Dear Christopher LeBlanc:

Subject: Virginia Tech Contract #TS-004-12
Commodity/Service: Virginia Tech Magazine

Thank you for responding to my letter of November 23, 2016 and agreeing to extend the contract. The contract will now expire March 31, 2017.

The attached form shows your company information as listed in the university's vendor database. If any of this information changes, please make corrections directly on the form, and return to me. It is essential that this information be accurate in order for payments to be processed in a timely manner.

We look forward to working with you for the additional months.

Sincerely,

Robert B. Snuffer, CPPB, CUPO
Buyer Senior/Contracts Officer
Telephone: (540) 231-5557

RBS/kjb

c: F.M. Pro
Jesse Tuel
<table>
<thead>
<tr>
<th><strong>VENDOR INFORMATION FORM</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>TS 004 12</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>FULL LEGAL NAME</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Cadmus Communications</td>
</tr>
<tr>
<td>(Company Name as it appears with your Federal Taxpayer Number)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>FEDERAL TAXPAYER NUMBER</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>BUSINESS NAME/ DBA NAME/TA NAME</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Cadmus Communications</td>
</tr>
<tr>
<td>(If different than Full Legal Name)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>FEDERAL TAXPAYER NUMBER</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>BILLING NAME</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Cadmus Communications</td>
</tr>
<tr>
<td>(Company name as it appears on your invoice)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>FEDERAL TAXPAYER NUMBER</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>PURCHASE ORDER ADDRESS:</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>P O BOX ADDRESS 1</td>
</tr>
<tr>
<td>2901 Byrdhill Rd</td>
</tr>
<tr>
<td>STREET ADDRESS 2</td>
</tr>
<tr>
<td>Richmond</td>
</tr>
<tr>
<td>CITY</td>
</tr>
<tr>
<td>VA 23228</td>
</tr>
<tr>
<td>STATE ZIP CODE</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>PAYMENT ADDRESS:</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>P O Box 822934</td>
</tr>
<tr>
<td>PAYMENT P O BOX ADDRESS 1</td>
</tr>
<tr>
<td>2901 Byrdhill Rd</td>
</tr>
<tr>
<td>STREET ADDRESS 2</td>
</tr>
<tr>
<td>CITY</td>
</tr>
<tr>
<td>STATE ZIP CODE</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>CONTACT PERSON</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Christopher LeBlanc</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>EMAIL</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><a href="mailto:chris.leblanc@cenveo.com">chris.leblanc@cenveo.com</a></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>PHONE NUMBER</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>804-380-1221</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>TOLL FREE NUMBER</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>804-515-5070</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>FAX NUMBER</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

---
November 23, 2016

Dear Mr. LeBlanc:

Subject: Virginia Tech Contract # TS-004-12
Virginia Tech Magazine

This is to inform you that the subject contract expires December 31, 2016. Since the university would like to extend the contract through March 31, 2017, please advise concerning your intention by signing in the appropriate space listed below. Please return one signed copy of this letter to me as soon as possible.

Please review the attached form, which shows your company information as listed in the university’s vendor database. If any of this information has changed, make corrections directly on the form, and return with this letter. It is essential that this information be accurate in order for payments to be processed in a timely manner.

Thank you for your attention to this matter.

Sincerely,

Robert B. Snuffer, CPPB, CUPO
Buyer Senior/Contracts Officer
Telephone: (540) 231-5557

Cadmus Communications agrees to extend the contract through March 31, 2017 in accordance with the terms and conditions of the subject contract.

Authorized Signature: Gary Bohn
Date: 11/23/16
Title: SVP Sales & Mkt
Name: Gary Bohn
(please print)

Cadmus Communications does not agree to extend the contract through March 31, 2017.

Authorized Signature: 
Date: 
Name: 
(please print)
Title: 

RBS
C: FMP

Approved:
Mary W. Helmeck
Director of Procurement
Date: 12/8/16
June 9, 2016

Cadmus Communications
Attn: Christopher LeBlanc
2901 Byrdhill Rd.
Richmond, VA 23228

Dear Mr. LeBlanc:

Subject: Virginia Tech Contract #TS-004-12
Commodity/Service: Virginia Tech Magazine

Thank you for responding to my letter of June 9, 2016 and agreeing to extend the contract. The contract will now expire September 30, 2016.

The attached form shows your company information as listed in the university's vendor database. If any of this information changes, please make corrections directly on the form, and return to me. It is essential that this information be accurate in order for payments to be processed in a timely manner.

We look forward to working with you for an additional three months.

Sincerely,

[Signature]

Robert B. Snuffer, Buyer Senior/Contracts Officer
Virginia Tech Procurement Department
Telephone: (540) 231-5557

c: F.M. Pro
June 9, 2016

Cadmus Communications
Attn: Christopher LeBlanc
2901 Byrdhill Rd.
Richmond, VA 23228

Dear Mr. LeBlanc:

Subject: Virginia Tech Contract # TS-004-12
Virginia Tech Magazine

This is to inform you that the subject contract expires June 30, 2016. Since the university would like to extend the contract through September 30, 2016, please advise concerning your intention by signing in the appropriate space listed below. Please return one signed copy of this letter to me as soon as possible.

Please review the attached form, which shows your company information as listed in the university's vendor database. If any of this information has changed, make corrections directly on the form, and return with this letter. It is essential that this information be accurate in order for payments to be processed in a timely manner.

Thank you for your attention to this matter.

Sincerely,

Robert B. Snuffer, CPPB, CUPO
Buyer Senior/Contracts Officer
Telephone: (540) 231-5557

Cadmus Communications agrees to extend the contract through September 30, 2016 in accordance with the terms and conditions of the subject contract.

Authorized Signature: Gary Bohn
Name: Gary Bohn
Title: Sr VP Sales & Marketing

Cadmus Communications does not agree to extend the contract through September 30, 2016.

Authorized Signature: 
Name: 
Title: 

RBS

c: FMP

Approved: Mary W. Helmick
Director of Procurement
Date: 6/9/16

Invent the Future

VIRGINIA POLYTECHNIC INSTITUTE AND STATE UNIVERSITY
An equal opportunity, affirmative action institution
February 18, 2015

Cadmus Communications  
Attn: Christopher LeBlanc  
2901 Byrdhill Road  
Richmond, VA 23228

Dear Mr. LeBlanc:

Subject: Virginia Tech Contract #TS-004-12  
Commodity/Service: Virginia Tech Magazine

Thank you for responding to my letter of February 4, 2015, and agreeing to renew the contract for an additional year. The contract will now expire June 30, 2016. The attached form shows your company information as listed in the university's vendor database. If any of this information changes, please make corrections directly on the form, and return to me. It is essential that this information be accurate in order for payments to be processed in a timely manner.

We look forward to working with you for an additional year.

Sincerely,

Robert B. Snuffer  
Buyer Senior/Contracts Officer  
Telephone: (540) 231-5557

RBS/jv

c: F.M. Pro  
Melissa Richards
Cadmus Communications

FULL LEGAL NAME
(Company Name as it appears with your Federal Taxpayer Number)

BUSINESS NAME/DBA NAME/TA NAME
(If different than Full Legal Name)

Cadmus Communications

BILLING NAME
(Company name as it appears on your invoice)

PURCHASE ORDER ADDRESS:

P O BOX ADDRESS 1

2901 Byrdhill Rd

STREET ADDRESS 2

Richmond

CITY

VA

STATE

23228

ZIP CODE

Christopher LeBlanc

CONTACT PERSON

chris.leblanc@cenveo.com

EMAIL

PAYMENT ADDRESS:

P O Box 822934

PA

STATE

19182-2934

ZIP CODE

804-380-1221

PHONE NUMBER

804-515-5070

FAX NUMBER
November 2, 2014

Mr. David Schlosser  
Attn: Procurement Department  
North End Center, Suite 2100  
300 Turner Street NW  
Blacksburg, Virginia 24061  
540/231-6221 Fax: 540/231-9628  
www.procurement.vt.edu

February 4, 2015

This is to inform you that the subject contract expires June 30, 2015. Since the university would like to renew the contract for an additional year, please advise concerning your intention by signing in the appropriate space listed below. Please return one signed copy of this letter to me by February 18, 2015.

Please review the attached form, which shows your company information as listed in the university's vendor database. If any of this information has changed, make corrections directly on the form, and return with this letter. It is essential that this information be accurate in order for payments to be processed in a timely manner.

Thank you for your attention to this matter.

Sincerely,

Robert B. Stuffer  
Buyer Senior/Contracts Officer  
Telephone: (540) 231-5557

Cadmus Communications agrees to renew the contract for an additional year in accordance with the terms and conditions of the subject contract.

Authorized Signature: [Signature]
Name: Karen Snyder  
Title: S. VP. Finance

Cadmus Communications does not agree to renew the contract for an additional year.

Authorized Signature:  
Name:  
Title: 

RBS/jv  
c: FMP

Approved: Mary Hulmick  
Date: 2/18/15

Invent the Future

VIRGINIA POLYTECHNIC INSTITUTE AND STATE UNIVERSITY  
An equal opportunity, affirmative action institution
--- VENDOR INFORMATION FORM ---

**FULL LEGAL NAME**: Cadmus Communications
(Company Name as it appears with your Federal Taxpayer Number)

**BUSINESS NAME/DBA NAME/TA NAME**: Cadmus Communications
(If different than Full Legal Name)

**BILLING NAME**: Christopher LeBlanc
(Company name as it appears on your invoice)

**PURCHASE ORDER ADDRESS**: P O Box 822934
2901 Byrdhill Rd
Richmond, VA 23228

**PAYMENT ADDRESS**: P O Box 822934
804-380-1221

--- FEDERAL TAXPAYER NUMBER ---

--- FEDERAL TAXPAYER NUMBER ---

--- FEDERAL TAXPAYER NUMBER ---

--- PHONE NUMBER ---

--- TOLL FREE NUMBER ---

--- EMAIL ---
chris.leblanc@cenveo.com
March 11, 2014

Dear Mr. LeBlanc:

Subject: Virginia Tech Contract # TS-004-12
Commodity/Service: Virginia Tech Magazine

This is to inform you that the subject contract expires June 30, 2014. Since the university would like to renew the contract for an additional year, please advise concerning your intention by signing in the appropriate space listed below. Please return one signed copy of this letter to me by April 2, 2014.

Please review the attached form, which shows your company information as listed in the university's vendor database. If any of this information has changed, make corrections directly on the form, and return with this letter. It is essential that this information be accurate in order for payments to be processed in a timely manner.

Thank you for your attention to this matter.

Sincerely,

[Signature]
Robert B. Snuffer
Buyer Senior/Contracts Officer
Telephone: (540) 231-5557

Cadmus Communications agrees to renew the contract for an additional year in accordance with the terms and conditions of the subject contract.

Authorized Signature: [Signature] 
Name: Karen Snyder  
Title: Sr. VP Finance

Cadmus Communications does not agree to renew the contract for an additional year.

