representatives, or any other person, natural or otherwise: and lack of knowledge by any bidders shall not constitute a cognizable defense against the legal effect thereof.

9. ADVERTISING: In submitting a bid, the Bidder agrees not to use the results therefrom as a part of any commercial advertising. Bidder may not use the names, logos, or trademarks of the University, its employees, or affiliates without the prior written consent of the University.

10. ASSIGNMENT: Any contract or purchase order issued pursuant to this Invitation to Bid and the monies which may become due thereunder are not assignable, except with the prior written approval of the University of Central Florida. Under no circumstances shall the Bidder assign to a third party any right or obligation of the Bidder pursuant to any contract or purchase order resulting from this Invitation to Bid, without prior written consent of the University. If the Bidder is, or during the term of this Invitation to Bid or during the term of any contract or purchase order resulting from this ITB becomes an individual on the payroll of the State of Florida, the Bidder represents that he or she has complied with all applicable provisions of the Florida Statutes and Florida Administrative Code regarding outside or dual employment and compensation.

11. FACILITIES: The University reserves the right to inspect the Bidder's facilities at any time with prior notice.

12. PUBLIC RECORDS: Any contract or purchase order issued pursuant to this Invitation to Bid may be canceled unilaterally by the University for refusal by the Bidder to allow public access to all papers, documents, letters or other material subject to the provisions of Chapter 119, Florida Statutes, and made or received by the Bidder in conjunction hereunder or any contract or purchase order issued pursuant to this Invitation to Bid.

13. RECORDS: The Bidder agrees to keep and maintain, separate and independent records, in accordance with generally accepted accounting principles, devoted exclusively to its obligations and activities pursuant to a contract or purchase order issued pursuant to this Invitation to Bid. Such records (including books, ledgers, journals, and accounts) shall contain all entries reflecting the business operations under a contract or purchase order issued pursuant to this Invitation to Bid. University or its authorized agent shall have the right to audit and inspect such records from time to time during the term of any contract or purchase order issued pursuant to this Invitation to Bid, upon reasonable notice to the Bidder.

14. Method of Ordering: Orders shall be processed only upon receipt of an authorized purchase order issued by University of Central Florida or University of Central Florida Visa Procurement Card (if applicable). All orders shall be initiated on an as-needed basis throughout the term of the contract. Orders shall be promptly filled and delivered. Any item or items received that do not meet specifications or duplicate shipments received will be returned at vendor's expense.

Note: Any and all special conditions and specifications attached hereto which vary from these general conditions shall have precedence.

Invitation To Bid Acknowledgment Form (revised 01/24/17)
Definitions:

Addendum – Written or graphic instruments issued prior to the date for opening of bids, which modify or interpret the solicitation documents by additions, deletions, corrections or clarifications.

Extension - A one-time (not to exceed 12 months) increase in the time allowed for the contract period in lieu of or after all renewals are exhausted.

FOB Destination - Free on board at destination; title changes hands from vendor to purchaser at the destination of the shipment; vendor owns goods in transit and files any claims. Payment of freight charges is determined by contract terms.

Invitation to Bid (ITB) – A written solicitation for competitive bids, advertised to the general public with a defined opening date. Specifications are clearly defined to the point that any interested company will be able to submit a bid for the exact item/service needed. This solicitation is generally required for acquisitions exceeding the established bid limit. Award is based on lowest priced bid.

May, Should – Indicates something that is not mandatory, but permissible, recommended, or desirable.

Minor Irregularities – Irregularities that have no adverse effect on UCF’s interest will not affect the amount of the ITB and will not give a Respondent an advantage or benefit not enjoyed by another Respondent.

Must, Shall, Will – The words “shall,” “must,” or “will” are equivalent and indicate mandatory requirements or conditions.

Purchase Order/Contract – The Purchase Order (PO) or other form or format, provided to the awarded Respondent(s), UCF uses to make a purchase under the contract term, which includes a formal written PO, electronic PO, Procurement Card (P-card), or any other means authorized by Procurement Services and which incorporates the requirements and conditions listed in the Bid.

Renewal - Contracting with the same contractor for an additional period of time after the initial contract term, provided the original terms of the agreement specify an option to renew or the renewal is determined by UCF General Counsel to be in the best interest of the university.

Respondent – For the purpose of this solicitation, any person, respondent, corporation or agency submitting a response to the Invitation to Bid or their duly authorized representative. The word Respondent, Payee, Vendor, Contractor, and Offeror may be used interchangeably within the Invitation to Bid.

Response – The entirety of the Respondent’s submitted bid response to the ITB, including any and all supplemental information submitted.

Responsible Respondent – Bidder who has the capability in all respects to perform fully the contract requirements, and the experience, integrity, perseverance, reliability, capacity, facilities, equipment, and credit which will assure good faith performance.

Responsive Respondent – Bidder who has submitted a bid that conforms in all material respects to the solicitation.

Sole Point of Contact - The Procurement Services Representative or designee to whom Respondents shall address any questions regarding the solicitation or award process. The sole point of contact shall be the arbitrator of any dispute concerning performance of the Contract.

Successful Respondent - The firms or individual who is the recommended recipient of the award of a contract under this ITB (also synonymous with “Payee”, “Offerer,” “Contractor” and “Vendor”). If a Respondent is a manufacturer, its certified dealers and resellers may also furnish products under the Contract; in choosing to do so, the dealers and resellers agree to honor the Contract and the term “contractor” shall be deemed to refer to them. Unless awarded the Contract as a direct Respondent, however, dealers and resellers are not parties to the Contract, and the Respondent that certifies them shall be responsible for their actions and omissions.

University – University of Central Florida
Introduction

*Pegasus* is the magazine of the University of Central Florida and is published three times per year — spring, summer and fall. UCF Marketing is seeking bids for the issue beginning summer 2017. *Pegasus* is typically a 48-page, 10 x 13 tabloid publication. The current press run is 223,000 and this number grows with each graduating class.

1. **POSTING OF BID TABULATIONS:**
   A. Bids will be opened at the Procurement Services Department at the assigned date and time identified in this ITB.
   B. Bid tabulations will be posted at such time as the Procurement Services Department provides notice of intended decision or until 30 days after a public opening of the bids, whichever is earlier.
   C. Notice of a decision or intended decision of award will be electronically posted for a period of 72 hours.
   D. Failure to file a protest in accordance with BOG regulation 18.002, or failure to post the bond or other security as required in BOG regulation 18.003, shall constitute a waiver of protest proceedings.

2. **BID OPENING:** Bids will be received and opened March 20, 2017 at 2:00 pm EST via UCF’s Bonfire Web Portal. For additional information, please see Attachment 5. Telephone, including facsimile and electronic mail, and telegraphic negotiations and/or amendments to offers shall not be accepted at any time. Procurement Services will not extend the bid opening to accommodate vendors that did not discover the ITB early enough to place a bid. **BID DOCUMENTS CAN BE OBTAINED AT** http://www.procurement.ucf.edu/bids/index.asp

3. **ADDITIONAL INFORMATION & QUESTIONS:** We encourage questions or comments which might aid in the improvement of our existing specifications. The university will not give verbal answers to inquiries regarding the specifications, or verbal instructions prior to or after award of the bid. A verbal statement regarding same by any person is **non-binding**. The university is not liable for any increased cost resulting from the bidder accepting verbal direction. All changes, if necessary, are made by written addendum to the bid.

Any explanation desired by vendors is to be requested of the University of Central Florida Procurement Services Department in writing by **February 20, 2017 at 5:00 pm**. Inquiries are to be legible and concise and clearly identify the bidder who is submitting the inquiry. If an explanation is necessary, a reply shall be made in the form of a written addendum. Specifications, terms and conditions may not be changed except by formal written addendum, issued by UCF. Direct all inquiries/questions, preferably via email to:

Serena Bell  
University of Central Florida  
Procurement Services Department  
12479 Research Parkway, Bldg. 600  
Orlando, Florida 32826  
Ph. 407-823-2661  
Fax 407-823-5551  
Email: serena.bell@ucf.edu

4. **DELIVERY:** Specify delivery date after receipt of order in terms of days or weeks on bid sheet. Failure to do this may be cause for rejection of the bid. Commodities delivery is to be made to UCF’s Central Receiving location (UCF, Building 16E, Libra Drive, Orlando, FL 32816). When delivery is specified to a location other than the University’s Central Receiving Department, vendor shall direct its carrier to telephone the University’s Central Receiving Department before unloading. Delivery of all shipments shall occur between 9:00 a.m. and 4:00 p.m., Mondays through Fridays only, except on State of Florida or U.S. holidays. The University of Central Florida is committed to sustainable practices. Palletized shipments should not exceed 1500 pounds per pallet and when possible, should be shipped on a 40"x48" pallet. Payee shall include a packing list showing contents of shipment (if shipment is made in two or more containers). No boxing, packing, installation, assembly, or similar charges (not
included in the item price) will be allowed unless expressly and specifically authorized in writing by the University on the face of any purchase order or contract resulting from this ITB.

FREIGHT TERMS: Unless otherwise specified, all shipments are to be shipped inside delivery, F.O.B. destination, with all transportation charges prepaid and title transferring to the university at time of delivery. (Payee pays and bears all freight related charges, owns goods in transit and files any claims). Bid prices shall include all cartage, drayage, packing, etc., delivered to and unloaded at the receiving station at the site designated in the Invitation to Bid or purchase order and there received by the designated university personnel.

5. PARKING: The Payee shall ensure that all vehicles parked on campus for purposes relating to work resulting from this ITB shall have proper parking permits. This applies to all personal vehicles and all marked and unmarked company vehicles that will be on any University campus for one (1) day or more or on a recurring basis. All such vehicles must be registered with University’s Parking Services Department, and parking permits must be purchased by the Payee. Payee’s vehicle(s) shall observe all parking rules and regulations. Failure to obtain parking permits, properly display them, and otherwise comply with all of University’s parking rules and regulations could result in the issuance of a parking ticket and/or towing at the expense of Payee or Payee’s employees. UCF’s Parking Services Department can be contacted at (407) 823-5812 for additional information pertaining to parking and parking fees/rates.

