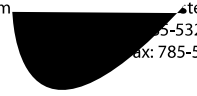


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## **SCOPE OF SERVICES**

1. Candidate names and details for each degree in each school are to be furnished to the engravers by the University's Office of the Registrar upon initialization of the contract. Information needed to complete the certificates, such as recipient's name, particular program, signature format and inclusive dates will be furnished to the engravers as programs are completed. Changes may be made at any time upon written notification.
2. Each order returned must include the original order date, a shipping date, and an enclosure count. All "no charge" corrections should be shipped under separate covers and so designated. If an incomplete order is sent, a written explanation must be included specifying how many diplomas are missing, why they have not been shipped and accurate expected ship date for the missing diplomas.
3. Proof of text is required. Final proof shall be approved in writing.
4. Detailed specifications for workmanship are located on the following page, TABLE A.
5. The contract will be an "open-end" type; the quantities ordered will be those actually required during the contract period, and the contractor will deliver only such quantities as may be ordered.
6. All charges, i.e. set-up, proof, shipping and handling, etc. shall be included in the unit price. Charges not included shall not be approved for payment. Bidders are to disclose all costs and fees associated with the provision of diplomas and diploma covers on bid form. All prices are to be FOB Destination (freight paid by vendor) regardless of the quantity ordered.
7. Shoddy or inferior quality workmanship on diplomas and diploma covers shall not be accepted. Unacceptable items, including, but not limited to, excess glue on covers and covers where all four corners do not fit together neatly, shall be returned to the vendor and shall be replaced in a timely manner at no expense to the Universities. The vendor shall bear all expenses of items returned for replacement.

### **TABLE A**

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#### **DIPLOMA SPECIFICATIONS**

School and Regent's  
seal 1 1/2" in  
diameter foil  
embossed in gold,

**Seal**

			(portrait) - For 11" x 8.5", left side hinge, with Anderson Hall on inside cover, left side.		
<b>Case Material</b>	Black smooth top folder	Imitation leather, synthetic, firm, soft & pliant or number one quality, full grained imitation leather. The outside cover is Black with Fort Hays State University stamped in genuine 24-carat gold leaf.	First Grade imitation leather, Purple Pantone #268	1. Color- black: Grain or Lexitone finish. 2. Kivar 9 with a clear pyroxylyn top coat to provide durability	Black Kivar 7 with a morocco grain
<b>Case Board</b>	.080" Davey Board	.060" Davey board	.080" thick, warp resistant clothboard, Red Label Davey Board or equal. No chip or straw binder's board will be accepted.	Laminated foam board consisting of a base of 80 point Davey Red Label Board, with a 1/8" foam center and a 20 point chipboard top liner.	80 point
<b>Case Construction</b>			ALL: The case must be neatly constructed. No baggy cases will be accepted. The case must be folded and turned neatly so that all four corners coincide when the case is closed.		
<b>Wadding</b>	5/32" foam & 18 pt. Chipboard	A lamination of 3lb. White cotton wadding is glued to the case board. A second lamination of nine-point card middling separates the wadding from the leather. The protective lamination must cover the entire wadding. None of the wadding can be exposed to the leather.	1. A lamination of 1/8" foam to be glued to the case board. 2. A second lamination of 18-point chipboard to separate the wadding from the cover material. This lamination must cover the entire foam (foam cannot be exposed to the leather).	1/8" foam center and a 20 point chipboard top liner. An 8½" x 11" piece of clear acetate is to be furnished for each Case.	Foam padding is 5/32" thickness

**Traditional Cover and  
Veterinary Medicine  
Cover** - The school seal  
(approximately 3"  
diameter) followed by  
one line of stamping  
(3/8"-1/2" high) is to be

**Embossing**

Seal embossed in  
foil, closest match to  
Pantone 132 gold,  
school seal 3" in  
diameter on front  
cover

The cover for FHSU  
has a two (2) line  
framed boarder on  
the front, has a  
padded cover, and  
the front cover for  
FHSU has a stamp  
of the school name.