Authorized Signature: 
Name: 
Title:

[Signature] 
(please print)

RBS/jv c: FMP

Approved: 
[Signature] 
Date: 3-25-14

Invent the Future

VIRGINIA POLYTECHNIC INSTITUTE AND STATE UNIVERSITY
An equal opportunity, affirmative action institution
<table>
<thead>
<tr>
<th>Field</th>
<th>Information</th>
<th>Field</th>
<th>Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>FULL LEGAL NAME</td>
<td>Cadmus Communications</td>
<td>FEDERAL TAXPAYER NUMBER</td>
<td>(If different than ID# above)</td>
</tr>
<tr>
<td>BUSINESS NAME/ DBA NAME/ TA NAME</td>
<td>Cadmus Communications</td>
<td>FEDERAL TAXPAYER NUMBER</td>
<td>(If different than ID# above)</td>
</tr>
<tr>
<td>BILLING NAME</td>
<td>Cadmus Communications</td>
<td>FEDERAL TAXPAYER NUMBER</td>
<td>(If different than ID# above)</td>
</tr>
<tr>
<td>PURCHASE ORDER ADDRESS:</td>
<td>P O Box 822934</td>
<td>PAYMENT ADDRESS:</td>
<td>Philadelphia</td>
</tr>
<tr>
<td>P O BOX ADDRESS 1</td>
<td>2901 Byrdhill Rd</td>
<td>CITY</td>
<td></td>
</tr>
<tr>
<td>STREET ADDRESS 2</td>
<td>Richmond</td>
<td>PA</td>
<td>19182-2934</td>
</tr>
<tr>
<td></td>
<td>VA</td>
<td>STATE</td>
<td>23228</td>
</tr>
<tr>
<td>PAYMENT STREET ADDRESS 2</td>
<td></td>
<td>ZIP CODE</td>
<td></td>
</tr>
<tr>
<td>CONTACT PERSON</td>
<td>Christopher LeBlanc</td>
<td>PHONE NUMBER</td>
<td>804-380-1221</td>
</tr>
<tr>
<td>EMAIL</td>
<td><a href="mailto:chris.leblanc@cenveo.com">chris.leblanc@cenveo.com</a></td>
<td>TOLL FREE NUMBER</td>
<td>804-515-5070</td>
</tr>
<tr>
<td>PHONE NUMBER</td>
<td></td>
<td>FAX NUMBER</td>
<td></td>
</tr>
<tr>
<td>TOLL FREE NUMBER</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
February 13, 2013

Cadmus Communications
Attn: Christopher LeBlanc
2901 Byrdhill Road
Richmond, VA 23228

Dear Mr. LeBlanc:

Subject: Virginia Tech Contract #TS-004-12
Commodity/Service: Virginia Tech Magazine

Thank you for responding to my letter of January 28, 2013 and agreeing to renew the contract for an additional year. The contract will now expire June 30, 2014.

The attached form shows your company information as listed in the university's vendor database. If any of this information changes, please make corrections directly on the form, and return to me. It is essential that this information be accurate in order for payments to be processed in a timely manner.

We look forward to working with you for an additional year.

Sincerely,

Robert B. Snuffer
Buyer Senior/Contracts Officer
Telephone: (540) 231-5557

RS/jv

c: F.M. Pro
Melissa Richards
<table>
<thead>
<tr>
<th>Field</th>
<th>Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cadmus Communications</td>
<td></td>
</tr>
<tr>
<td><strong>FULL LEGAL NAME</strong></td>
<td>(Company name as it appears with your Federal Taxpayer Number)</td>
</tr>
<tr>
<td>Cadmus Communications</td>
<td></td>
</tr>
<tr>
<td><strong>BUSINESS NAME/ DBA NAME/TA NAME</strong></td>
<td>(If different than Full Legal Name)</td>
</tr>
<tr>
<td>Cadmus Communications</td>
<td></td>
</tr>
<tr>
<td><strong>BILLING NAME</strong></td>
<td>(Company name as it appears on your invoice)</td>
</tr>
<tr>
<td>Cadmus Communications</td>
<td></td>
</tr>
<tr>
<td><strong>PURCHASE ORDER ADDRESS:</strong></td>
<td></td>
</tr>
<tr>
<td>P O BOX ADDRESS 1</td>
<td></td>
</tr>
<tr>
<td>2901 Byrdhill Rd</td>
<td></td>
</tr>
<tr>
<td>STREET ADDRESS 2</td>
<td></td>
</tr>
<tr>
<td>Richmond</td>
<td></td>
</tr>
<tr>
<td><strong>CITY</strong></td>
<td></td>
</tr>
<tr>
<td>VA</td>
<td>23228</td>
</tr>
<tr>
<td><strong>STATE</strong></td>
<td></td>
</tr>
<tr>
<td><strong>ZIP CODE</strong></td>
<td></td>
</tr>
<tr>
<td>Christopher LeBlanc</td>
<td></td>
</tr>
<tr>
<td><strong>CONTACT PERSON</strong></td>
<td></td>
</tr>
<tr>
<td><a href="mailto:chris.leblanc@cenveo.com">chris.leblanc@cenveo.com</a></td>
<td></td>
</tr>
<tr>
<td><strong>EMAIL</strong></td>
<td></td>
</tr>
<tr>
<td>Cadmus Communications</td>
<td></td>
</tr>
<tr>
<td><strong>PAYMENT ADDRESS:</strong></td>
<td></td>
</tr>
<tr>
<td>P O Box 822934</td>
<td></td>
</tr>
<tr>
<td><strong>PAYMENT P O BOX ADDRESS 1</strong></td>
<td></td>
</tr>
<tr>
<td>Philadelphia</td>
<td></td>
</tr>
<tr>
<td><strong>CITY</strong></td>
<td></td>
</tr>
<tr>
<td>PA</td>
<td>19182-2934</td>
</tr>
<tr>
<td><strong>STATE</strong></td>
<td></td>
</tr>
<tr>
<td><strong>ZIP CODE</strong></td>
<td></td>
</tr>
<tr>
<td>804-380-1221</td>
<td></td>
</tr>
<tr>
<td><strong>PHONE NUMBER</strong></td>
<td></td>
</tr>
<tr>
<td>804-515-5070</td>
<td></td>
</tr>
<tr>
<td><strong>TOLL FREE NUMBER</strong></td>
<td></td>
</tr>
<tr>
<td><strong>FAX NUMBER</strong></td>
<td></td>
</tr>
</tbody>
</table>
January 28, 2013

Dear Mr. Kiczales:

Subject: Virginia Tech Contract # TS-004-12
Commodity/Service: Virginia Tech Magazine

This is to inform you that the subject contract expires June 30, 2013. Since the university would like to renew the contract for an additional year, please advise concerning your intention by signing in the appropriate space listed below. Please return one signed copy of this letter to me by February 22, 2013.

Please review the attached form, which shows your company information as listed in the university's vendor database. If any of this information has changed, make corrections directly on the form, and return with this letter. It is essential that this information be accurate in order for payments to be processed in a timely manner.

Thank you for your attention to this matter.

Sincerely,

Robert B. Snuffer
Buyer Senior/Contracts Officer
Telephone: (540) 231-5557

Cadmus Communications agrees to renew the contract for an additional year in accordance with the terms and conditions of the subject contract.

Authorized Signature: ____________________________ Date: 2/6/2013
Name: David A. Grasse (please print)
Title: Director of Pricing

Cadmus Communications does not agree to renew the contract for an additional year.

Authorized Signature: ____________________________ Date: __________________________
Name: ____________________________ (please print)
Title: ____________________________

RBS/jv c: FMP

Approved: ____________________________
W. Thomas Kaloupek
Director of Purchasing
Date: 2/8/13

Invent the Future

VIRGINIA POLYTECHNIC INSTITUTE AND STATE UNIVERSITY
An equal opportunity, affirmative action institution
## VENDOR INFORMATION FORM

<table>
<thead>
<tr>
<th>Vendor Name</th>
<th>Federal Taxpayer Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cadmus Communications</td>
<td></td>
</tr>
</tbody>
</table>

### FULL LEGAL NAME
(Company Name as it appears with your Federal Taxpayer Number)

### BUSINESS NAME/ DBA NAME/TA NAME
(If different than Full Legal Name)

<table>
<thead>
<tr>
<th>Cadmus Communications</th>
<th>Federal Taxpayer Number</th>
</tr>
</thead>
</table>

### BILLING NAME
(Company name as it appears on your invoice)

<table>
<thead>
<tr>
<th>Cadmus Communications</th>
<th>Federal Taxpayer Number</th>
</tr>
</thead>
</table>

### PURCHASE ORDER ADDRESS:

<table>
<thead>
<tr>
<th>P O BOX ADDRESS 1</th>
</tr>
</thead>
<tbody>
<tr>
<td>2901 Byrdhill Rd</td>
</tr>
</tbody>
</table>

### STREET ADDRESS 2

<table>
<thead>
<tr>
<th>Richmond</th>
</tr>
</thead>
<tbody>
<tr>
<td>CITY</td>
</tr>
<tr>
<td>VA</td>
</tr>
<tr>
<td>23228</td>
</tr>
</tbody>
</table>

---

### CONTACT PERSON

<table>
<thead>
<tr>
<th>Vincent Kiczales</th>
<th>Christopher LeBlanc</th>
</tr>
</thead>
</table>

| chris.leblanc     | vincent.kiczales@cenveo.com |

---

### PAYMENT ADDRESS:

<table>
<thead>
<tr>
<th>P O Box 822934</th>
</tr>
</thead>
<tbody>
<tr>
<td>PAYMENT P O BOX ADDRESS 1</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Philadelphia</th>
</tr>
</thead>
<tbody>
<tr>
<td>CITY</td>
</tr>
<tr>
<td>PA</td>
</tr>
<tr>
<td>19182-2934</td>
</tr>
</tbody>
</table>

---

### PHONE NUMBER

<table>
<thead>
<tr>
<th>804-205-6225</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>804-380-1221</th>
<th>804-515-5070</th>
</tr>
</thead>
</table>

### EMAIL

<table>
<thead>
<tr>
<th><a href="mailto:vincent.kiczales@cenveo.com">vincent.kiczales@cenveo.com</a></th>
<th>FAX NUMBER</th>
</tr>
</thead>
</table>
March 28, 2012

Dear Mr. Kiczales:

Subject: Virginia Tech Contract #TS-004-12
Commodity/Service: Virginia Tech Magazine

Thank you for responding to my letter of February 17, 2012 and agreeing to renew the contract for an additional year. The contract will now expire June 30, 2013.

The attached form shows your company information as listed in the university's vendor database. If any of this information changes, please make corrections directly on the form, and return to me. It is essential that this information be accurate in order for payments to be processed in a timely manner.

We look forward to working with you for an additional year.