6. EMPLOYMENT OF ALIENS: The employment of unauthorized aliens by any Contractor is considered a violation of Section 274A(a) of the Immigration and Nationality Act. If the contractor knowingly employs unauthorized aliens, such violation shall be cause for unilateral cancellation of the contract by the University without penalty to the University.

7. AVAILABILITY OF FUNDS: The obligations of the University under this award are subject to the availability of funds lawfully appropriated annually for its purposes by the Legislature of the State of Florida.

8. AWARD: Award will be on an “All-or-None” basis. The university will either accept or reject your entire offer. The university may accept your offer even if it does not include 100% of the items requested, if it is in the best interest of the university.

Bids shall be awarded based on the lowest, responsive, responsible bidder, which meets specifications with consideration being given to the specific quality of the product, conformity to the specifications, suitability to the university’s needs, delivery terms, qualifications, and past performance.

9. ADDITIONAL QUANTITIES: The University reserves the right to increase or decrease total quantities as necessary. The University can order additional quantities of the same commodities solicited as long as it is within 180 days after expiration of the contract resulting from this ITB. Total additional quantities, if any, are unknown.

10. CANCELLATION/TERMINATION: UCF may terminate a contract resulting from this ITB without cause on thirty (30) days’ advanced written notice to the vendor. The parties to the contract resulting from this ITB may terminate that contract at any time by mutually consenting in writing. Either party may terminate the contract resulting from this ITB immediately for breach by the other that remains substantially uncurt after thirty (30) days’ advanced written notice to the breaching party, which notice describes the breach in detail sufficient to permit cure by the breaching party. The University shall be liable only for payment for services satisfactorily rendered or goods satisfactorily delivered and accepted from the date of commencement until the effective date of cancellation/termination.

11. TERM OF CONTRACT: The contract resulting from this ITB, if any, will be for a one year period beginning upon signature of all parties. UCF and the selected service/commodity(s) provider having the option to renew contract as mutually agreed to by both parties for an additional four (4) one year periods. No renewal period will exceed the initial term nor will cumulative renewals exceed 10 years.

12. PRINTING: No payment will be made for any changes in specifications, copy or quantities unless printer has received prior approval for changes DIRECTLY from the University’s Director of Procurement Services.
13. PAYEE INSURANCE. For all purchases under this ITB of $10,000 or below, Payee will have and maintain types and amounts of insurance that at a minimum cover the Payee’s (or subcontractor’s) exposure in performing any contract resulting from this ITB. For all purchases that exceed $10,000 (i.e. $10,000.01 and up) and/or all purchases that require a UCF SAFE Form, Payee will have and maintain general liability insurance in an amount of no less than one (1) million dollars per occurrence and Payee shall send a copy of Payee’s Certificate of Insurance (prior to commencement of Payee’s performance or delivery hereunder) to the following address by email, fax or mail:

    e-mail: ehs@ucf.edu
    Fax: 407-623-0146
    Mail: University of Central Florida
    PO Box 163500
    Orlando FL 32816-3500

UCF has the right to deviate from any of the above insurance requirements, if UCF, at UCF’s sole discretion decides to do so. If UCF decides to deviate from the above noted insurance requirements, UCF will inform the Payee in writing in those particular circumstances. Unless UCF notifies a Payee in writing that UCF is willing to deviate from the insurance requirements noted above, all of the above insurance requirements shall apply to the Payee. The University and its Board of Trustees shall be listed as an additional insured on any Certificate of Insurance issued and named on the Additional Insured Endorsement. The Certificate Holder is to read the following:

    University of Central Florida
    Board of Trustees
    4000 Central Florida Blvd.
    Orlando FL 32816

INSURANCE, WORKER’S COMPENSATION

The Contractor/Payee/Vendor shall take out and maintain during the life of the contract resulting from this ITB, if any, Worker’s Compensation Insurance for all of his/her employees connected with the work of this project and, in case any work is sublet, the Contractor/Payee/Vendor shall require the subcontractor similarly to provide Worker’s Compensation Insurance for all of the latter’s employees unless such employees are covered by the protection afforded by the Contractor/Payee/Vendor. Such insurance shall comply fully with the Florida Worker’s Compensation Statutes Chapter 440. In case any class of employees engaged in hazardous work under this contract at the site of the project is not protected under the Worker’s Compensation statute, the Contractor/Payee/Vendor shall provide, and cause each subcontractor to provide adequate insurance, satisfactory to the University, for the protection of his/her employees not otherwise protected.

14. USE OF CONTRACT BY OTHER GOVERNMENT AGENCIES: At the option of the Contractor/Payee/Vendor, the use of the contract resulting from this ITB, if any, may be extended to other governmental agencies, including the State of Florida, its agencies, political subdivisions, counties, and cities.

Each governmental agency allowed by the Contractor/Payee/Vendor to use the contract resulting from this ITB, if any, shall do so independent of any other governmental entity. Each agency shall be responsible for its own purchases and shall be liable only for goods or services ordered, received and accepted. No agency receives any liability by virtue of this bid and subsequent contract award.

15. PUBLIC ENTITY CRIMES: A person or affiliate who has been placed on Florida’s convicted vendor list following a conviction for a public entity crime may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded, or perform work as a contractor, supplier, subcontractor, or consultant under, a contract with any public entity, and may not transact business with any public entity in excess of the bid limit for that public entity, for a period of thirty-six (36) months from the date of being placed on the convicted vendor list.

16. FLORIDA PREFERENCE. For purchases of tangible personal property, Florida legislature has enacted economic development laws establishing certain conditions and circumstances which, when applicable, require the granting
of price preferences to businesses whose principal place of business is the State of Florida. Pursuant to §287.084 Florida Statute, award recommendations shall make appropriate adjustments to Resident Vendor pricing when considering solicitations from Bidders having a principal place of business outside the State of Florida. All Bidders must complete and submit Attachment 2 with the response to this solicitation. Failure to comply shall be considered non-responsive to the terms of this solicitation. Refer to http://www.leg.state.fl.us/Statutes/index.cfm or http://regulations.ucf.edu/chapter7/index.html 3.g.1.c for additional information regarding this Statute and its applicability.

17. IDENTICAL TIE BIDS: Preference shall be given to businesses with drug-free workplace programs. Whenever two or more bids which are equal with respect to price, quality, and service are received by the State or by any political subdivision for the procurement of commodities or contractual services, a bid received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process. If none, or all of the tied vendors have a drug-free workplace program, vendors with Florida as their primary location will receive preference. Failing the above, a coin flip will be used to determine the winning vendor. In order to have a drug-free workplace program, business’s drug free policy shall be in accordance with applicable State and Federal laws.

As the person authorized to sign the statement, my initials certify that this firm complies fully with the above requirements. Initials: ______________________

18. EQUAL OPPORTUNITY STATEMENT: The State Universities have established equal opportunity practices which conform to both the spirit and the letter of all laws against discrimination and prohibits discrimination based on race, creed, color, sex, age, national origin, marital status or religion. To be considered for inclusion as a supplier under this agreement, the bidder commits to the following:

A. The provisions of Executive Order 11246, September 24, 1996, and the rules, regulations, and relevant orders of the Secretary of Labor are applicable to each order placed against this agreement regardless of value.

B. If the bidder expects to receive $10,000 in orders during the first 12 months of this agreement, a complete certificate of non-segregated facilities shall be included in the bid response. A sample certificate is attached as Attachment 3.

C. If the bidder expects to receive $50,000 in orders during the first 12 months of this agreement and employs more than 50 people, standard form 100 (EEOC-1) must be filed prior to March 1 of each year.

D. If the bidder expects to receive $50,000 in orders during the first 12 months and employs more than 50 people, a written program for affirmative action compliance is to be maintained by the bidder, subject to review upon request by the user agencies of the contract resulting from this ITB.

19. WORK FOR HIRE. Any work specifically created for the University under an agreement resulting from this ITB by the Payee or anyone working on behalf of the Payee (the term Payee shall encompass both) shall be considered a "work for hire." All designs, prints, paintings, artwork, sketches, etchings, drawings, writings, photographs, or any other work or material or property produced, developed or fabricated and any other property created hereunder, including all material incorporated therein and all preliminary or other copies thereof, (the "Materials") shall become and remain the property of the University, and, unless otherwise specifically set forth herein, shall be considered specially ordered for the University as a "work made for hire," or, if for any reason held not to be a "work for hire,"

The Payee who created, produced, developed or fabricated the Materials hereunder (or under any contract resulting from this ITB) assigns all of his/her right, title and interest in the Materials to the University. The University shall own all right, title and interest in the Materials. The Payee agrees upon request to execute any documents necessary to perfect the transfer of such title to the University. The Materials shall be to the University’s satisfaction and are subject to the University’s approval. The Payee bears all risk of loss or damage to the Materials until the University has accepted delivery of the Materials. The University shall be entitled to return, at the Payee's expense, any Materials which the University deems to be unsatisfactory. On or before completion of the Payee’s services hereunder, the Payee must furnish the University with valid and adequate releases necessary for the unrestricted
use of the Materials for advertising or trade purposes, including model and property releases relating to the Materials and releases from any persons whose names, voices or likenesses are incorporated or used in the Materials.

The Payee hereby represents and warrants that, (a) all applicable laws, rules and regulations have been complied with, (b) the Payee is free and has full right to enter into this ITB and any contract resulting from this ITB, if any, and perform all of its obligations hereunder and under such contract, (c) the Materials may be used or reproduced for advertising or trade purposes or any commercial purposes without violating any laws or the rights of any third parties and (d) no third party has any rights in, to, or arising out of, or in connection with the Materials, including without limitation any claims for fees, royalties or other payments. The Payee agrees to indemnify and hold harmless the University and those acting for or on its behalf, the UCF Board of Trustees, the State of Florida and the Florida Board of Governors and their respective officers, agents, employees and servants from and against any and all losses, claims, damages, expenses or liabilities of any kind, including court costs and attorneys’ fees, resulting from or in any way, directly or indirectly, connected with (a) the performance or non-performance of the University’s order by the Payee, (b) the use or reproduction in any manner, whatsoever, or (c) any breach or alleged breach of any of the Payee’s agreements or representations and warranties herein or in any contract resulting from this ITB.