<p><b>Lining Board</b></p>	<p>.025 +/- .001 325 lb/ream 28x34</p>	<p>.024 +/- .001. Actual weight 400 lbs per ream 28"x34". The flexible lining board must be free from grain.</p>	<p>Thickness shall be .025". The lining board that the moire lining is to be formed over a smooth, flexible binder's cloth board.</p>	<p>24 point bright white beverage board.</p>	<p>Moire is laminated securely to a .024 white board. Cut is flush with moire grain running in a vertical direction</p>
<p><b>Hinge</b></p>	<p>Cover is hinged long side at the top.</p>	<p>The case is horizontal, long top hinge up and tucked with a smooth black finish.</p>	<p>Traditional Cover is 11x8.5" landscape orientation, hinge on left side; Veterinary Medicine Cover is 11"x17" landscape orientation, hinge on top; Award Cover is 11" X8.5" portrait orientation, hinge on left side.</p>	<p>The hinge of the case will be on the shortest (left) side and is to consist of the same material as the outside cover.</p>	<p>Top Fold</p>
<p><b>Envelope</b></p>				<p>No envelope</p>	
<p><b>Other</b></p>	<p>Must furnish clear protector (acetate) for each Case.</p>		<p>1. <b>Traditional Cover</b>-Image of Anderson Hall to be applied to the left pad in black with half tone screen. <b>Award Cover</b>-Reduced image of Anderson Hall to be applied to left pad in black with half tone screen. Boxed in 40 per box. 2. <b>Traditional Cover and Veterinary Medicine Cover</b>-Must furnish clear Acetate sheets for each case. 3. <b>Traditional Cover and Award Covers</b> boxed in 40 per box. <b>Veterinary Medicine Cover</b> boxed in 50 per box. 4. The case must be neatly constructed. Baggy cases will not be accepted. The case must be folded so that when it is closed, all four corners will coincide. 5. Deliver large shipments on pallets to the loading dock at Dykskra Hall. Smaller shipment to 118 Anderson Hall. 6. If the vendor has an on-line ordering system, it must easily accommodate ordering just paper stock (both sizes that include Kansas State University and two seals) and/or both diploma covers and award covers.</p>	<p>Quote one-time die charges separately from per unit cost of the covers. A sample of the product desired will be furnished by Wichita State University to clarify the specifications. A representative sample cover, showing both the quality of materials and workmanship offered, the ability to do a left-side hinge, and the ability to do the two dimensional gold seal on the front, should accompany your bid.</p>	

This contract is entered into this 15 day of September, 2020 by and between Kansas State University and Jostens, Inc..

The parties agree as follows:

1. Subject to the terms and conditions of this contract, the University hereby accepts the offer of Contractor as expressed by Contractor's response submitted to Kansas State University Purchasing Office in response to Solicitation Number 40663, hereby incorporated by reference.
2. It is understood and agreed that pursuant to the Solicitation, Contractor agrees to provide diplomas and diploma covers for the University for the period December 1, 2020 to November 30, 2025 (with option to renew for one (1) additional one ( ) 1year periods) on order of the University at the price or prices contained in the Solicitation. University agrees to pay the amount(s) due to the Contractor in accordance with the Solicitation as shown on proper delivery invoice(s) of the Contractor to the University. Payment will be made as soon after receipt of the invoice(s) as possible in accordance with state law.
3. It is understood and agreed that all the provisions set out in the University's Solicitation Number 40663 are incorporated and made a part of this contract by reference as though fully set forth herein. Contractor agrees and understands that those provisions are controlling over the Contractor's offer, invoice, agency order forms or any other documents of the Contractor unless otherwise agreed below.
4. The Provision found in Contractual Provisions Attachment, (Form KSU-146a, rev. 7-20), which is attached hereto, are hereby incorporated in this contract and made a part hereof.

Jostens, Inc.

Kansas State University

By: \_\_\_\_\_

Chris Poitras

General Manager and Vice President of College and Pro Sports

Date: \_\_\_\_\_







9. **Subcontractors:** Other than any third party provider the University selects to contract with which interacts with the services provided by the Contractor, the Contractor shall be the sole source of contact for the contract. The University will not subcontract any work under the contract to any other firm and will not deal with any subcontractors. The

to obtain a public or private contract or subcontract or in the performance of such contract or subcontract; (2)  
conviction under state or federal statutes of embezzlement, theft, forgery, bribery, falsifi

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