Sincerely,

Robert B. Snuffer
Buyer Specialist
Telephone: (540) 231-5557

c: F.M. Pro
Melissa Richards
CADMUS COMMUNICATIONS

FULL LEGAL NAME
(Company Name as it appears with your Federal Taxpayer Number)

BUSINESS NAME/ DBA NAME/TA NAME
(If different than Full Legal Name)

CADMUS COMMUNICATIONS

BILLING NAME
(Company name as it appears on your invoice)

PURCHASE ORDER ADDRESS:

P O BOX ADDRESS 1

2901 BYRDHILL RD

STREET ADDRESS 2

RICHMOND CITY

VA 23228

STATE ZIP CODE

VINCENT KICZALES CONTACT PERSON

VINCENT.KICZALES@CENVEO.COM EMAIL

FEDERAL TAXPAYER NUMBER

FEDERAL TAXPAYER NUMBER

FEDERAL TAXPAYER NUMBER

PAYMENT ADDRESS:

PO BOX 822934

PAYMENT P O BOX ADDRESS 1

PAYMENT STREET ADDRESS 2

PHILADELPHIA CITY

PA 19182-2934

STATE ZIP CODE

804-205-6225 PHONE NUMBER

804-515-5070 FAX NUMBER
February 17, 2012

Dear Mr. LeBlanc:

Subject: Virginia Tech Contract # TS-004-12
Commodity/Service: Virginia Tech Magazine

This is to inform you that the subject contract expires June 30, 2012. Since the university would like to renew the contract for an additional year, please advise concerning your intention by signing in the appropriate space listed below. Please return one signed copy of this letter to me by March 8, 2012.

Please review the attached form, which shows your company information as listed in the university's vendor database. If any of this information has changed, make corrections directly on the form, and return with this letter. It is essential that this information be accurate in order for payments to be processed in a timely manner.

Thank you for your attention to this matter.

Sincerely,

[Signature]

Robert B. Snuffer
Buyer Specialist
Telephone: (540) 231-5557

Cadmus Communications agrees to renew the contract for an additional year in accordance with the terms and conditions of the subject contract.

Authorized Signature: David A. Grasse
Name: (please print)

Cadmus Communications does not agree to renew the contract for an additional year.

Authorized Signature: ___________________________
Name: ____________________________
(please print)
VENDOR INFORMATION FORM

TS 004 12

CADMUS COMMUNICATIONS

FULL LEGAL NAME
(Company Name as it appears with your Federal Taxpayer Number)

BUSINESS NAME/ DBA NAME/TA NAME
(If different than Full Legal Name)

CADMUS COMMUNICATIONS

BILLING NAME
(Company name as it appears on your invoice)

PURCHASE ORDER ADDRESS:
P O BOX ADDRESS 1
2901 BYRDHILL RD
STREET ADDRESS 2
RICHMOND
CITY
VA 23228
STATE ZIP CODE
CHRIS LEBLANC
CONTACT PERSON
CHRIS.LEBLANC@CENVEO.COM
EMAIL

FEDERAL TAXPAYER NUMBER
84-1250534

FEDERAL TAXPAYER NUMBER
(If different than ID# above)

PAYMENT ADDRESS:
PO BOX 822934
PAYMENT P O BOX ADDRESS 1
PHILADELPHIA
CITY
PA 19182-2934
STATE ZIP CODE
PHONE NUMBER
804-205-6225
TOLL FREE NUMBER
804-515-5070
FAX NUMBER
COMMONWEALTH OF VIRGINIA

STANDARD CONTRACT

Contract Number: TS-004-12

This contract entered into this 1st day of July 2011, by Cadmus Communications, hereinafter called the "Contractor" and Commonwealth of Virginia, Virginia Polytechnic Institute and State University called "Virginia Tech."

WITNESSETH that the Contractor and Virginia Tech, in consideration of the mutual covenants, promises and agreements herein contained, agree as follows:

SCOPE OF CONTRACT: The Contractor shall provide the Virginia Tech Magazine to Virginia Tech as set forth in the Contract Documents.


COMPENSATION AND METHOD OF PAYMENT: The Contractor shall be paid by Virginia Tech in accordance with the contract documents.

CONTRACT DOCUMENT: The contract documents shall consist of this signed contract, Invitation For Bid number 0016646 dated April 14, 2011, together with Addendum Number 1 To Bid dated April 25, 2011, and the bid submitted by the Contractor dated May 3, 2011, and the Contractor's response dated May 3, 2011 to Addendum Number 1 To Bid, all of which contract documents are incorporated herein.

In WITNESS WHEREOF, the parties have caused this Contract to be duly executed intending to be bound thereby.

Contractor
By:
Signature
Name and Title

Virginia Tech
By:
W. Thomas Kaloupek
Director of Purchasing
INVITATION FOR SEALED BID # 0016646 THIS IS NOT AN ORDER

VIRGINIA POLYTECHNIC INSTITUTE AND STATE UNIVERSITY
PURCHASING DEPARTMENT (0333)
270 SOUTHGATE CENTER
BLACKSBURG, VA 24061

DATE       BID RETURN DATE AND HOUR       BID OPENING DATE AND HOUR
April 14, 2011       April 28, 2011 3PM

BIDDERS ADDRESS

ADDRESS ALL INQUIRIES AND CORRESPONDENCE TO:
Robert Snuffer
Buyer Specialist
E-MAIL ADDRESS: bsnuffer@vt.edu
TELEPHONE NUMBER (540) 231-5557
FAX NUMBER (540) 231-9628
AFTER HOUR MESSAGES (540) 231-6221

COMMODITY: Virginia Tech Magazine SEE ATTACHED

SPECIAL INSTRUCTIONS

1. SEALED BID responses should be returned in the furnished envelope.
2. Faxed responses to Sealed Bids cannot be sent directly to the Purchasing Department, see “Facsimile Bids” of the attached General Terms and Conditions.
3. Responses must be submitted on this form and the attachment (s) provided.
4. Responses should be signed below.
5. Responses will be received in the Virginia Polytechnic Institute and State University, Purchasing Department (0333), 270 Southgate Center, Blacksburg, VA 24061 until the bid opening date and hour or, if specified, the bid return date and hour shown above.
6. Contact the buyer listed above for bid award information. Enclose a self-addressed stamped envelope if you wish to obtain price information.
7. DELIVERY IS F.O.B. DESTINATION UNLESS OTHERWISE NOTED IN THE BODY OF THE BID.
8. Any ADDENDUM issued for this solicitation may be accessed at http://www.purch.vt.edu/html/docs/bids.php. Since a paper copy of the addendum will not be mailed to you, we encourage you to check the web site regularly.
9. Bidders must take cognizance of the fees associated with the eVA Business-To-Government Vendor Registration requirement described herein and at http://www.eva.state.va.us/ and submit prices accordingly.

CERTIFICATION: IN ACCORDANCE WITH THIS INVITATION FOR SEALED BID AND SUBJECT TO ALL TERMS AND CONDITIONS CONTAINED HEREIN INCLUDING THE GENERAL TERMS AND CONDITIONS SHOWN AT http://www.purch.vt.edu/html/docs/terms/GTC_BID_100110.odf.php THE UNDERSIGNED OFFERS AND AGREES TO FURNISH THE GOODS OR SERVICES FOR THE PRICE(S) OFFERED.

<table>
<thead>
<tr>
<th>FULL LEGAL NAME (PRINT)</th>
<th>FEDERAL TAXPAYER NUMBER (ID#)</th>
<th>DELIVERY DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Company name as it appears with your Federal Taxpayer Number)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>BUSINESS NAME/DBA NAME/TA NAME</th>
<th>FEDERAL TAXPAYER NUMBER</th>
</tr>
</thead>
<tbody>
<tr>
<td>(If different than the Full Legal Name)</td>
<td>(If different than ID# above)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>BILLING NAME</th>
<th>FEDERAL TAXPAYER NUMBER</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Company name as it appears on your invoice)</td>
<td>(If different than ID# above)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>PURCHASE ORDER ADDRESS</th>
<th>PAYMENT ADDRESS</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>CONTACT NAME/TITLE (PRINT)</th>
<th>SIGNATURE (IN INK)</th>
<th>DATE</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>E-MAIL ADDRESS</th>
<th>TELEPHONE NUMBER</th>
<th>TOLL FREE TELEPHONE NUMBER</th>
<th>FAX NUMBER</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>BUSINESS CLASSIFICATION</th>
<th>LARGE</th>
<th>SMALL</th>
<th>MINORITY-OWNED</th>
<th>WOMEN-OWNED</th>
</tr>
</thead>
</table>

*B Business Classification definitions can be viewed at http://www.purch.vt.edu/Vendor/class.html

*Is your Classification certified by the Virginia Dept of Minority Business Enterprise? ☐ Yes ☐ No

If yes, provide Certification Number:

*For assistance with certification questions, please visit: http://www.dmbe.state.va.us/swan cert.html

THIS IS NOT AN ORDER Revised 11/1/08
I. PURPOSE:

The intent and purpose of this Invitation For Sealed Bid is to establish a term contract with one qualified source that can provide printing services for the Virginia Tech Magazine for Virginia Polytechnic Institute and State University (Virginia Tech), an agency of the Commonwealth of Virginia.

II. BACKGROUND:

Centered on its motto of Ut Prosim (That I May Serve), Virginia Tech takes a hands-on, engaging approach to education, preparing scholars to be leaders in their fields and communities. In the commonwealth, Virginia Tech is the most comprehensive university, offering 210 undergraduate and graduate degree programs to more than 31,000 students, and the leading research university, managing a research portfolio nearing $400 million. The university fulfills its land-grant mission of transforming knowledge to practice through technological leadership by fueling economic growth and job creation locally, regionally, and throughout Virginia.

Virginia Tech Magazine forges stronger relationships between alumni and the university by highlighting the vibrancy of a university positioned on the leading edge of technology, research, and service, and by showcasing the achievements of alumni. Through a rich array of feature stories, alumni profiles, and university and alumni news, the university’s primary source of information for alumni captures and transmits the broad impact of Virginia Tech while serving as an intellectually rigorous storytelling venue that illuminates and informs the diverse lives of Hokie alumni around the world.

III. EVA BUSINESS-TO-GOVERNMENT ELECTRONIC PROCUREMENT SYSTEM:

The eVA Internet electronic procurement solution streamlines and automates government purchasing activities within the Commonwealth of Virginia. Virginia Tech, and other state agencies and institutions, have been directed by the Governor to maximize the use of this system in the procurement of goods and services. We are, therefore, requesting that your firm register as a trading partner within the eVA system.

There are registration fees and transaction fees involved with the use of eVA. These fees must be considered in the provision of quotes, bids and price proposals offered to Virginia Tech. Failure to register within the eVA system may result in the quote, bid or proposal from your firm being rejected and the award made to another vendor who is registered in the eVA system.

Registration in the eVA system is accomplished on-line. Your firm must provide the necessary information. Please visit the eVA website portal at [http://www.eva.virginia.gov/register/vendorreg.htm](http://www.eva.virginia.gov/register/vendorreg.htm) and register both with eVA and Ariba. This process needs to be completed before Virginia Tech can issue your firm a Purchase Order or contract. If your firm conducts business from multiple geographic locations, please register these locations in your initial registration.