20. AMENDMENTS. No changes or amendments to an agreement resulting from this ITB are binding on the University unless made in legible writing that is signed by an attorney in the University’s General Counsel’s Office and an authorized UCF signatory. Payee shall return an agreement resulting from this ITB to the University’s Procurement Services Department at once with a written explanation if the agreement resulting from this ITB is not acceptable in its entirety.

21. EXPORT CONTROL. The parties shall comply with all applicable U.S. export control laws and regulations, including but not limited to the International Traffic in Arms Regulations (ITAR), 22 CFR Parts 120 through 130, the Export Administration Regulations (EAR), 15 CFR Parts 730 through 799 and/or other restrictions imposed by the Treasury Department’s Office of Foreign Asset Controls (OFAC), in the performance of an agreement resulting from this ITB. The parties agree that no technology, related data or information will be exchanged or disseminated under such agreement nor any collaboration conducted pursuant to such agreement, which are export controlled pursuant to the export control laws of the United States, including the EAR and the ITAR and any other applicable regulations. The Parties agree that the Payee will not provide the University with any ITAR or EAR restricted technology and/or related data, and that any ITAR or EAR restricted technologies and/or data produced in furtherance of the agreement resulting from this ITB, if any, will be in the exclusive possession of the Payee and at no time will any export controlled technologies, related data, or information be intentionally or inadvertently transferred to the University, its facilities, labs, staff, researchers, employees, officers, agents, servants or students in the performance of that agreement.

If the Payee wishes to disclose export controlled technology or technical data to the University, the Payee will, prior to disclosing any information, technical data or source code that is subject to export controls under federal law, notify the University in writing that the material is export controlled and shall identify the controls that apply. The University shall have the right to decline or limit (a) the receipt of such information, and (b) any task requiring receipt of such information. In the event the Payee sends any such technical data or product that is subject to export control, without notice of the applicability of such export control, the University has the right to immediately terminate the agreement resulting from this ITB, if any. The Payee understands and agrees that to the extent the Payee’s personnel have access to work or materials subject to U.S. export controls while on University property, such personnel will meet all federal export control regulatory requirements or have the appropriate U.S. government approval.

22. FORCE MAJEURE. No default, delay or failure to perform on the part of UCF or the Vendor shall be considered a default, delay or failure to perform otherwise chargeable, hereunder, if such default, delay or failure to perform is due to causes beyond the Vendor’s or UCF’s reasonable control including, but not limited to, strikes, lockouts, actions or inactions of governmental authorities, epidemics, war, embargoes, fire, earthquake, acts of God, default of common carrier. In the event of such default, delay or failure to perform due to causes beyond the Vendor’s or UCF’s reasonable control, any dates or times by which the parties are otherwise scheduled to perform shall be extended automatically for a period of time equal in duration to the time lost by reason of the cause beyond the reasonable control of the parties.

23. INDEMNIFICATION. Payee shall hold the University and the UCF Board of Trustees and the University’s officers, employees, agents and/or servants harmless and indemnify each of them against any and all liabilities,
actions, damages, suits, proceedings, and judgments from claims arising or resulting from the acts or omissions of Payee, its employees, its agents or of others under Payee's control and supervision. If any part of a delivery to the University pursuant to an agreement resulting from this ITB, if any, is protected by any patent, copyright, trademark, other intellectual property right or other right, Payee also shall indemnify and hold harmless the University and the UCF Board of Trustees and the University's officers, employees, agents and/or servants from and against any and all liabilities, actions, damages, suits, proceedings and judgments from claims instituted or recovered against the University by any person or persons whosoever on account of the University's use or sale of such article in violation of rights under such patent, copyright, trademark, other intellectual property right or other right.

24. INDEPENDENT CONTRACTOR. Each of the parties is an independent contractor and nothing contained herein shall constitute or designate any of the employees or agents of one party as employees or agents of the other party.

25. NO JOINT VENTURE. Nothing contained in an agreement resulting from this ITB, if any, shall be construed to create a joint venture, partnership, or other like relationship between the parties.

26. LEASED EQUIPMENT. The risk of loss or damage to leased equipment, goods or property shall not transfer to the University except as provided in §680.219, Florida Statutes. Any security interest in the leased equipment, goods or property granted to Payee contrary to AGO 79-72 and AGO 80-9 is null and void. Limitation of remedies provisions, which are unconscionable under applicable Florida law, are void.

27. MATERIAL SAFETY DATA SHEET (MSDS). In compliance with Florida Statutes, Ch. 442, a Material Safety Data Sheet (MSDS) must accompany any applicable item delivered under an agreement resulting from this ITB, if any.

28. WAIVER/REMEDIIES. No failure or delay by a party hereto to insist on the strict performance of any term of an agreement resulting from this ITB, if any, or to exercise any right or remedy consequent to a breach thereof, shall constitute a waiver of any breach or any subsequent breach of such term. No waiver of any breach hereunder shall affect or alter the remaining terms of such agreement, but each and every term of such agreement shall continue in full force and effect with respect to any other then existing or subsequent breach thereof. The remedies provided in an agreement resulting from this ITB, if any, are cumulative and not exclusive of the remedies provided by law or in equity.

29. DISPOSITION OF BIDS; FLORIDA PUBLIC RECORDS LAW COMPLIANCE
All bids become the property of the State of Florida, and the State of Florida shall have the right to use all ideas, and/or adaptations of those ideas, contained in any bid received in response to this solicitation. Any parts of the bid or any other material(s) submitted to UCF with the bid that are copyrighted or expressly marked as "confidential", "proprietary", or "trade secret", will only be exempted from the "open records" disclosure requirements of Chapter 119, Florida Statutes, if Florida law specifically recognizes these materials as exempt from disclosure. Thus, the mere designation as "confidential", "proprietary", or "trade secret" by a vendor does not ensure that such materials will be exempt from disclosure. In the absence of a specific Florida statute exempting material from the public records law, UCF is legally obligated to produce any and all public records produced or received in the course of conducting university business, irrespective of any designation by the vendor of those same records as "confidential", "proprietary", or "trade secret." The ultimate determination of whether a vendor's claim of "confidential," "proprietary" or "trade secret" will support an exemption from disclosure will be made by UCF or, potentially, a court. UCF's selection or rejection of a bid will not affect this provision.

30. PUBLIC RECORDS, CONTRACT FOR SERVICES: COMPLIANCE OF SECTION 119.0701, FS
IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT: Office of the General Counsel, (407)823-2482, gcounsel@ucf.edu, University Of Central Florida, 4365 Andromeda Loop N., Millican Hall, Suite 360, Orlando, FL 32816-0015.
To the extent that Contractor meets the definition of "contractor" under Section 119.0701, Florida Statutes, in addition to other contract requirements provided by law, Contractor must comply with public records laws, including the following provisions of Section 119.0701, Florida Statutes:

1. Keep and maintain public records required by the public agency to perform the service.
2. Upon request from the public agency's custodian of public records, provide the public agency with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in this chapter or as otherwise provided by law.
3. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of the contract if the contractor does not transfer the records to the public agency.
4. Upon completion of the contract, transfer, at no cost, to the public agency all public records in possession of the contractor or keep and maintain public records required by the public agency to perform the service. If the contractor transfers all public records to the public agency upon completion of the contract, the contractor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the contractor keeps and maintains public records upon completion of the contract, the contractor shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the public agency, upon request from the public agency's custodian of public records, in a format that is compatible with the information technology systems of the public agency.

A request to inspect or copy public records relating to a public agency's contract for services must be made directly to the public agency. If the public agency does not possess the requested records, the public agency shall immediately notify the contractor of the request, and the contractor must provide the records to the public agency or allow the records to be inspected or copied within a reasonable time.

If a contractor does not comply with the public agency's request for records, the public agency shall enforce the contract provisions in accordance with the contract.

This Contractor and any subcontractors shall abide by the requirements of 41 CFR §§ 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.

31. SOFTWARE RELATED PURCHASES: Licensor acknowledges that Licensee has a duty to maintain the privacy of student records, including without limitation education records as defined by the Family Educational Rights and Privacy Act (20 USC § 1232g; 34 CFR Part 99) ("FERPA"), and further acknowledges that as a contractor to whom Licensee has outsourced certain institutional services or functions:

A. Confidential information about Licensee's students is contained in records provided to and maintained by Licensor, and Licensor will protect the privacy of all student education records to the fullest extent required of Licensee under FERPA;
B. Licensor is performing an institutional service or function that has been outsourced by Licensee and for which Licensee would otherwise use its employees;
C. Licensor is under the direct control of Licensee with respect to the use and maintenance of education records, as defined by FERPA;
D. Licensor is subject to all FERPA requirements governing the use and re-disclosure of personally identifiable information from education records, including without limitation the requirements of 34 CFR § 99.33(a);
E. Even in circumstances that might justify and exception under FERPA, Licensor may not disclose or re-disclose personally identifiable information unless Licensee has first authorized in writing such disclosure or re-disclosure; and
F. Licensor will not use any personally identifiable information acquired from Licensee for any purpose other than performing the services or function that are the subject of this agreement.
SMOKE-FREE POLICY: The University prohibits smoking on all university owned, operated, leased and/or controlled properties in order to maintain a healthy and safe environment for its faculty, staff, students, and visitors. Visit http://www.ucf.edu/smokefree for additional information.
<table>
<thead>
<tr>
<th>Line Item</th>
<th>Item Description</th>
<th>Price</th>
<th>Extra Ms</th>
<th>Price</th>
<th>Extra Ms</th>
</tr>
</thead>
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<tr>
<td>1</td>
<td>Pre-press (include color match proofs), press and bindery</td>
<td>225,000</td>
<td>96.02</td>
<td>250,000</td>
<td>96.02</td>
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<td>2</td>
<td>Paper: 70# Text Lynx Opaque, FSC</td>
<td>250,000</td>
<td>96.02</td>
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<td>96.02</td>
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<td>3</td>
<td>Paper: 70# Somerset Matte, SFI</td>
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<td>96.02</td>
<td>250,000</td>
<td>96.02</td>
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<tr>
<td>4</td>
<td>Mailing services for 222,000 and 247,000 - Includes merge and de-dupe up to five lists, inkjet, sort and prep for logistics service</td>
<td>225,000</td>
<td>96.02</td>
<td>250,000</td>
<td>96.02</td>
</tr>
<tr>
<td>5</td>
<td>NCOA Certification up to 222,000 and 247,000 records</td>
<td>225,000</td>
<td>96.02</td>
<td>250,000</td>
<td>96.02</td>
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<tr>
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<td>Foreign mail processing including polybag - up to 750 pieces</td>
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<td>96.02</td>
<td>250,000</td>
<td>96.02</td>
</tr>
<tr>
<td>7</td>
<td>Estimated freight for 3,000 copies to 32816</td>
<td>225,000</td>
<td>96.02</td>
<td>250,000</td>
<td>96.02</td>
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<td></td>
<td><strong>TOTAL 48-pages on Lynx (Lines 1, 2 and 4-7)</strong></td>
<td><strong>109,295.80</strong></td>
<td><strong>567.02</strong></td>
<td><strong>120,790.55</strong></td>
<td><strong>567.02</strong></td>
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<tr>
<td></td>
<td><strong>TOTAL 48-page on Somerset (Lines 1, and 3-7)</strong></td>
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<td><strong>478.70</strong></td>
<td><strong>98,390.57</strong></td>
<td><strong>478.70</strong></td>
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<td>8</td>
<td>Page revision including online proof</td>
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<td>Per page</td>
<td><strong>40.00</strong></td>
<td>Per page</td>
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<tr>
<td>9</td>
<td>Additional color match proofs</td>
<td><strong>10.50</strong></td>
<td>Per page</td>
<td><strong>10.50</strong></td>
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<tr>
<td>10</td>
<td>Additional mailing list processing</td>
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<td>Per list</td>
</tr>
<tr>
<td>11</td>
<td>Additional CASS Certification</td>
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<td>Per M</td>
<td><strong>5.00</strong></td>
<td>Per M</td>
</tr>
<tr>
<td>12</td>
<td>Additional cartons/carton packing</td>
<td><strong>2.00</strong></td>
<td>Per carton</td>
<td><strong>2.00</strong></td>
<td>Per carton</td>
</tr>
</tbody>
</table>
Does your bid meet our specifications exactly?  x  Yes  ___ No

If No, please detail how your bid meets or exceeds the specifications of the required item(s) and provide proof that verifies your claim.

Prices quoted are good for at least ___ days following bid opening.

Delivery will be ___ to ___ days after receipt of order.

F.O.B. delivered to UCF

Payment terms:  ___ Net 30 days

I certify that this bid is made without prior understanding, agreement or connection with any corporation, firm, or person submitting a bid for the same materials, supplies or equipment, and in all respects fair and without collusion or fraud. The following information, including an authorized representative signature and witness, is required to be submitted with your bid in order to be considered for evaluation and award. The person signing below acknowledges and agrees with all proposed information as submitted and has the authorization of the said company to enter into a contractual agreement with the University for the purposes as proposed and as described herein. Please print below unless where a signature is required.

Lane Press
COMPANY NAME
P.O. Box 130
MAILING ADDRESS
Burlington, VT 05402
CITY, STATE, ZIP CODE
(802) 863-5555
PHONE NUMBER
petersen@lanepress.com
E-MAIL ADDRESS

Wayne M. Peterson
AUTHORIZED SIGNATURE
PRINTED NAME
Executive Vice President & Chief Operating Officer
TITLE
(802) 264-1485
FAX NUMBER
Appendix A
Specifications for Pegasus Magazine Publishing Services

The winning printer must have:
- Minimum 4-color, tabloid-capable, heat set web offset press
- Closed-loop color system and computer-controlled color density and registration on press
- FSC and SFI certifications
- Must be able to print at 175-line screen
- Offer a mix of hard and soft proofing
- Offer mailing logistic services and foreign mailing
- Ability to float envelopes
- Tabloid poly bagging capabilities
- Minimum of 10 years in business

All bidders must provide the following information or their bid will be excluded:
- Quality control procedures
- Process if there is a quality control problem
- Equipment list
- Customer service testimonials and references
- Samples on comparable stock

Preferences:
- Minimum of two full-size, heat set web offset presses
- Option of a fifth unit for 5-color
- In-house and in-line mailing capabilities
- Experience in university magazine printing
- Located in eastern U.S. (east of Mississippi River)

SPECIFICATIONS

Trim: 10" x 13" w/bleed, 48-page self-cover

Quantity: 225,000 / 250,000 plus extra Ms (thousands)

Ink: 4/4 (4-color process over same)

Pre-Press:
UCF to upload high-res PDFs
Printer to supply color match (hard) proofs shipped to UCF FedEx for morning delivery.
Revisions: UCF to upload high-res PDFs. Printer to supply digital proof for online approval.

Stock:
Option 1: 70# Text, Lynx Opaque, FSC
Option 2: 70# Text, Somerset Matte, SFI

Press: Heat set web offset

Note: UCF will plan to attend press approvals
**Binding:** Collate, saddle-stitch — three stitches on 13" side and trim three sides.

**Overs/Unders:** Max 2 percent overs allowed—no unders.

If there is an envelope, two stitches on 13" side and float envelope between signatures and stitches

**Mailing:**
UCF to supply up to five lists, with 222,000 / 247,000 plus records after de-dupe.
Price to include:
- List merge and duplicate elimination
- Pre-sort, inkjet, sort, bundle and prep (bag and/or palletize) copies for logistics service

* We understand logistics service price can’t be estimated without the final list.

Include line item price for
- Foreign mail processing up to 750 — include inkjet addressing and poly-bagging
- Each list above the five allowed
- NCOA processing up to 222,000 / 247,000 records and price for additional thousands

**Packing and Shipping:**
- Carton pack 3,000 office copies (30-35 pound max)
- Estimated freight for 3,000 copies to 32816
- Provide carton pricing for additional copies

**Scheduling**
A typical schedule is outlined below, but allow for flexibility.
- Day 1: UCF to upload files by end-of-day
- Day 3: Printer ships proofs to UCF for morning delivery
- Day 4: UCF to review and ship proofs for morning delivery
- Day 5: UCF to review and approve online proofs of revised pages
- Day 12: Printer to overnight 100 advance copies
- Day 15: Printer to ship and mail balance
ATTACHMENT 1
Secure Handling of UCF Data

Secure protection and handling of data by vendors and third parties

1. **Network Security.** Vendor agrees at all times to maintain network security that – at a minimum – includes: network firewall provisioning, intrusion detection, and regular third party penetration testing. Likewise Vendor agrees to maintain network security that conforms to one of the following:
   a) Those standards that UCF applies to its own network, as found at [http://www.cst.ucf.edu/about/information-security-office/iso-policies-standards/](http://www.cst.ucf.edu/about/information-security-office/iso-policies-standards/)
   b) Current standards set forth and maintained by the National Institute of Standards and Technology, including those at [http://web.nvd.nist.gov/view/ncp/repository](http://web.nvd.nist.gov/view/ncp/repository)
   c) Any generally recognized comparable standard (e.g., ISO/IEC 27001, etc.) that Vendor then applies to its own network.

2. **Data Security.** Vendor agrees to protect and maintain the security of UCF data based on the latest industry security standards and best practices. These security measures include, but are not limited to, maintaining secure segmented networks, maintaining systems that are up-to-date, and environments free of malware.

3. **Data Transmission.** Vendor agrees that any and all transmission or exchange of system application data with UCF and/or any other parties expressly designated by UCF – solely in accordance with Section 6 below – shall take place via secure means, e.g. HTTPS or FTPS with 128 bit key AES encryption or better.

4. **Data Storage.** Vendor agrees that any and all UCF data will be stored, processed, and maintained solely on designated target servers and that no UCF data at any time will be processed on or transferred to any portable or laptop computing device or any portable storage medium, unless that storage medium is in use as part of the Vendor's designated backup and recovery processes.

5. **Data Encryption.** Vendor agrees to store all UCF backup data as part of the its designated backup and recovery processes in encrypted form using 128 bit key AES encryption or better.

6. **Data Re-Use.** Vendor agrees that any and all data exchanged shall be used expressly and solely for the purposes enumerated in the Current Agreement. Data shall not be distributed, repurposed or shared across other applications, environments, or business units of Vendor.

   Vendor further agrees that no UCF data of any kind shall be transmitted, exchanged or otherwise passed to other vendors or interested parties except on a case-by-case basis as specifically agreed to in writing by an agent of UCF.

7. **End of Agreement Data Handling.** Vendor agrees that upon termination of this Agreement it shall erase, destroy, and render unreadable all UCF data according to the standards enumerated in DOD 5220.22 or NIST 800-88 and certify in writing that these actions have been completed at a mutually predetermined date.

8. **Data Breach.** Vendor agrees to comply with all applicable laws that require the notification of individuals in the event of unauthorized release of personally-identifiable information or other event requiring notification. In the event of a breach of any of Vendor's security obligations or other event requiring notification under applicable law ("Notification Event"), Vendor agrees to assume responsibility for informing all such individuals in accordance with applicable law and to indemnify, hold harmless and defend UCF and its trustees, officers, and employees from and against any claims, damages, or other harm related to such Notification Event.
   Related Documents:
   - Third-Party Outsourcing (Cloud Computing) of University Data
   - UCF Third Party Assurance Questionnaire
   - 4-008 Data Classification and Protection

9. **FERPA.** If Vendor is provided access to any student personally identifiable information (as defined under FERPA), Vendor acknowledges that it will comply with the privacy regulations outlined in the Family Educational Rights and Privacy Act ("FERPA"), for the handling of such information, to the extent such regulations apply to Vendor. Vendor will not disclose or use any student information except to the extent necessary to carry out its obligations under its agreement with UCF and as permitted by FERPA.