For registration and technical assistance, reference the eVA website at: eVACustomerCare@dgs.virginia.gov, or call 866-289-7367 or 804-371-2525.

IV. SCOPE OF SERVICE:

A. GENERAL: VIRGINIA TECH MAGAZINE is an 8-1/4” x 10-7/8”, 56-page (plus cover) for winter and summer / 64-page (plus cover) for fall and spring quarterly publication with an average per copy circulation of 142,750. It has 4-color covers with varnish on covers I and IV and four-color text throughout the 56/64 pages. All of the above standard features shall be included in the unit price.

B. ESTIMATED SCHEDULE AND ESTIMATED QUANTITIES FOR VIRGINIA TECH MAGAZINE

<table>
<thead>
<tr>
<th>ESTIMATED SCHEDULE</th>
<th>ESTIMATED QUANTITY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall (October 15 delivery)</td>
<td>196,000 per issue</td>
</tr>
<tr>
<td>Winter (January 15 delivery)</td>
<td>100,000 per issue</td>
</tr>
<tr>
<td>Spring (April 15 delivery)</td>
<td>190,000 per issue</td>
</tr>
<tr>
<td>Summer (July 15 delivery)</td>
<td>85,000 per issue</td>
</tr>
</tbody>
</table>

Virginia Tech reserves the right to increase or decrease quantities with sufficient notice to the Contractor.
C. COMPOSITION AND LAYOUT: Electronic composition and layout of the Virginia Tech Magazine will be produced by Virginia Tech using Adobe InDesign CS4. The Contractor will be responsible for outputting from electronic files provided as well as purchasing all typefaces specified. Electronic files in PDF format will be provided by Virginia Tech. The Contractor will assist in any color correction or PostScript errors that may occur during production. The Contractor will provide PDF workflow with RIP-based proofing system with soft proofing technology, or equivalent system, for file exchange and proofing. The Contractor must have a secure password-protected FTP electronic site, or equivalent, available for immediate download for electronic files.

D. PROOFS: The contractor shall provide color composite proofs of cover and text pages. All required proofing shall be included in the unit price per issue. The Contractor will send color proofs to Virginia Tech via overnight delivery and this cost shall be included in the contract price.

E. AUTHOR’S ALTERATIONS: The contractor may bill Virginia Tech on an hourly basis for any alterations to proofs made as a result of Virginia Tech’s changes. Such charges must be supported by the original proofs with alterations indicated thereon. Hourly charges for alterations must be specified in the contract and such charges must be spelled out in the invoices submitted for the individual issues.

F. QUALITY COLOR PRINTING: The Contractor shall allow for color corrections in order to achieve top-quality production. Cover and text must be printed by offset lithography with a minimum 150 line screen. It is anticipated that all issues will print four-color process on covers I, II, III and IV. Covers I and IV shall be varnished. Text will also print in four color. The Director of Marketing and Publications, the Editor of Virginia Tech Magazine, and the Art Director for Virginia Tech Magazine reserve the right to decide whether or not the quality of the work is satisfactory. In addition, any printing found within a period of six months to be defective due to poor presswork or binding shall be rejected and the cost thereof shall be deducted from the invoice of the Contractor, or the Contractor shall refund to Virginia Tech the cost of such work. The Contractor shall provide Virginia Tech with an opportunity for press check of the text and cover. For this reason, the Contractor should be located within a 250-mile radius of Blacksburg, Virginia. The contractors distance from Blacksburg may be a factor in the award.

G. PRINTING DEFINITIONS:
   1. Class I - Critical Quality Printing (Cover): This class shall be used for four-color process printing where critical color matches are necessary or where engraved and/or embossed invitations are required. Typical examples: matching artists’ original paintings or sculptures, or product colors so that true colors or materials used in creating the original are accurately represented and reproduction of medical slides where true color may be critical. This is a step above “pleasing colors”. Finishing and bindery operations shall be of the same critical quality.

   2. Class I – Excellent Quality Printing (Text): This class shall be used when good, clean, crisp reproduction is required. Four-color jobs may be classified as “Class I”. Four-color process subjects shall have pleasing color matches with good skin tone; some color correction may be necessary. PMS color matches may be required. Very fine lines and drawings may be required. There will be large reverse areas, and/or large solid areas where good, even ink coverage is necessary. Because of the overall design, very accurate registration is required. Finishing and bindery operations shall be of the same excellent quality.

H. INK DISTRIBUTION: The Contractor shall use A-1 quality inks. Ink distribution and four-color reproduction must be of the very best quality. The Contractor should separately specify options and pricing for environmentally friendly inks offered. Environmentally friendly options may be a factor in the award.

I. OVER-RUNS AND UNDER-RUNS: Quantity delivered shall be no less than the quantity ordered by Virginia Tech and no more than 1.5% over. Vendors should provide the cost for over-runs. The cost of over-runs may be a factor in the award.

J. PAPER STOCK: Paper stock required is as follows:

   Magazine Cover: 100# Warren Somerset gloss recycled (or approved equivalent).
   Magazine Text: 50# Warren Somerset dull-coated (or approved equivalent).

The Contractor should separately specify options and pricing for environmentally friendly paper if offered. Environmentally friendly options may be a factor in the award.

K. CONTENT: Each issue will appear similar to the sample issue shown in Attachment C.
I. BINDING: Magazine shall be saddle stitched with at least two staples.

M. SIZE, NUMBER OF PAGES AND MAKE-UP: Virginia Tech Magazine – 56/64 pages plus four-page cover, trim size 8-1/4" x 10-7/8".

Note: Virginia Tech reserves the right to bleed any and all pages.

N. DELIVERY OF MAGAZINE AND ADVANCE COPIES: The Contractor shall mail the magazine no later than two full working days after printing. The unit price shall include the cost of sending via overnight delivery at least ten (10) advance copies to Virginia Tech, 105-A Media Building (0109), Blacksburg, VA 24061. Advance copies must be mailed no later than 24 hours following completion of the bindery. The time allotted to the Contractor for each issue is as follows:
Conversion of PostScript file and delivery of page proofs: 5-7 working days
Approval of color proofs to mailing: 10-14 working days.

O. MAILING AND DISTRIBUTION: An approximate average of 144, 250 Virginia Tech Magazines shall be mailed under second-class regulations with funds for postage to be deposited in Post Office by Virginia Tech. Electronic addresses will be furnished by Virginia Tech in numerical zip code order with zip code order with zip code breaks and other information to ensure the best possible postage rates. The Contractor shall be responsible for having these addresses ink-jetted directly onto the back cover in designated space. Unit price must include ink-jetting, sorting by zip code, and bagging for best possible mailing rates and delivery to a U.S. Post Office or mail distribution center(s) most conveniently located to the Contractor.

All remaining magazines must be shipped by motor freight or can be delivered by printer, but the price must not exceed motor freight rate. The remaining magazines include shipment of about 3,600 magazines to Blacksburg. Three thousand of the 3,600 copies are to be boxed and shipped to the Virginia Tech Centralized Mailing Room at Printing Services. Six hundred of the 3,600 copies must be delivered to Virginia Tech’s Marketing and Publications Unit. Virginia Tech reserves the right to designate the common carrier if common carriers are used. The Contractor’s cost for shipping shall be billed to Virginia Tech as a separate item (see section V.F.) and shall not be included in the other unit prices listed in Section V.

V. Price Schedule: (to be completed by the bidder)

A. Spring and Fall Issues:

<table>
<thead>
<tr>
<th>Description</th>
<th>Quantity</th>
<th>Unit Price</th>
<th>Additional M RAST</th>
</tr>
</thead>
<tbody>
<tr>
<td>64 pages, four color text with four-color covers</td>
<td>196,000 per issue</td>
<td>$ / each</td>
<td>$ / M</td>
</tr>
</tbody>
</table>

B. Summer Issue:

<table>
<thead>
<tr>
<th>Description</th>
<th>Quantity</th>
<th>Unit Price</th>
<th>Additional M RAST</th>
</tr>
</thead>
<tbody>
<tr>
<td>56 pages, four color text with four-color covers</td>
<td>85,000 per issue</td>
<td>$ / each</td>
<td>$ / M</td>
</tr>
</tbody>
</table>

C. Winter Issue:

<table>
<thead>
<tr>
<th>Description</th>
<th>Quantity</th>
<th>Unit Price</th>
<th>Additional M RAST</th>
</tr>
</thead>
<tbody>
<tr>
<td>56 pages, four color text with four-color covers</td>
<td>100,000 per issue</td>
<td>$ / each</td>
<td>$ / M</td>
</tr>
</tbody>
</table>

D. Alterations:

<table>
<thead>
<tr>
<th>Author's alterations</th>
<th>Price Per Hour</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$</td>
</tr>
</tbody>
</table>
VI. BID EVALUATION PROCEDURES: Bids shall be evaluated on the basis of the lowest grand total price from responsive, responsible bidders. The low bidder shall be determined by use of the prices provided by the bidder in Section V. PRICE SCHEDULE in the following hypothetical scenario:

***BIDERS SHOULD NOT FILL IN THE BLANK SPACES.*** This example is only intended to illustrate the evaluation procedure to be utilized.

A. BASIC ISSUE

<table>
<thead>
<tr>
<th>Item</th>
<th>Quantity</th>
<th>Price / Unit</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>133,000 X $_____ /each</td>
<td></td>
<td></td>
<td>$________</td>
</tr>
<tr>
<td>Additional M RAST 5 X $_____ /M</td>
<td></td>
<td></td>
<td>$________</td>
</tr>
<tr>
<td>Author’s Alterations 10 X $_____ /hour</td>
<td></td>
<td></td>
<td>$________</td>
</tr>
<tr>
<td>Re-outputting of Film 20 X $_____ /page</td>
<td></td>
<td></td>
<td>$________</td>
</tr>
<tr>
<td>Shipping 1 X $_____ /shipment</td>
<td></td>
<td></td>
<td>$________</td>
</tr>
<tr>
<td>Prepayment Deduction 133,000 X ($_____ /each)</td>
<td></td>
<td></td>
<td>($________)</td>
</tr>
</tbody>
</table>

TOTAL FOR BASIC ISSUE $________

B. OPTION A ISSUE

<table>
<thead>
<tr>
<th>Item</th>
<th>Quantity</th>
<th>Price / Unit</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>189,200 X $_____ /each</td>
<td></td>
<td></td>
<td>$________</td>
</tr>
<tr>
<td>Additional M RAST 5 X $_____ /M</td>
<td></td>
<td></td>
<td>$________</td>
</tr>
<tr>
<td>Author’s Alterations 10 X $_____ /hour</td>
<td></td>
<td></td>
<td>$________</td>
</tr>
<tr>
<td>Re-outputting of Film 20 X $_____ /page</td>
<td></td>
<td></td>
<td>$________</td>
</tr>
<tr>
<td>Shipping 1 X $_____ /shipment</td>
<td></td>
<td></td>
<td>$________</td>
</tr>
<tr>
<td>Prepayment Deduction 189,200 X ($_____ /each)</td>
<td></td>
<td></td>
<td>($________)</td>
</tr>
</tbody>
</table>

TOTAL FOR OPTION A ISSUE $________

C. OPTION B ISSUE

<table>
<thead>
<tr>
<th>Item</th>
<th>Quantity</th>
<th>Price / Unit</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>21,000 X $_____ /each</td>
<td></td>
<td></td>
<td>$________</td>
</tr>
<tr>
<td>Additional M RAST 5 X $_____ /M</td>
<td></td>
<td></td>
<td>$________</td>
</tr>
<tr>
<td>Author’s Alterations 10 X $_____ /hour</td>
<td></td>
<td></td>
<td>$________</td>
</tr>
<tr>
<td>Re-outputting of Film 20 X $_____ /page</td>
<td></td>
<td></td>
<td>$________</td>
</tr>
</tbody>
</table>
SHIPPING: $ \times \text{ } / \text{shipment} = \text{ } $

Prepayment Deduction:

$21,000 \times (\text{ } / \text{each}) = (\text{ } )$

TOTAL FOR OPTION B ISSUE: $\text{ }$

*GRAND TOTAL: $\text{ }$

*Grand total equals the sum of the totals for the Basic Issue, Option A Issue and Option B Issue.

VII. METHOD OF PAYMENT:

Virginia Tech will authorize payment to the contractor after each satisfactory delivery of Virginia Tech Magazine and receipt of the contractor's invoice.

Payment can be expedited through the use of a ghost card payment system. For more information on this program please refer to Virginia Tech's Purchasing website: [http://www.purch.vt.edu/Department/WellsOne.html](http://www.purch.vt.edu/Department/WellsOne.html)

VIII. INVOICES:

Invoices for goods or services provided under any contract resulting from this solicitation shall be submitted to:

Virginia Polytechnic Institute and State University
Accounts Payable
201 Southgate Center
Blacksburg, VA 24061

IX. CONTRACT ADMINISTRATION:

A. Melissa Richards, Director of Marketing and Publications, University Relations, at Virginia Tech or her designee, shall be identified as the Contract Administrator and shall use all powers under the contract to enforce its faithful performance.

B. The Contract Administrator, or her designee, shall determine the amount, quantity, acceptability, fitness of all aspects of the services and shall decide all other questions in connection with the services. The Contract Administrator, or her designee, shall not have authority to approve changes in the services which alter the concept or which call for an extension of time for this contract. Any modifications made must be authorized by the Virginia Tech Purchasing Department through a written amendment to the contract.

X. ADDENDUM:

Any ADDENDUM issued for this solicitation may be accessed at [http://www.purch.vt.edu/html/docs/bids.php](http://www.purch.vt.edu/html/docs/bids.php). Since a paper copy of the addendum will not be mailed to you, we encourage you to check the website regularly.

XI. TERMS AND CONDITIONS:

This solicitation and any resulting contract/purchase order shall be governed by the attached terms and conditions.

XII. ATTACHMENTS:

Attachment A - Terms and Conditions
Attachment B - Standard Contract Form
Attachment C – Sample issue of Virginia Tech Magazine
   A Sample issue may be obtained by contacting the following:
   Robert B. Snuffer, Buyer Specialist, bsnuffer@vt.edu, ph. 540-231-5557 fax. 540-231-9628
ATTACHMENT A

TERMS AND CONDITIONS

Bid General Terms and Conditions

See http://www.purch.vt.edu/html.docs/terms/GTC_BID_100110.pdf

Special Terms and Conditions

1. ADVERTISING: In the event a contract is awarded for supplies, equipment, or services resulting from this bid, no indication of such sales or services to Virginia Tech will be used in product literature or advertising. The Contractor shall not state in any of the advertising or product literature that the Commonwealth of Virginia or any agency or institution of the Commonwealth has purchased or uses its products or services.

2. AUDIT: The Contractor hereby agrees to retain all books, records, and other documents relative to this contract for five (5) years after final payment, or until audited by the Commonwealth of Virginia, whichever is sooner. Virginia Tech, its authorized agents, and/or State auditors shall have full access to and the right to examine any of said materials during said period.

3. AVAILABILITY OF FUNDS: It is understood and agreed between the parties herein that Virginia Tech shall be bound hereunder only to the extent of the funds available or which may hereafter become available for the purpose of this agreement.

4. AWARD OF CONTRACT: Virginia Tech will make the award on a grand total basis to the lowest responsive and responsible bidder. The Virginia Tech Purchasing Department also reserves the right to reject any or all bids, in whole or in part, to waive informalities and to delete items prior to making the award, whenever it is deemed in the sole opinion of Virginia Tech to be in its best interest.

5. BID PRICES: Bid shall be in the form of a firm unit price for each item during the contract period.

6. CANCELLATION OF CONTRACT: Virginia Tech reserves the right to cancel and terminate any resulting contract, in part or in whole, without penalty, upon 60 days written notice to the Contractor. In the event the initial contract period is for more than 12 months, the resulting contract may be terminated by either party, without penalty, after the initial 12 months of the contract period upon 60 days written notice to the other party. Any contract cancellation notice shall not relieve the Contractor of the obligation to deliver and/or perform on all outstanding orders issued prior to the effective date of cancellation.

7. CONTRACT DOCUMENTS: The contract entered into by the parties shall consist of the Invitation for Bids, the signed Bid submitted by the Contractor, the Commonwealth Standard Contract Form (copy attached), the General Terms and Conditions, Special Terms and Conditions, the specifications including all modifications thereof, all of which shall be referred to collectively as the Contract Documents.

8. CONTRACT PERIOD: The contract shall be for a period of one (1) year.

9. IDENTIFICATION OF SEALED BID ENVELOPE: If a special envelope is not furnished, or if return in the special envelope is not possible, the signed bid should be returned in a separate envelope or package, sealed and addressed as follows:

VIRGINIA POLYTECHNIC INSTITUTE AND STATE UNIVERSITY
Purchasing Department (0333)
270 Southgate Center
Blacksburg, VA 24061

Reference the opening date and hour, and Bid Number in the lower left corner of the envelope or package.

If a bid not contained in the special envelope is mailed, the bidder takes the risk that the envelope, even if marked as described above, may be inadvertently opened and the information compromised which may cause the bid to be disqualified. No other correspondence or other bids should be placed in the envelope. Bids may be hand delivered to the Virginia Tech Purchasing Department.

10. INDEPENDENT CONTRACTOR: The contractor shall not be an employee of Virginia Tech, but shall be an independent contractor.

Nothing in this agreement shall be construed as authority for the contractor to make commitments which shall bind Virginia Tech, or to otherwise act on behalf of Virginia Tech, except as Virginia Tech may expressly authorize in writing.

11. INSURANCE:

By signing and submitting a bid under this solicitation, the Bidder certifies that if awarded the contract, it will have the following insurance coverages at the time the work commences. Additionally, it will maintain these during the entire term of the contract and that all insurance coverages will be provided by insurance companies authorized to sell insurance in Virginia by the Virginia State Corporation Commission.

During the period of the contract, Virginia Tech reserves the right to require the Contractor to furnish certificates of insurance for the coverage required.

INSURANCE COVERAGES AND LIMITS REQUIRED:

A. Worker's Compensation - Statutory requirements and benefits.
B. Employers Liability - $100,000.00
C. General Liability - $500,000.00 combined single limit. Virginia Tech and the Commonwealth of Virginia shall be named as an additional insured with respect to goods/services being procured. This coverage is to include Premises/Operations Liability,
Products and Completed Operations Coverage, Independent Contractor's Liability, Owner's and Contractor's Protective Liability and Personal Injury Liability.

D. Automobile Liability - $500,000.00

The contractor agrees to be responsible for, indemnify, defend and hold harmless Virginia Tech, its officers, agents and employees from the payment of all sums of money by reason of any claim against them arising out of any and all occurrences resulting in bodily or mental injury or property damage that may happen to occur in connection with and during the performance of the contract, including but not limited to claims under the Worker's Compensation Act. The contractor agrees that it will, at all times, after the completion of the work, be responsible for, indemnify, defend and hold harmless Virginia Tech, its officers, agents and employees from all liabilities resulting from bodily or mental injury or property damage directly or indirectly arising out of the performance or nonperformance of the contract.

12. OWNERSHIP OF PRINTING MATERIALS: All artwork, camera-ready copy, negative, dies, photos, and similar materials used to produce a printing job shall become the property of Virginia Tech. Any furnished materials shall remain the property of Virginia Tech. All such items and materials shall be delivered to Virginia Tech in usable condition after completion of the work, and prior to submission of the invoice for payment.

13. PRICE ESCALATION/DEESCALATION: Price adjustments for changes in the contractor's price of materials, labor, and transportation may be permitted. Request for price adjustments for any other reasons will not be granted. No price increases will be authorized for 365 calendar days after the effective date of the contract. Upward price adjustments may be permitted only at the end of this period and each 365 days thereafter and only where verified to the satisfaction of the Virginia Tech Purchasing Department. However, "across the board" price decreases are subject to implementation at any time and shall be immediately conveyed to Virginia Tech.

Contractor shall give not less than 30 days advance notice of any desired price increase to the Virginia Tech Purchasing Department. Any approved price changes will be effective only at the beginning of the calendar month following the end of the full 30 day notification period. The Contractor shall document the amount and proposed effective date of any general change in the price of materials, labor, and transportation. Only general "across the board" price increases will be considered and must affect all suppliers of the commodities or goods. Documentation shall be supplied with the Contractor's request for increase which will: (1) verify that the requested price increase is general in scope and not applicable just to Virginia Tech; and (2) verify the amount or percentage of increase which is being passed on to the Contractor by the Contractor's suppliers. Failure by the Contractor to supply the aforementioned verification with the request for price increase will result in a delay of the effective date of such increase. The Virginia Tech Purchasing Department may verify such change in price independently. The Virginia Tech Purchasing Department may make such verification as it deems adequate. However, any increase which the Virginia Tech Purchasing Department determines is excessive, regardless of any documentation supplied by the Contractor, may be cause for cancellation of the contract by the Virginia Tech Purchasing Department. The Virginia Tech Purchasing Department will notify the contractor in writing of the effective date of any increase which is approved. However, the Contractor shall fill all purchase orders received prior to the effective date of the price adjustment at the old contract prices. The contractor is further advised that price decreases which affect the price of materials, labor, and transportation are required to be passed on to Virginia Tech immediately. Failure to do so will result in action to recoup such amounts.

14. RENEWAL OF CONTRACT: This contract may be renewed by Virginia Tech upon written agreement of both parties for four successive one year periods, under the terms of the current contract, and at a reasonable time (approximately 90 days) prior to the expiration.
ATTACHMENT B

Standard Contract form for reference only
Bidders do not need to fill in this form

COMMONWEALTH OF VIRGINIA
STANDARD CONTRACT

Contract Number: __________________________

This contract entered into this ______ day of ______ 20___, by ______________________, hereinafter called the "Contractor" and Commonwealth of Virginia, Virginia Polytechnic Institute and State University called "Virginia Tech".