Company: [Signature]
Authorized Representative's Name: [Signature]
Authorized Representative's Signature: [Signature]
Date: March 17, 2017
ATTACHMENT 2

BIDDER’S STATEMENT OF PRINCIPAL PLACE OF BUSINESS
(Must be completed & submitted with each competitive solicitation)

Name of Bidder: Lane Press

Identify the state in which the Bidder has its principal place of business: Vermont

Proceed as follows: IF your principal place of business above is located within the State of Florida, the Bidder must sign below and attach to your solicitation. No further action is required. IF your principal place of business is outside of the State of Florida the following must be completed by an attorney and returned with your solicitation. Failure to comply may be considered to be non-responsive to this solicitation.

OPINION OF OUT-OF-STATE BIDDER’S ATTORNEY ON BIDDING PREFERENCES
(To be completed by the Attorney for an Out-of-State Bidder)

NOTICE: Section 287.084(2), Fla. Stat., provides that "a vendor whose principal place of business is outside this state must accompany any written bid, proposal, or reply documents with a written opinion of an attorney at law licensed to practice law in that foreign state, as to the preferences, if any or none, granted by the law of that state [or political subdivision thereof] to its own business entities whose principal places of business are in that foreign state in the letting of any or all public contracts."

LEGAL OPINION ABOUT STATE BIDDING PREFERENCES
(Please Select One)

X The Bidder’s principal place of business is in the State of Vermont and it is my legal opinion that the laws of that state do not grant a preference in the letting of any or all public contracts to business entities whose principal places of business are in that state.

___ The Bidder’s principal place of business is in the State of ______________ and it is my legal opinion that the laws of that state grant the following preference(s) in the letting of any or all public contracts to business entities whose principal places of business are in that state: [Please describe applicable preference(s) and identify applicable state law(s)]:

LEGAL OPINION ABOUT POLITICAL SUBDIVISION BIDDING PREFERENCES
(Please Select One)

X The Bidder’s principal place of business is in the political subdivision of Chittenden County and it is my legal opinion that the laws of that political subdivision do not grant a preference in the letting of any or all public contracts to business entities whose principal places of business are in that political subdivision.

___ The Bidder’s principal place of business is in the political subdivision of ______________ and the laws of that political subdivision grant the following preference(s) in the letting of any or all public contracts to business entities whose principal places of business are in that political subdivision: [Please describe applicable preference(s) and identify applicable authority granting the preference(s)]:

Signature of out-of-state Bidder’s attorney: [Signature]

Printed name of out-of-state Bidder’s attorney: Paul H. Ode, Jr.

Address of out-of-state bidder’s attorney: Downs Rachlin Martin PLLC, 199 Main St., P.O. Box 190 Burlington, VT 05402-0190

Telephone Number of out-of-state bidder’s attorney: (802) 863 - 2375

Email address of out-of-state bidder’s attorney: podc@drm.com

Attorney’s states of bar admission: Vermont

Bidder’s Printed Name: Lane Press

Signature [Signature]
Attachment 3

CERTIFICATE OF NON-SEGREGATED FACILITIES

We, Lane Press

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 rooms, 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.
Attachment 3

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.

19
(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.

Company: Lane Press

Authorized Representative's Name: Wayne M. Peterson

Authorized Representative's Signature: [Signature]

Date: March 17, 2017
Attachment 4

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 Procurement Services 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 is in 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: Lane Press

Authorized Representative’s Name: Wayne M. Peterson

Authorized Representative’s Signature: [Signature]

Date: March 17, 2017
Submission Instructions for Suppliers

Please follow these instructions to submit via our Public Portal.

1. Prepare your submission materials:

Requested Information

<table>
<thead>
<tr>
<th>Name</th>
<th>Type</th>
<th># Files</th>
<th>Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Proposal</td>
<td>File Type: PDF (.pdf)</td>
<td>Multiple</td>
<td>Required</td>
</tr>
</tbody>
</table>

Requested Documents:

Please note the type and number of files allowed. The maximum upload file size is 100 MB.

Please do not embed any documents within your uploaded files, as they will not be accessible or evaluated.

2. Upload your submission at:

https://ucfprocurement.bonfirehub.com/opportunities/2507

Your submission must be uploaded, submitted, and finalized prior to the Closing Time of Mar 01, 2017 2:00 PM EST. We strongly recommend that you give yourself sufficient time and at least ONE (1) day before Closing Time to begin the uploading process and to finalize your submission.

Important Notes:

Each item of Requested Information will only be visible after the Closing Time.

Uploading large documents may take significant time, depending on the size of the file(s) and your Internet connection speed.

You will receive an email confirmation receipt with a unique confirmation number once you finalize your submission.

Minimum system requirements: Internet Explorer 8/9/10+, Google Chrome, or Mozilla Firefox. Javascript must be enabled. Browser cookies must be enabled.

Need Help?

University of Central Florida Procurement Services uses a Bonfire portal for accepting and evaluating proposals digitally. Please contact Bonfire at Support@GoBonfire.com for technical questions related to your submission. You can also visit their help forum at https://bonfirehub.zendesk.com/hc
Pro Forma Invoice

Sold To: University of Central Florida

Contact Person: Betsy Robertson

Proforma Date: 3/19/2017
Proforma #: 000009201
Customer Ref/PO Number: 000009201
Job #: Internal Contact: Contact Phone #:

Title, Event, or Issue Information Description: Pegasus Proforma - Bid - ITB #1616BC

Proforma Summary

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prepress</td>
<td>864.00</td>
</tr>
<tr>
<td>Presswork</td>
<td>14,060.00</td>
</tr>
<tr>
<td>Ink</td>
<td>3,672.00</td>
</tr>
<tr>
<td>Binding</td>
<td>8,043.45</td>
</tr>
<tr>
<td>Mailing - Label Preparation</td>
<td>2,027.75</td>
</tr>
<tr>
<td>Packing and Shipping</td>
<td>126.50</td>
</tr>
<tr>
<td>Distribution</td>
<td>405.00</td>
</tr>
<tr>
<td><strong>Manufacturing Subtotal</strong></td>
<td><strong>29,198.70</strong></td>
</tr>
<tr>
<td>Paper</td>
<td>80,097.10</td>
</tr>
<tr>
<td><strong>Proforma Total</strong></td>
<td><strong>109,295.80</strong></td>
</tr>
</tbody>
</table>

Add'l M's

Base 567.02/M
# Pro Forma Invoice

**Sold To:** University of Central Florida

**Contact Person:** Sales Rep: Betsy Robertson  
**Phone #:**

## Proforma Information

<table>
<thead>
<tr>
<th>Proforma Date</th>
<th>Proforma #</th>
<th>Customer Ref/PO Number</th>
<th>Job #</th>
<th>Internal Contact</th>
<th>Contact Phone #</th>
</tr>
</thead>
<tbody>
<tr>
<td>3/19/2017</td>
<td>0000009201</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Title, Event, or Issue Information Description:** Pegasus Proforma - Bid - ITB #1616BC

## General Information

<table>
<thead>
<tr>
<th>Qty</th>
<th>Description</th>
<th>Line Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>225,000</td>
<td>Total Copies..................................................................................................................</td>
<td>0.00</td>
</tr>
<tr>
<td>48</td>
<td>Pages Text.....................................................................................................................</td>
<td>0.00</td>
</tr>
</tbody>
</table>

## Prepress

### Page Processing

<table>
<thead>
<tr>
<th>Qty</th>
<th>Description</th>
<th>Line Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>48</td>
<td>PDF with soft proof..............................................................</td>
<td>360.00</td>
</tr>
<tr>
<td>48</td>
<td>Contract Proof(s) - per page.........................................................</td>
<td>504.00</td>
</tr>
</tbody>
</table>

**Subtotal** 864.00

## Presswork

### Body

<table>
<thead>
<tr>
<th>Qty</th>
<th>Description</th>
<th>Line Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>Body - 16 pages includes 8 plates..........................</td>
<td>1,035.00</td>
</tr>
</tbody>
</table>

**2 @ 775.00**

**3 @ 775.00**

**17.00**

**1,000**

**14,060.00**

**51.00**

**Subtotal** 14,060.00

### Paper Pricing

<table>
<thead>
<tr>
<th>Description</th>
<th>Unit Price</th>
<th>U of M</th>
<th>Line Total</th>
<th>Add'l M's</th>
</tr>
</thead>
<tbody>
<tr>
<td>134,166# 27.000# - 70.00# #1 Opaque Smooth (F)</td>
<td>$59.70</td>
<td>100</td>
<td>$80,097.10</td>
<td>350.32</td>
</tr>
</tbody>
</table>

**Subtotal** $80,097.10

## Ink

<table>
<thead>
<tr>
<th>Qty</th>
<th>Description</th>
<th>Line Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>48</td>
<td>4 color process inks.........................................................</td>
<td>3,672.00</td>
</tr>
</tbody>
</table>

**Subtotal** 3,672.00

## Binding

### Saddle Stitch

<table>
<thead>
<tr>
<th>Qty</th>
<th>Description</th>
<th>Line Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Saddle Stitch (1-3 sections).................................................</td>
<td>250.00</td>
</tr>
<tr>
<td>1</td>
<td>Saddle Stitch - Additional Sections............................................</td>
<td>25.00</td>
</tr>
</tbody>
</table>

**1 @ 250.00**

**0.34**

**1,000**

**508.75**

**2.15**
# Pro Forma Invoice

**Sold To:** University of Central Florida

**Contact Person:**
**Sales Rep:** Betsy Robertson
**Phone #:**

<table>
<thead>
<tr>
<th>Proforma Date</th>
<th>Proforma #</th>
<th>Customer Ref/PO Number</th>
<th>Job #</th>
<th>Internal Contact</th>
<th>Contact Phone #</th>
</tr>
</thead>
<tbody>
<tr>
<td>3/19/2017</td>
<td>00000089201</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Title, Event, or Issue Information Description:** Pegasus Proforma - Bid - ITB #1616BC

## Saddle Stitch

<table>
<thead>
<tr>
<th>Qty</th>
<th>Description</th>
<th>Line Total</th>
<th>Contact Phone #</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>225,000 Handling Insert(s), each.</td>
<td>7,870.56</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>225,000 Slowdown - Floating Envelope</td>
<td>1,575.00</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>221,250 In-line Inkjet Addressing - Outside</td>
<td>1,138.06</td>
<td></td>
</tr>
</tbody>
</table>

## Polybag

<table>
<thead>
<tr>
<th>Qty</th>
<th>Description</th>
<th>Line Total</th>
<th>Contact Phone #</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>750 Polybag copies (Paper)</td>
<td>796.50</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>1st enclosure</td>
<td>499.50</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>Poly Material, Clear (Bar code discount)</td>
<td>277.50</td>
<td></td>
</tr>
</tbody>
</table>

## Mailing - Label Preparation

<table>
<thead>
<tr>
<th>Qty</th>
<th>Description</th>
<th>Line Total</th>
<th>Contact Phone #</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>221,250 Inkjet Label Formatting</td>
<td>769.50</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>750 Pressure Sensitive Label Formatting</td>
<td>333.00</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>222,000 Barcoding</td>
<td>499.50</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>Duplicate Elimination</td>
<td>277.50</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>Domestic Label List(s)</td>
<td>277.50</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>Label Split(s)</td>
<td>277.50</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>NCOA Processing</td>
<td>277.50</td>
<td></td>
</tr>
</tbody>
</table>

## Packing and Shipping

<table>
<thead>
<tr>
<th>Qty</th>
<th>Description</th>
<th>Line Total</th>
<th>Contact Phone #</th>
</tr>
</thead>
<tbody>
<tr>
<td>50</td>
<td>Carton(s) - Bulk Packing</td>
<td>47.50</td>
<td></td>
</tr>
<tr>
<td>50</td>
<td>Carton(s) - Material</td>
<td>52.50</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>Pallet(s) - Packing</td>
<td>12.50</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>Pallet(s) - Material</td>
<td>14.00</td>
<td></td>
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</tbody>
</table>

## Distribution

<table>
<thead>
<tr>
<th>Qty</th>
<th>Description</th>
<th>Line Total</th>
<th>Contact Phone #</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td></td>
<td>125.50</td>
<td></td>
</tr>
</tbody>
</table>
Pro Forma Invoice

Sold To: University of Central Florida

Contact Person: Betsy Robertson

<table>
<thead>
<tr>
<th>Proforma Date</th>
<th>Proforma #</th>
<th>Customer Ref/PO Number</th>
<th>Job #</th>
<th>Internal Contact</th>
<th>Contact Phone #</th>
</tr>
</thead>
<tbody>
<tr>
<td>3/19/2017</td>
<td>0000009201</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Title, Event, or Issue Information Description: Pegasus Proforma - Bid - ITB #1616BC

<table>
<thead>
<tr>
<th>Distribution</th>
<th>Qty</th>
<th>Description</th>
<th>Line Total</th>
<th>Proforma Total</th>
<th>Add'l M's</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1</td>
<td>Estimated Freight - 3,000 Copies</td>
<td>405.00</td>
<td>109,295.80</td>
<td>Base</td>
</tr>
</tbody>
</table>

Proforma Total: 109,295.80

Add'l M's: Base 567.02/M
Pro Forma Invoice

Sold To: University of Central Florida

Contact Person: Betsy Robertson

<table>
<thead>
<tr>
<th>Proforma Date</th>
<th>Proforma #</th>
<th>Customer Ref/PO Number</th>
<th>Job #</th>
<th>Internal Contact</th>
<th>Contact Phone #</th>
</tr>
</thead>
<tbody>
<tr>
<td>3/19/2017</td>
<td>0000009201</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Title, Event, or Issue Information Description: Pegasus Proforma - Bid - ITB #1616BC

Paper Summary

<table>
<thead>
<tr>
<th>Qty</th>
<th>Copy Count</th>
<th>Description</th>
<th>Makered</th>
<th>Following MR</th>
<th>Unit Qty</th>
<th>U of M</th>
<th>Line Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td></td>
<td>Body - 16 pages includes 8 plates</td>
<td>712#</td>
<td>195.6#</td>
<td>1,000</td>
<td></td>
<td>44,722#</td>
</tr>
<tr>
<td>225,000</td>
<td>27.0000&quot; - 70.00# #1 Opaque Smooth (F)</td>
<td>712#</td>
<td>195.6#</td>
<td>1,000</td>
<td>44,722#</td>
<td></td>
<td></td>
</tr>
<tr>
<td>225,000</td>
<td>27.0000&quot; - 70.00# #1 Opaque Smooth (F)</td>
<td>712#</td>
<td>195.6#</td>
<td>1,000</td>
<td>44,722#</td>
<td></td>
<td></td>
</tr>
<tr>
<td>225,000</td>
<td>27.0000&quot; - 70.00# #1 Opaque Smooth (F)</td>
<td>712#</td>
<td>195.6#</td>
<td>1,000</td>
<td>44,722#</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Subtotal 134,166#

Paper Pricing Summary

<table>
<thead>
<tr>
<th>Unit Price</th>
<th>U of M</th>
<th>Line Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>559.70</td>
<td>100</td>
<td>$80,097.10</td>
</tr>
</tbody>
</table>

Subtotal $80,097.10

This pro forma invoice has been prepared based on the specifications listed above. The prices are based on, and subject to the cost and availability of materials and production capability. This pro forma invoice is valid for thirty (30) days from the date of issue. If you have any questions about this pro forma invoice or the specifications used to create it, please contact your Customer Service Representative. Thank you for your continued business and support.
ADDENDUM

IMPORTANT DOCUMENT – INVITATION TO BID

ITB NUMBER: 1616BC   OPENING DATE & TIME: MARCH 20, 2017 @ 2:00 p.m.
ITB TITLE: PEGASUS MAGAZINE PUBLISHING SERVICES
ADDENDUM NUMBER: 1   ADDENDUM DATE: FEBRUARY 22, 2017

Purpose of this addendum is to clarify the submission date and answer questions submitted by vendors.

The due date listed on Bonfire was incorrect. The correct due date should read March 20, 2017 2:00 pm as listed in the solicitation document.

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.

Betsy J. Robertson
PROPOSERS SIGNATURE

Lane Press Inc.
COMPANY NAME

robertson@lanepress.com
EMAIL ADDRESS
Quality Control

Lane Press is renowned for the consistent and high quality of our work. Issue after issue, the quality of the product we deliver to your audience will match the passion you put into creating it.

Our ability to deliver a consistently excellent product is embedded in our experienced, highly trained craftspeople. Tenures of 20 to 30 years are common across our production areas. This results in deep technical knowledge, and more importantly, an intimate understanding of the quality expectations of magazine publishers.

Lane Press manages continuous process improvement and quality assurance through a system based on the ISO framework. We’ve documented more than 200 of our manufacturing processes and use an ongoing review process to evaluate our approach and make improvements.

We also employ very stringent quality-control procedures across all departments within the plant including:

- Operator verification of process output
- Dual plate inspections
- In-house lab verification of ink quality
- Time-stamped random copies pulled every 10-15 minutes throughout the pressrun
- Pre-media and pressroom collaboration to ensure proof/press calibration
- QC checks of all signatures prior to binding
- Bindery set-up verification prior to run
- Time-stamped random copies pulled every 10-15 minutes for bindery and in-line/off-line mailing

While your publisher services team works proactively with you to avoid any exceptions during production, we know that the art and science of print production is imperfect. When Lane Press discovers a problem, your team manager immediately contacts you to summarize the issue, provide options and alternatives, and work in partnership with you to help you make the best, most informed decision for your immediate and long-term business objectives. The team manager would typically initiate this type of contact by telephone, though he/she would also use email if that is the most efficient and effective way to contact you.
As part of our quality control process, Lane Press’s extensive incident reporting program captures any event that does not meet or exceed our customer’s expectations for quality or service. Should a customer report a quality problem to the plant, the customer service team manager or account executive immediately logs a given complaint into our customer relationship management tool. This triggers an email alert to the entire management team indicating that an incident has been reported. Our quality manager reviews the incident, assesses the complaint for level of severity, assigns it to the appropriate manager for a root-cause investigation and mandates a response date and time. Once each week, the management team meets to review any reported incidents, determine the root cause and establish a corrective action plan, which may include documenting new procedures, training, employee coaching and/or other remedies. Reported incidents are considered high priority and are expected to be resolved within one week or less. Corrective action is customized to the situation and may include an invoice credit or other remedy based on the degree to which an error or mistake affected the overall job.

As a result of our commitment to delivering a high quality product, Lane Press’ customers are among the most decorated magazine publishers in the business. They garner a disproportionate share of prominent industry awards each year, including CASE Sibley and Circle of Excellence awards, FOLIO: Eddies and Ozzies, Custom Publishing Council awards, City and Regional Magazine Association awards, and International Regional Magazine Association honors.

Additionally, Lane Press is a perennial winner of printing excellence awards from prestigious competitions, including Sappi Printers of the Year, Gold Ink, Premier Print and Web Offset Association. These programs judge technical excellence, degree of difficulty and use of innovative techniques.

We’d be happy to share a list of our award-winning titles upon request.