WITNESSETH that the Contractor and Virginia Tech, in consideration of the mutual covenants, promises and agreements herein contained, agrees as follows:

SCOPE OF CONTRACT: The Contractor shall provide the ___________ to Virginia Tech as set forth in the Contract Documents.

PERIOD OF CONTRACT: From __________________ through ____________________.

COMPENSATION AND METHOD OF PAYMENT: The Contractor shall be paid by Virginia Tech in accordance with the contract documents.

CONTRACT DOCUMENT: The contract documents shall consist of this signed contract, Invitation For Bid Number __________ dated ______, together with all written modifications thereof and the bid submitted by the Contractor dated ______, all of which contract documents are incorporated herein.

In WITNESS WHEREOF, the parties have caused this Contract to be duly executed intending to be bound thereby.

Contractor: Virginia Tech

By: ____________________________ By: ____________________________

Title: ____________________________
ADDENDUM # 1 TO SEALED BID # 0016646

VIRGINIA POLYTECHNIC INSTITUTE AND STATE UNIVERSITY
PURCHASING DEPARTMENT (0333)
270 SOUTHGATE CENTER
BLACKSBURG, VA 24061

DATE | BID RETURN DATE AND HOUR | NEW BID OPENING DATE AND HOUR
---|---|---
April 25, 2011 | May 5, 2011 3PM

BIDDER’S ADDRESS

ADDRESS ALL INQUIRIES AND CORRESPONDENCE TO:
Robert Snuffer, Buyer Specialist
E-MAIL ADDRESS: bsnuffer@vt.edu
TELEPHONE NUMBER (540) 231-5557
FAX NUMBER (540) 231-9628
AFTER HOUR MESSAGES (540) 231-6221

Virginia Tech Magazine

1. Section IV. (F.) is amended and restated to read, in its entirety, as follows:

QUALITY COLOR PRINTING: The Contractor shall allow for color corrections in order to achieve top-quality production. Cover and text must be printed by offset lithography with a minimum 150 line screen. It is anticipated that all issues will print four-color process on covers I, II, III and IV. Covers I and IV shall be varnished. Text will also print in four color. The Director of Marketing and Publications, the Editor of Virginia Tech Magazine, and the Art Director for Virginia Tech Magazine reserve the right to decide whether or not the quality of the work is satisfactory. In addition, any printing found within a period of six months to be defective due to poor presswork or binding shall be rejected and the cost thereof shall be deducted from the invoice of the Contractor, or the Contractor shall refund to Virginia Tech the cost of such work. The Contractor shall provide Virginia Tech with an opportunity for press check of the text and cover. For this reason, the Contractor should be located within a 250-mile radius of Blacksburg, Virginia.

2. Section IV. (H.) is amended and restated to read, in its entirety, as follows:

INK DISTRIBUTION: The Contractor shall use A-1 quality inks. Ink distribution and four-color reproduction must be of the very best quality. The Contractor should separately specify options and pricing for environmentally friendly inks offered.

3. Section IV. (J.) is amended and restated to read, in its entirety, as follows:

PAPER STOCK: Paper stock required is as follows:

Magazine Cover: 100# Warren Somerset gloss recycled (or approved equivalent).
Magazine Text: 50# Warren Somerset Matte coated (or approved equivalent).

The Contractor should separately specify options and pricing for environmentally friendly paper if offered.

4. Please refer to Attachment D, which contains Vendor questions and Virginia Tech’s responses.

5. All other terms, conditions and descriptions remain the same.

6. The bid opening date and hour is changed from April 28, 2011 3PM to May 5, 2011 3PM
<table>
<thead>
<tr>
<th><strong>FULL LEGAL NAME (PRINT)</strong></th>
<th><strong>FEDERAL TAXPAYER NUMBER (ID#)</strong></th>
<th><strong>DELIBERATION DATE</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>(Company name as it appears with your Federal Taxpayer Number)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>BUSINESS NAME/DBA NAME/TA NAME</strong></th>
<th><strong>FEDERAL TAXPAYER NUMBER</strong></th>
<th><strong>DELIBERATION DATE</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>(If different than the Full Legal Name)</td>
<td>(If different than ID# above)</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>BILLING NAME</strong></th>
<th><strong>FEDERAL TAXPAYER NUMBER</strong></th>
<th><strong>DELIBERATION DATE</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>(Company name as it appears on your invoice)</td>
<td>(If different than ID# above)</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>PURCHASE ORDER ADDRESS</strong></th>
<th><strong>PAYMENT ADDRESS</strong></th>
<th><strong>DELIBERATION DATE</strong></th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th><strong>CONTACT NAME/TITLE (PRINT)</strong></th>
<th><strong>SIGNATURE (IN INK)</strong></th>
<th><strong>DELIBERATION DATE</strong></th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th><strong>E-MAIL ADDRESS</strong></th>
<th><strong>TELEPHONE NUMBER</strong></th>
<th><strong>TOLL FREE TELEPHONE NUMBER</strong></th>
<th><strong>FAX NUMBER</strong></th>
</tr>
</thead>
</table>

*BUSINESS CLASSIFICATION*  
☐ LARGE  
☐ SMALL  
☐ MINORITY-OWNED  
☐ WOMEN-OWNED  

*Business Classification definitions can be viewed at http://www/purch.vt.edu/html.docs/class.html*
1. Contractor Question:
SB#0016646 indicates the necessity for soft-proofing capability and yet describes a .pdf with hard proof pre-press workflow. Please clarify.

Virginia Tech Response:
Each job is set up as a PDF workflow. The soft proof is the next step followed by a hard proof as the final step in the approval process.

2. Contractor Question:
Please describe your current work-flow in more detail or forward a copy for your current production schedule that outlines each step in the current process.

Virginia Tech Response:
The only part of the production schedule that involves the contractor is files to printer, proof approval and deliver per the contract.

3. Contractor Question:
Do you supply RGB images for conversion to CMYK and seek random proofs for color correction with final proof before you composite pages and save to pdf's?

Virginia Tech Response:
No we do not. Contractor will be provided PDF pages with images in place. PDF will be CMYK at 330dpi.

4. Contractor Question:
What is the average number of Author's Alterations per issue?

Virginia Tech Response:
Author's Alterations will vary from issue to issue with an average for 6-8 per issue. They vary from type corrections to color corrections.

5. Contractor Question:
Why do you have Author's Alterations?

Virginia Tech Response:
To estimate the cost of alterations after the PDF files have been submitted.

6. Contractor Question:
Is Virginia Tech moving in the direction of soft-proofing to eliminate Author's Alterations and time?

Virginia Tech Response:
Yes, that is our current workflow with Virginia Tech Magazine.

7. Contractor Question:
Is any portion of the current proofing in 'soft' fashion? If so, how does Virginia Tech sign-off on final approval?

Virginia Tech Response:
Soft proofs are viewed and approved on-line before moving on to the final hard proof.

8. Contractor Question:
Has Virginia Tech been offered, or considered, virtual contract proofing services, i.e. remote true color?

Virginia Tech Response:
No, that would be problematic given the difficulty in calibrating monitors.

9. Contractor Question:
What type of hard proofs does Virginia Tech require, digital color blue-lines, lasers or contract press proofs?

Virginia Tech Response:
It does not matter as long as they are high resolution and color correct.
10. Contractor Question:
Does Virginia Tech perform routine color OK's (approvals) and are they underwritten in any fashion by the current contractor?

Virginia Tech Response:
Virginia Tech typically conducts, and reserves the right to schedule press checks. The travel costs for press checks are not underwritten by the current contractor because they are within a 250 mile radius of campus.

11. Contractor Question:
If the contractor "should" be located within 250 miles of Blacksburg, VA will contractors outside of this distance be considered for a contract?

Virginia Tech Response:
Virginia Tech will consider contractors outside the 250 mile radius if considerations are provided by the contractor to cover travel expenses incurred by Virginia Tech during press checks.

12. Contractor Question:
The paper specified on SB#0016646 for the text pages of the magazine is 50# Somerset Dull or approved equivalent. However, Sappi Papers no longer manufactures the Somerset line in a Dull finish. It is only available in Gloss, Satin or Matte finishes. Please clarify which finish is to be quoted.

Virginia Tech Response:
Please Quote the Matte finish. Other paper specifications contained in SB#0016646 are correct.

13. Contractor Question:
Will the contract be awarded on a low bid basis.

Virginia Tech Response:

The contract shall be awarded based as originally stated in Sealed Bid #0016646, Attachment A. TERMS AND CONDITIONS, Special Terms and Conditions, line 4. AWARD OF CONTRACT.

14. Contractor Question:
Please define 'RAST'.

Virginia Tech Response:

RAST is an abbreviation for "Run At Same Time" and in the context used is for conveying pricing per thousand for overruns.

15. Contractor Question:
Will Virginia Tech seek competitive bids for each successive renewal of the contract.

Virginia Tech Response:

The contract may be renewed as stated in the original Sealed Bid #0016646, Attachment A TERMS AND CONDITIONS, Special Terms and Conditions, line14.
INVITATION FOR SEALED BID # 0016646 THIS IS NOT AN ORDER

VIRGINIA POLYTECHNIC INSTITUTE AND STATE UNIVERSITY
PURCHASING DEPARTMENT (0333)
270 SOUTHGATE CENTER
BLACKSBURG, VA 24061

DATE 5/9/2011
BID RETURN DATE AND HOUR 5/12/2011 3PM
BID OPENING DATE AND HOUR April 28, 2011 3PM

BIDDER ADDRESS
VINCENT KICZALE
CEVINIC
2703 HANDOVER AVE #A
RICHMOND, VA 23223
804.205.6225

ADDRESS ALL INQUIRIES AND CORRESPONDENCE TO:
Robert Snuffer
Buyer Specialist
E-MAIL ADDRESS: bsnuffer@vt.edu
TELEPHONE NUMBER (540) 231-5557
FAX NUMBER (540) 231-9628
AFTER HOUR MESSAGES (540) 231-6221

COMMODITY: Virginia Tech Magazine SEE ATTACHED

SPECIAL INSTRUCTIONS
1. SEALED BID responses should be returned in the furnished envelope.
2. Faxed responses to Sealed Bids cannot be sent directly to the Purchasing Department, see “Facsimile Bids” of the attached General Terms and Conditions.
3. Responses must be submitted on this form and the attachment(s) provided.
4. Responses should be signed below.
5. Responses will be received in the Virginia Polytechnic Institute and State University, Purchasing Department (0333), 270 Southgate Center, Blacksburg, VA 24061 until the bid opening date and hour or, if specified, the bid return date and hour shown above.
6. Contact the buyer listed above for bid award information. Enclose a self-addressed stamped envelope if you wish to obtain price information.
7. DELIVERY IS F.O.B. DESTINATION UNLESS OTHERWISE NOTED IN THE BODY OF THE BID.
8. Any ADDENDUM issued for this solicitation may be accessed at http://www.purch.vt.edu/html.docs/bids.php. Since a paper copy of the addendum will not be mailed to you, we encourage you to check the web site regularly.
9. Bidders must take cognizance of the fees associated with the eVA Business-To-Government Vendor Registration requirement described herein and at http://www.eva.state.va.us/ and submit prices accordingly.