Production Capabilities

Pre-Press

- Automated, end-to-end PDF workflow management
- Web-based file processing
- Soft-proofing tools
- Web-based advertising and editorial image management
- High-resolution scanning
- Image retouching
- File conversion
• Digital imposition
• Extensive preflight capability
• Epson SWOP 11 digital proofing
• Electronic data transport and file archiving
• Computer-to-plate production
• Technical support

Pressroom
• Heat-set web presses producing 32-, 16-, 8-, and 4-page signatures
• Cover presses designed to handle heavier paper stocks and finish with a wide variety of UV or varnish coatings
• Web offset heat-set presses featuring quarter-fold, tabloid, 2-up covers, 8-page, and specialty folds
• Tabloid sizes (10 7/8” x 14” maximum)

Post-Press
• Binding
  o “A”-size and tabloid binding
  o Saddlewire binding
  o Perfect binding
  o Inline scoring and bind-ins
  o Selective inside/outside inkjet binding
• Finishing
  o Text and cover gatefolds/French door covers
  o Bellybands
  o Inserts, onserts, tip-on inserts
  o Inside/outside inkjet messaging for both saddle and perfect bound titles
  o Polybagging with Cheshire or inkjet labels
• Mailing
  o Onsite post office
  o Postal rate analysis and verification
  o Presort and preparation
  o Merge/purge, de-duplication services
  o NCOA processing
  o Confidential and secure list management
  o Barcode and label application
• Distribution
  o Distribution planning and analysis
  o Co-mailing
o Drop shipping
o Newsstand and subscriber distribution
o Back issue fulfillment
Equipment List

**PREPRESS**

Server Capacity
- X Serve raid 1.5 terabyte raid
- Apple Xserve G5/2Ghz
- Dell Poweredge servers
- VMware ESXi 5 virtualization cluster
- Dell/Equallogic SAN with off-site data replication
- Multi-vendor redundant fiber optic Internet connectivity (>20Mbps)

Electronic File Transfer
- FTP
- Online file transfer

Macintosh Workstations
- (7) Mac Minis
- (1) 17” iMac with Intel
- (1) G4
- Mac Pro (Intel)

PC Workstations
- Dell Optiplex 755 (Windows XP)

Removable Disk Support
- CDs and DVDs

Scanning
- Support a wide range of format sizes from original artwork to flexible 19 x 22 artwork, reflective copy, transparencies, and digital capture.
  - Crosfield Celsis 6000 drum scanner
  - Scitex Smart 720Plus scanner
  - Creo Eversmart Pro II flatbed scanner

Proof Capabilities
- EFI Colorproof XF proofing solution with color verification
- (2) Epson 9800 inkjet printers – Single-page format to 8-page imposed forms
- (2) Epson 9900 inkjet printers with onboard spectros – Single-page format to 8-page imposed forms
- Xerox 5855 – Single-page format to 2-sided black and white imposed proofs
- Canon iR3220 Color – Single-page format to 2-sided color imposed proofs

Prepress Workflow Automation
Mac and Windows support for the following software:

**Page Layout:**
- QuarkXPress 4, 5, 6, 7, 8, 9.2, 9.5.1, 10
- InDesign – up to CSCC
- Adobe Acrobat 5, 6, 7, 8, 9, 10.1.2, 11

**Imposition:**
- Preps

**Illustration**
- Adobe Illustrator – up to CS6

**Photo Manipulation**
- Adobe Photoshop – up to CS6

**Word Processing**
- Microsoft Word

**Compression**
- Stuffit

**Digital Asset Management**
- Kodak Asset Library
- CD archiving

**Computer-to-Plate System**
- (2) VLF Magnus platesetters
- (2) Kodak Prinergy render stations with print console
- (2) Kodak Thermal plate-processing lines

**PRESS ROOM**

**Web Offset Heatset Presses:**

**Man Roland Rotoman (Press 5)**
- General Information:
  - 38” web width
  - 22 3/4” cut off
  - 4 units
  - 1 roll stand
**Accessories:**
- Semi-automatic plate loading
- WPC CLC+Plus – Closed Loupe Color and Integrated Color-to-Color Register (CCR) with CIP3 Ink Preset
- WPC Alwan Print Standardizer (APS) software package and link
- PECOM print management with CIP3/4 ink and press presetting
- PF1-3/1 combination folder

**Capabilities:**
- Quarter-fold
- Tabloid
- Square tabloid, 2/3-1/3 fold
- Specialty folds

**Heidelberg M600 (Press 4)**

**General Information:**
- 38” web width
- 22 ¾” cut off
- 8 units
- 2 roll stands

**Accessories:**
- WPC CLC+Plus – Closed Loupe Color and Integrated Color-to-Color Register (CCR) with CIP3 Ink Preset
- WPC Alwan Print Standardizer (APS) software package and link
- JF-50 combination folder

**Capabilities:**
- Quarter-fold
- Digest, Tabloid
- Square tabloid, 2/3-1/3 fold
- Specialty folds

**Harris M-90 (Press 1)**

**General Information:**
- 19” web width
- 23” cut off
- 6 units
- 1 roll stand

**Accessories:**
- GMI ink controls and fountains with CIP3 Ink Present
- WPC Color-to-Color Register (CCR)
- UV coating tower
- Sheeter
- Combination folder
• Capabilities:
  o 2-up covers and 8-page folds

**Hantscho Mark VI (Press 3)**

- General Information:
  o 36” web width
  o 22 ¾” cut off
  o 9 units
  o 2 roll stands

- Accessories:
  o GMI Ink Controls and Fountains with CIP3 Ink Present
  o WPC Color-to-Color Register (CCR)
  o Combination folder
  o Double former folder with WPC Ribbon Control

**Additional Machinery:**

- Prism production and paper monitors
- Burgess Automatic Edge Control plate benders
- Alwan Print Standardizer (APS) – G7/ISO/SWOP compliance and curve generation software for all presses
- Black & Clawson 62” 2 drum slitter/rewinder

**POSTPRESS**

**Saddle Stitches:**

**Harris 805 Saddle Stitcher (“S11”) (Note: Harris now owned by Goss International)**

- (8) Folded signature feeders (expandable)
- Flat signature feeder for small products
- (2) Cover folder feeders
- Dual blow-in card feeders
- Quality control system includes side caliper, oblique sheet monitor and stitch monitor
- Speeds of up to 15,000 books per hour (bph)
- Auto sortation and shrink wrap bundling
- Fastech FP 6000 selective controller for in-Line Inkjet addressing with 8 lines of text and multiple fields (inside and outside)
- Utilizes the HT 15 trimmer
- Selective option includes 3 print stations:
  o #1 Outside: Mail table (2 heads for 16 lines) – Covers
  o #2 Inside: Plow (2 heads for 16 lines) – 2 Inside Positions
  o #3 Inside: Chain (2 heads for 16 lines) – 1 Inside Position

**Muller Martini 300 Saddle Stitcher (“S14”)**
- 14-Station inserter
- (10) Folded signature feeders
- (4) Cover folder feeder
- Blow-in card feeder
- Quality control system includes side caliper, oblique sheet monitor, and stitch monitor
- Auto sortation and shrink wrap bundling
- Fastech FP 6000 selective controller for inline Inkjet addressing with 8 lines of text and multiple fields (inside and outside)
- Selective upgrade includes 3 print stations:
  - #1 Outside: mail table (2 heads for 16 lines) – covers
  - #2 Inside: plow (2 heads for 16 lines) – 2 inside positions
  - #3 Inside: chain (2 heads for 8 lines) – 1 inside position

**Muller Martini 335 Saddle Stitcher (“S12”)**
- 12-Station Inserter
- (12) Interchangeable folded signature feeders
- (5) Interchangeable flat signature feeders
- Dual blow-in card feeder
- Auto sortation and shrink wrap bundling
- Fastech FP 4000 controller for inline inkjet addressing with 8 lines of text x 2 fields of print
- Muller Martini 3-hole punch

**Muller Martini 335 Saddle Stitcher (“S8”)**
- 8-Station inserter
- (8) Interchangeable folded signature feeders
- (2) Interchangeable flat signature feeders
- Auto sortation and shrink wrap bundling

**Perfect Binders:**

**Harris UB Binder 232 (“PB19”)**
- 19-Stations folded signature feeder pockets
- 12 STI automatic hopper loaders
- 1 Cover feeder
- Quality control system with precision caliper and micro adjustment
- Auto sortation and shrink wrap bundling
- Fastech FP 6000 inline inkjet addressing with 8 lines of text and multiple fields (outside only)
- Blow-in cards fed from the pocket

**Harris UB Binder 224 (“PB24”)**
- 24-Stations folded signature feeder pockets
• 12 Baum automatic hopper loaders
• Quality control system with precision caliper and micro adjustment
• Auto sortation and shrink wrap bundling
• Fastech FP 6000 and FP 8000 inline inkjet addressing with 8 lines of text and multiple fields (inside & outside)
• Blow-in cards fed from pockets
• Selective option includes 4 print stations:
  o #1 Outside: mail table (2 heads for 16 lines)
  o #2 Inside: rail (2 heads for 16 lines)
  o #3 Inside: rail (1 heads for 8 lines)
  o #4 Inside: rail (1 heads for 8 lines)
Off-line Equipment:

Machtronic Hot-Melt Tipping Machines
- Polar cutter - 36” x 36”
- Polar cutter - 45” x 45”
- Stahl folder - 26” x 40”
- Challenge 3-hole drill (1/8 - 1/2”)

Mailing Off-Line:

Buhrs 4000 Polywrapping Line
- 6-Pocket inserter/onserter, auto sortation, imprinter, and strap bundling.
- Gimmick feeder pocket (credit card and CD size)
- Pre-poly label and inkjet, and post poly label and inkjet
- Co-mingling capability, re-order control capabilities
- Shrink-wrap finished product and manual sortation belt

Buhrs Zaandam PFS Belly Bander
Lane Press is proud to provide the following references from publishers similar to the University of Central Florida. You’re welcome to contact any of them directly.