CERTIFICATION: IN ACCORDANCE WITH THIS INVITATION FOR SEALED BID AND SUBJECT TO ALL TERMS AND CONDITIONS CONTAINED HEREIN INCLUDING THE GENERAL TERMS AND CONDITIONS SHOWN AT http://www.purch.vt.edu/html.docs/terms/GTC_BID_100110.pdf THE UNDERSIGNED OFFERS AND AGREES TO FURNISH THE GOODS OR SERVICES FOR THE PRICE(S) OFFERED.

FULL LEGAL NAME (PRINT) Cordinator Communications
(Federal as it appears with your Federal Taxpayer Number)

BUSINESS NAME/DBA NAME/TA NAME (If different than the Full Legal Name)

BILLING NAME (Company as it appears on your invoice)
Coordor Communications

PURCHASE ORDER ADDRESS 2901 Byrd st
RICHMOND, VA 23225

CONTACT NAME/TITLE (PRINT) VINCENT KICZALE

E-MAIL ADDRESS vincent.kiczales@cevinic.com

TELEPHONE NUMBER 804.205.6225
TOLL FREE TELEPHONE NUMBER

FEDERAL TAXPAYER NUMBER (ID#) DELIVERY DATE 5/9/2011 3PM

FEDERAL TAXPAYER NUMBER (If different than ID# above)

FEDERAL TAXPAYER NUMBER (If different than ID# above)

PAYMENT ADDRESS

SIGNATURE (IN INK) Vincent Kiczales

DATE 5/9/2011

*BUSINESS CLASSIFICATION

[ ] LARGE [ ] SMALL [ ] MINORITY-OWNED [ ] WOMEN-OWNED

*Is your Classification certified by the Virginia Dept of Minority Business Enterprise? [ ] Yes [ ] No If yes, provide Certification Number:

*Business Classification definitions can be viewed at http://www.purch vt.edu/Vendor/class.html

*For assistance with certification questions, please visit: http://www.dmbe.state.va.us/swamcert.html

THIS IS NOT AN ORDER Revised 11/8/10
I. PURPOSE:

The intent and purpose of this Invitation For Sealed Bid is to establish a term contract with one qualified source that can provide printing services for the Virginia Tech Magazine for Virginia Polytechnic Institute and State University (Virginia Tech), an agency of the Commonwealth of Virginia.

II. BACKGROUND:

Centered on its motto of Ut Prosim (That I May Serve), Virginia Tech takes a hands-on, engaging approach to education, preparing scholars to be leaders in their fields and communities. In the commonwealth, Virginia Tech is the most comprehensive university, offering 210 undergraduate and graduate degree programs to more than 31,000 students, and the leading research university, managing a research portfolio nearing $400 million. The university fulfills its land-grant mission of transforming knowledge to practice through technological leadership by fueling economic growth and job creation locally, regionally, and throughout Virginia.

Virginia Tech Magazine forges stronger relationships between alumni and the university by highlighting the vibrancy of a university positioned on the leading edge of technology, research, and service, and by showcasing the achievements of alumni. Through a rich array of feature stories, alumni profiles, and university and alumni news, the university's primary source of information for alumni captures and transmits the broad impact of Virginia Tech while serving as an intellectually rigorous storytelling venue that illuminates and informs the diverse lives of Hokie alumni around the world.

III. EVA BUSINESS-TO-GOVERNMENT ELECTRONIC PROCUREMENT SYSTEM:

The eVA Internet electronic procurement solution streamlines and automates government purchasing activities within the Commonwealth of Virginia. Virginia Tech, and other state agencies and institutions, have been directed by the Governor to maximize the use of this system in the procurement of goods and services. We are, therefore, requesting that your firm register as a trading partner within the eVA system.

There are registration fees and transaction fees involved with the use of eVA. These fees must be considered in the provision of quotes, bids and price proposals offered to Virginia Tech. Failure to register within the eVA system may result in the quote, bid or proposal from your firm being rejected and the award made to another vendor who is registered in the eVA system.

Registration in the eVA system is accomplished on-line. Your firm must provide the necessary information. Please visit the eVA website portal at http://www.eva.virginia.gov/register/vendorreg.htm and register both with eVA and Ariba. This process needs to be completed before Virginia Tech can issue your firm a Purchase Order or contract. If your firm conducts business from multiple geographic locations, please register these locations in your initial registration.

For registration and technical assistance, reference the eVA website at: eVACustomerCare@dgs.virginia.gov, or call 866-289-7367 or 804-371-2525.

IV. SCOPE OF SERVICE:

A. GENERAL: VIRGINIA TECH MAGAZINE is an 8-1/4" x 10-7/8", 56-page (plus cover) for winter and summer; 64-page (plus cover) for fall and spring quarterly publication with an average per copy circulation of 142,750. It has 4-color covers with varnish on covers I and IV and four-color text throughout the 56/64 pages. All of the above standard features shall be included in the unit price.

B. ESTIMATED SCHEDULE AND ESTIMATED QUANTITIES FOR VIRGINIA TECH MAGAZINE

<table>
<thead>
<tr>
<th>ESTIMATED SCHEDULE</th>
<th>ESTIMATED QUANTITY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall (October 15 delivery)</td>
<td>196,000 per issue</td>
</tr>
<tr>
<td>Winter (January 15 delivery)</td>
<td>100,000 per issue</td>
</tr>
<tr>
<td>Spring (April 15 delivery)</td>
<td>190,000 per issue</td>
</tr>
<tr>
<td>Summer (July 15 delivery)</td>
<td>85,000 per issue</td>
</tr>
</tbody>
</table>

Virginia Tech reserves the right to increase or decrease quantities with sufficient notice to the Contractor.
C. COMPOSITION AND LAYOUT: Electronic composition and layout of the Virginia Tech Magazine will be produced by Virginia Tech using Adobe InDesign CS4. The Contractor will be responsible for outputting from electronic files provided as well as purchasing all typefaces specified. Electronic files in PDF format will be provided by Virginia Tech. The Contractor will assist in any color correction or PostScript errors that may occur during production. The Contractor will provide PDF workflow with RIP-based proofing system with soft proofing technology, or equivalent system, for file exchange and proofing. The Contractor must have a secure password-protected FTP electronic site, or equivalent, available for immediate download for electronic files.

D. PROOFS: The contractor shall provide color composite proofs of cover and text pages. All required proofing shall be included in the unit price per issue. The Contractor will send color proofs to Virginia Tech via overnight delivery and this cost shall be included in the contract price.

E. AUTHOR'S ALTERATIONS: The contractor may bill Virginia Tech on an hourly basis for any alterations to proofs made as a result of Virginia Tech's changes. Such charges must be supported by the original proofs with alterations indicated thereon. Hourly charges for alterations must be specified in the contract and such charges must be spelled out in the invoices submitted for the individual issues.

F. QUALITY COLOR PRINTING: The Contractor shall allow for color corrections in order to achieve top-quality production. Cover and text must be printed by offset lithography with a minimum 150 line screen. It is anticipated that all issues will print four-color process on covers I, II, III and IV. Covers I and IV shall be varnished. Text will also print in four color. The Director of Marketing and Publications, the Editor of Virginia Tech Magazine, and the Art Director for Virginia Tech Magazine reserve the right to decide whether or not the quality of the work is satisfactory. In addition, any printing found within a period of six months to be defective due to poor presswork or binding shall be rejected and the cost thereof shall be deducted from the invoice of the Contractor, or the Contractor shall refund to Virginia Tech the cost of such work. The Contractor shall provide Virginia Tech with an opportunity for press check of the text and cover. For this reason, the Contractor should be located within a 250-mile radius of Blacksburg, Virginia. The contractors distance from Blacksburg may be a factor in the award.

G. PRINTING DEFINITIONS:

1. Class I - Critical Quality Printing (Cover): This class shall be used for four-color process printing where critical color matches are necessary or where engraved and/or embossed invitations are required. Typical examples: matching artists' original paintings or sculptures, or product colors so that true colors or materials used in creating the original are accurately represented and reproduction of medical slides where true color may be critical. This is a step above "pleasing colors". Finishing and bindery operations shall be of the same critical quality.

2. Class I - Excellent Quality Printing (Text): This class shall be used when good, clean, crisp reproduction is required. Four-color jobs may be classified as "Class I". Four-color process subjects shall have pleasing color matches with good skin tone; some color correction may be necessary. PMS color matches may be required. Very fine lines and drawings may be required. There will be large reverse areas, and/or large solid areas where good, even ink coverage is necessary. Because of the overall design, very accurate registration is required. Finishing and bindery operations shall be of the same excellent quality.

H. INK DISTRIBUTION: The Contractor shall use A-1 quality inks. Ink distribution and four-color reproduction must be of the very best quality. The Contractor should separately specify options and pricing for environmentally friendly inks offered. Environmentally friendly options may be a factor in the award.

I. OVER-RUNS AND UNDER-RUNS: Quantity delivered shall be no less than the quantity ordered by Virginia Tech and no more than 1.5% over. Vendors should provide the cost for over-runs. The cost of over-runs may be a factor in the award.

J. PAPER STOCK: Paper stock required is as follows:

   Magazine Cover: 100# Warren Somerset gloss recycled (or approved equivalent). Magazine Text: 50# Warren Somerset dull-coated (or approved equivalent).

The Contractor should separately specify options and pricing for environmentally friendly paper if offered. Environmentally friendly options may be a factor in the award.

K. CONTENT: Each issue will appear similar to the sample issue shown in Attachment C.
L. BINDING: Magazine shall be saddle stitched with at least two staples.

M. SIZE, NUMBER OF PAGES AND MAKE-UP: Virginia Tech Magazine – 56/64 pages plus four-page cover, trim size 8-1/4" x 10-7/8".

Note: Virginia Tech reserves the right to bleed any and all pages.

N. DELIVERY OF MAGAZINE AND ADVANCE COPIES: The Contractor shall mail the magazine no later than two full working days after printing. The unit price shall include the cost of sending via overnight delivery at least ten (10) advance copies to Virginia Tech, 105-A Media Building (0109), Blacksburg, VA 24061. Advance copies must be mailed no later than 24 hours following completion of the bindery. The time allotted to the Contractor for each issue is as follows:
Conversion of PostScript file and delivery of page proofs: 5-7 working days
Approval of color proofs to mailing: 10-14 working days.

O. MAILING AND DISTRIBUTION: An approximate average of 144, 250 Virginia Tech Magazines shall be mailed under second-class regulations with funds for postage to be deposited in Post Office by Virginia Tech. Electronic addresses will be furnished by Virginia Tech in numerical zip code order with zip code breaks and other information to ensure the best possible postage rates. The Contractor shall be responsible for having these addresses ink-jetted directly onto the back cover in designated space. Unit price must include ink-jetting, sorting by zip code, and bagging for best possible mailing rates and delivery to a U.S. Post Office or mail distribution center(s) most conveniently located to the Contractor.