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<td>317 South College St.</td>
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<td>Auburn, AL 36849</td>
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<td>Contact:</td>
<td>Suzanne Johnson, Editor</td>
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<td>110 21st Ave. S., Ste. 802</td>
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<td><a href="mailto:phillip.tucker@vanderbilt.edu">phillip.tucker@vanderbilt.edu</a></td>
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The word, says Cindy Gill, is extraordinary.

Extraordinary print quality.
Extraordinary flexibility.
Extraordinary commitment.
Extraordinary attention to detail.
Extraordinary track record.

“This is what’s remarkable,” she says. “In 12 years with Lane, we’ve never had a printing error. That’s absolutely extraordinary.”

Gill, who joined the University of Pittsburgh’s Office of Public Affairs in 1993, notes that her first eight years with the magazine weren’t nearly as smooth. “Between 1993 and 2000, we worked with at least three different printers, switching every two and a half to three years. We’d start out okay and then things would get messed up somehow: mistakes on press, late deliveries, poor customer service.”

When they found Lane, she says, everything changed. “This is why I sing Lane’s praises. Everything stabilized. The customer service has been consistently fantastic, they’re willing to work with us our way — which wasn’t happening with other printers — and they care as much about quality as we do.”

With a circulation of more than 200,000, PITT reaches the university’s entire alumni community — and for Gill and her staff, the goal is to offer engaging stories and art that embody the image and achievements of the university itself. “We’re physically sending out what we hope represents
“I truly believe that there isn’t a better printer out there for us ... that there’s not a printer in the world that can deliver excellence as consistently as Lane does.”

the excellence of the University of Pittsburgh,” she says. “We want to be the best university magazine out there. Ideally, we want to give national magazines a run for their money. And we really view Lane as our partner in this process.

“The quality of the color reproduction, the quality of the images, the overall visual quality of the magazine itself — they’re all extremely important to us. Not only does Lane buy into that, but that’s how they think about it too. Their approach is exactly in line with our philosophy about what we’re sending to our audience.”

Miracle workers

Despite what Gill describes as a fairly complex workflow — with native files, multiple rounds of proofs and corrections, and what she laughingly calls “rolling” deadlines — she says nothing ever seems to phase John Spittle, her customer service representative.

“I can’t say enough about John. He’s completely accommodating; he anticipates things; he keeps me informed.”

And, she says, he works miracles.

Years ago, she explains, she and her staff had planned a special cover — an 8-page gatefold with an inside barrel-fold — featuring some of the university’s “star” people. Because it was a unique project, requiring special-order paper, she’d come for a press check. “I’d signed off on the cover,” Gill remembers, “and was having a cup of coffee when I glanced at a copy of the proof and realized there was a break in someone’s tie. It was in the files we’d supplied, but we’d never noticed because the stripes in the tie created an optical illusion.

“The cover was already on press, but John was so calm. He kept saying, ‘We can take care of this,’ and they did. They checked into things, fixed the problem in the image file, sent a truck somewhere to get more paper overnight, and ran other parts of the magazine in the meantime so we still met our deadline. I don’t know how they did it; I still consider it to be a miracle. But John came through, and Lane came through. You can see why I love them.”

Convinced that the time and effort they put into the magazine on their end wouldn’t have the same effect without a “partner with the same quality-driven values we have,” Gill says she’s happy to be where she is.

“I truly believe that there isn’t a better printer out there for us ... that there’s not a printer in the world that can deliver excellence as consistently as Lane does. John — and everyone at Lane — has our back in a way that I’ve never felt with any other printer. To me, that’s extraordinary.”
“Since coming to Lane,” says Tommy Campbell, “we’ve been able to try things with our magazine that were unthinkable for us two years ago.”

This freedom is instrumental, says Campbell, in helping the National Association for Uniformed Services (NAUS) achieve its mission. The non-profit advocates on Capitol Hill to protect the benefits of service members, veterans, retirees, and their families, and its main vehicle for communicating with current and prospective members is the bimonthly Uniformed Services Journal.

“We use the magazine to share information with our members, but we also want to generate a response from them on certain things,” explains Campbell. “Sometimes that’s a timely issue for them to take action on. Sometimes it’s encouraging them to vote for board members or bylaws. Our goal is to increase this interaction, and Lane helps us use print in creative ways to do that.”

Describing the myriad of initiatives they’ve undertaken with Lane, Campbell says he’s grateful to have “more than just a vendor relationship” with his printer. “It’s a partnership. Lane is flexible and willing to work with us. When we want to try something new, their response isn’t, ‘Call us when you know what you want.’ It’s, ‘OK, let’s decide how to do this.’”

Fresh Eyes

Campbell says his primary collaborators at Lane are his sales representative, Peter Kirby, and his customer service rep,
“When we want to try something new, Lane’s response isn’t, ‘Call us when you know what you want.’ It’s, ‘OK, let’s decide how to do this.’”

Bob Withey. “Time and time again, they lead us in the right direction,” he says.

Citing a recent suggestion from Peter to include a floating envelope in the magazine to make it easier for members to return donations and voting ballots, Campbell marvels, “It sounds so simple, right? It was — it’s not groundbreaking — but it has almost tripled the response we’re getting from our members.”

Sometimes, Campbell points out, it’s been a matter of helping NAUS see new possibilities in what they’re already doing. The organization typically prints its magazine with two covers, the second appearing just inside the first to give the publication a sturdier feel. When NAUS was looking for ways to draw readers’ attention to the group’s annual meeting, Bob suggested they move the inside cover to the middle of the book to function as a center insert.

“This was something we hadn’t thought of before, but it was an ideal solution,” says Campbell. “It’s been a great way for us to highlight something without taking on additional expense. As a small association, that’s a real win.”

Recently, he explains, NAUS created a series of house ads, one for each of the five branches of the military service. As part of their marketing plan, NAUS wanted to run these on the back cover of the magazine, with each member receiving only the ad for their individual service affiliation. The challenge: NAUS had never run multiple versions of their publication before.

“In the past, we wouldn’t even have approached this kind of idea because we didn’t have the flexibility or the confidence in our previous vendor to pull it off,” says Campbell. “But when I called Bob and asked if there would be hurdles to jump, his immediate response was, ‘Sure, there are hurdles, but we can get over them — no problem.’”

Describing the help he received from Lane, from nailing down costs to segmenting their mailing list, Campbell says, “Bob made it incredibly easy. From my perspective, I had said, ‘Let’s talk to Lane about doing this,’ and, the next thing I knew, it was done.” He adds with a laugh, “Obviously, it wasn’t quite that simple, but it sure seemed that way.”

“Making it down to great communication. I know I can pick up the phone and Peter or Bob will be there, and — no matter what our challenge is — they’ll help us find a great solution.”

Finding solutions

When Campbell and his team come up with their own out-of-the-box ideas, he says they look to Lane for guidance on how to execute them.
“They’re always there for us.”

Kim Asch says the first thing she and her editor noticed when they walked into Lane Press 11 years ago was how much it didn’t feel like a factory.

“We thought, not only is this not dark and gloomy, or dirty and stinky, but it’s clean and pristine — and then you look out these huge windows in the pressroom and you’re seeing some of the best views in Vermont. For us, that boded well for what was going on at Lane.”

A customer ever since, Asch says what they’ve discovered is that the non-factory feel at Lane goes beyond a clean pressroom floor.

“The customer service is so much different than what we’d experienced before. The people there are obviously very knowledgeable, but not just about the process. They get us. They understand the specifics of our job and what we’re trying to achieve. And, on top of that, they’re just incredibly friendly.

“You get a sense of it when you walk in the door,” says Asch, adding with a laugh, “I still haven’t lost the thrill of seeing our last cover on the digital screen in the lobby, welcoming us for our press check.”

At the ready

Asch believes what sets Lane apart from printers who simply churn out jobs is that the staff is willing to stop and work with her on the finer details of The Hill, the alumni publication of McDaniel College in Westminster, Maryland.

“The press folks are terrific,” says Asch. “When we’re on press, the first thing I
ask them is, ‘What do you think?’ And they’ll tell me if they think something on our job needs to be adjusted — and say they’re already working on it. Or, if they’re trying to match the proof and I want to focus more on flesh tones, they’ll say, ‘Okay, that makes a lot of sense,’ and they switch gears. No matter what, it’s always collaborative.”

On more than a few occasions, recalls Asch, she’s been able to tap experts at Lane to help her solve a pressing challenge. “Despite our best efforts, we sometimes have a problem that creeps up late in the process. Just this past issue, we had released the job, we were expecting to be on press later that week, and we had a photo that still wasn’t quite right. I was able to come in to the plant, sit down with Alex in prepress, and we pushed it and pushed it until we got it right.

“It’s amazing we can do that. Even though we’re a relatively small publication at a private liberal arts college — not one of the bigger jobs with tons of advertising or more frequency — the folks at Lane are always there for us.”

Making it easy

Accessible — in fact, “utterly accessible” — is how Asch describes Terry Maxwell, her customer service representative.

“Whenever I call Terry, she either picks up the phone or gets right back to me. It’s the same with email. I mean, it’s almost instantaneous.

“Terry is our go-to person. She’s meticulous about details, and she has a way of making things seem easy when other parts of the publishing process can seem difficult.”

Recently, recalls Asch, she and the McDaniel Development Office wanted to float a giving envelope in the magazine as part of an effort to meet their annual fund goal. “We hadn’t done this before, so I called Terry and asked, ‘Where do I begin?’ In the span of one conversation, she broke it down for me. Lane had a vendor, she gave me options for placement ... cost, art deadlines, quantities. I mean, that’s it — it was that easy.”

Asch says whether she’s tackling new initiatives, like changing trim size or switching to FSC-certified paper — or handling day-to-day challenges, like shifting schedules or optimizing mailing costs, her experience with Lane is “remarkably straightforward.”

“I know that when I reach out to Lane, the people we count on are going to be available and ready to deal with anything I throw at them. They are invested in us. It’s obvious they want to achieve the best possible outcomes for our projects — just like we do.”