All remaining magazines must be shipped by motor freight or can be delivered by printer, but the price must not exceed motor freight rate. The remaining magazines include shipment of about 3,600 magazines to Blacksburg. Three thousand of the 3,600 copies are to be boxed and shipped to the Virginia Tech Centralized Mailing Room at Printing Services. Six hundred of the 3,600 copies must be delivered to Virginia Tech’s Marketing and Publications Unit. Virginia Tech reserves the right to designate the common carrier if common carriers are used. The Contractor’s cost for shipping shall be billed to Virginia Tech as a separate item (see section V.F.) and shall not be included in the other unit prices listed in Section V.

V. Price Schedule: (to be completed by the bidder)
A. Spring and Fall Issues:

<table>
<thead>
<tr>
<th>Description</th>
<th>Quantity</th>
<th>Unit Price</th>
<th>Additional M.R.A.S.</th>
</tr>
</thead>
<tbody>
<tr>
<td>64 pages, four color text with four-color covers</td>
<td>196,000 per issue</td>
<td>$0.35 /each</td>
<td>$264 /M</td>
</tr>
</tbody>
</table>

B. Summer Issue:

<table>
<thead>
<tr>
<th>Description</th>
<th>Quantity</th>
<th>Unit Price</th>
<th>Additional M.R.A.S.</th>
</tr>
</thead>
<tbody>
<tr>
<td>56 pages, four color text with four-color covers</td>
<td>85,000 per issue</td>
<td>$0.45 /each</td>
<td>$279 /M</td>
</tr>
</tbody>
</table>

C. Winter Issue:

<table>
<thead>
<tr>
<th>Description</th>
<th>Quantity</th>
<th>Unit Price</th>
<th>Additional M.R.A.S.</th>
</tr>
</thead>
<tbody>
<tr>
<td>56 pages, four color text with four-color covers</td>
<td>100,000 per issue</td>
<td>$0.36 /each</td>
<td>$279 /M</td>
</tr>
</tbody>
</table>

D. Alterations:

<table>
<thead>
<tr>
<th>Description</th>
<th>Price Per Hour</th>
</tr>
</thead>
<tbody>
<tr>
<td>Author's alterations</td>
<td>$25</td>
</tr>
</tbody>
</table>
VI. BID EVALUATION PROCEDURES: Bids shall be evaluated on the basis of the lowest grand total price from responsive, responsible bidders. The low bidder shall be determined by use of the prices provided by the bidder in Section V. PRICE SCHEDULE in the following hypothetical scenario:

***BIDDERS SHOULD NOT FILL IN THE BLANK SPACES*** This example is only intended to illustrate the evaluation procedure to be utilized.

A. BASIC ISSUE

133,000 X $ _______ /each = $ _______

Additional M RAST 5 X $ _______ /M = $ _______

Author's Alterations 10 X $ _______ /hour = $ _______

Re-outputting of Film 20 X $ _______ /page = $ _______

Shipping 1 X $ _______ /shipment = $ _______

Prepayment Deduction 133,000 X ($ _______ /each) = ($ _______

TOTAL FOR BASIC ISSUE $ _______

B. OPTION A ISSUE

189,200 X $ _______ /each = $ _______

Additional M RAST 5 X $ _______ /M = $ _______

Author's Alterations 10 X $ _______ /hour = $ _______

Re-outputting of Film 20 X $ _______ /page = $ _______

Shipping 1 X $ _______ /shipment = $ _______

Prepayment Deduction 189,200 X ($ _______ /each) = ($ _______

TOTAL FOR OPTION A ISSUE $ _______

C. OPTION B ISSUE

21,000 X $ _______ /each = $ _______

Additional M RAST 5 X $ _______ /M = $ _______

Author's Alterations 10 X $ _______ /hour = $ _______

Re-outputting of Film 20 X $ _______ /page = $ _______
Shipping 1 X $ _______/shipment = $ ____________

Prepayment Deduction
21,000 X ($ _______/each) = ($ ____________ )

TOTAL FOR OPTION B ISSUE $ __________________

*GRAND TOTAL $ __________________

*Grand total equals the sum of the totals for the Basic Issue, Option A Issue and Option B Issue.

VII. METHOD OF PAYMENT:

Virginia Tech will authorize payment to the contractor after each satisfactory delivery of Virginia Tech Magazine and receipt of the contractor's invoice.

Payment can be expedited through the use of a ghost card payment system. For more information on this program please refer to Virginia Tech's Purchasing website: http://www.purch.vt.edu/Department/WellsOne.html

VIII. INVOICES:

Invoices for goods or services provided under any contract resulting from this solicitation shall be submitted to:

Virginia Polytechnic Institute and State University
Accounts Payable
201 Southgate Center
Blacksburg, VA 24061

IX. CONTRACT ADMINISTRATION:

A. Melissa Richards, Director of Marketing and Publications, University Relations, at Virginia Tech or her designee, shall be identified as the Contract Administrator and shall use all powers under the contract to enforce its faithful performance.

B. The Contract Administrator, or her designee, shall determine the amount, quantity, acceptability, fitness of all aspects of the services and shall decide all other questions in connection with the services. The Contract Administrator, or her designee, shall not have authority to approve changes in the services which alter the concept or which call for an extension of time for this contract. Any modifications made must be authorized by the Virginia Tech Purchasing Department through a written amendment to the contract.

X. ADDENDUM:

Any ADDENDUM issued for this solicitation may be accessed at http://www.purch.vt.edu/html.docs/bids.php. Since a paper copy of the addendum will not be mailed to you, we encourage you to check the web site regularly.

XI. TERMS AND CONDITIONS:

This solicitation and any resulting contract/purchase order shall be governed by the attached terms and conditions.

XII. ATTACHMENTS:

Attachment A - Terms and Conditions
Attachment B - Standard Contract Form
Attachment C - Sample issue of Virginia Tech Magazine

A Sample issue may be obtained by contacting the following:
Robert B. Snuffer, Buyer Specialist, bsnuffer@vt.edu, ph. 540-231-5557 fax. 540-231-9628
ATTACHMENT A

TERMS AND CONDITIONS

Bid General Terms and Conditions

See http://www.purch.vt.edu/html.docs/terms/GTC_BID_100110.pdf

Special Terms and Conditions

1. ADVERTISING: In the event a contract is awarded for supplies, equipment, or services resulting from this bid, no indication of such sales or services to Virginia Tech will be used in product literature or advertising. The Contractor shall not state in any of the advertising or product literature that the Commonwealth of Virginia or any agency or institution of the Commonwealth has purchased or uses its products or services.

2. AUDIT: The Contractor hereby agrees to retain all books, records, and other documents relative to this contract for five (5) years after final payment, or until audited by the Commonwealth of Virginia, whichever is sooner. Virginia Tech, its authorized agents, and/or State auditors shall have full access to and the right to examine any of said materials during said period.

3. AVAILABILITY OF FUNDS: It is understood and agreed between the parties herein that Virginia Tech shall be bound hereunder only to the extent of the funds available or which may hereafter become available for the purpose of this agreement.

4. AWARD OF CONTRACT: Virginia Tech will make the award on a grand total basis to the lowest responsive and responsible bidder. The Virginia Tech Purchasing Department also reserves the right to reject any or all bids, in whole or in part, to waive informalities and to delete items prior to making the award, whenever it is deemed in the sole opinion of Virginia Tech to be in its best interest.

5. BID PRICES: Bid shall be in the form of a firm unit price for each item during the contract period.

6. CANCELLATION OF CONTRACT: Virginia Tech reserves the right to cancel and terminate any resulting contract, in part or in whole, without penalty, upon 60 days written notice to the Contractor. In the event the initial contract period is for more than 12 months, the resulting contract may be terminated by either party, without penalty, after the initial 12 months of the contract period upon 60 days written notice to the other party. Any contract cancellation notice shall not relieve the Contractor of the obligation to deliver and/or perform on all outstanding orders issued prior to the effective date of cancellation.

7. CONTRACT DOCUMENTS: The contract entered into by the parties shall consist of the Invitation for Bids, the signed Bid submitted by the Contractor, the Commonwealth Standard Contract Form (copy attached), the General Terms and Conditions, Special Terms and Conditions, the specifications including all modifications thereof, all of which shall be referred to collectively as the Contract Documents.

8. CONTRACT PERIOD: The contract shall be for a period of one (1) year.

9. IDENTIFICATION OF SEALED BID ENVELOPE: If a special envelope is not furnished, or if return in the special envelope is not possible, the signed bid should be returned in a separate envelope or package, sealed and addressed as follows:

VIRGINIA POLYTECHNIC INSTITUTE AND STATE UNIVERSITY
Purchasing Department (0333)
270 Southgate Center
Blacksburg, VA 24061

Reference the opening date and hour, and Bid Number in the lower left corner of the envelope or package.

If a bid not contained in the special envelope is mailed, the bidder makes the risk that the envelope, even if marked as described above, may be inadvertently opened and the information compromised which may cause the bid to be disqualified. No other correspondence or other bids should be placed in the envelope. Bids may be hand delivered to the Virginia Tech Purchasing Department.

10. INDEPENDENT CONTRACTOR: The contractor shall not be an employee of Virginia Tech, but shall be an independent contractor.

Nothing in this agreement shall be construed as authority for the contractor to make commitments which shall bind Virginia Tech, or to otherwise act on behalf of Virginia Tech, except as Virginia Tech may expressly authorize in writing.

11. INSURANCE:

By signing and submitting a bid under this solicitation, the Bidder certifies that if awarded the contract, it will have the following insurance coverages at the time the work commences. Additionally, it will maintain these during the entire term of the contract and that all insurance coverages will be provided by insurance companies authorized to sell insurance in Virginia by the Virginia State Corporation Commission.

During the period of the contract, Virginia Tech reserves the right to require the Contractor to furnish certificates of insurance for the coverage required.

INSURANCE COVERAGES AND LIMITS REQUIRED:

A. Worker's Compensation - Statutory requirements and benefits.

B. Employers Liability - $100,000.00

C. General Liability - $500,000.00 combined single limit. Virginia Tech and the Commonwealth of Virginia shall be named as an additional insured with respect to goods/services being procured. This coverage is to include Premises/Operations Liability,
Products and Completed Operations Coverage, Independent Contractor's Liability, Owner's and Contractor's Protective Liability and Personal Injury Liability.

D. Automobile Liability - $500,000.00

The contractor agrees to be responsible for, indemnify, defend and hold harmless Virginia Tech, its officers, agents and employees from the payment of all sums of money by reason of any claim against them arising out of any and all occurrences resulting in bodily or mental injury or property damage that may happen to occur in connection with and during the performance of the contract, including but not limited to claims under the Worker's Compensation Act. The contractor agrees that it will, at all times, after the completion of the work, be responsible for, indemnify, defend and hold harmless Virginia Tech, its officers, agents and employees from all liabilities resulting from bodily or mental injury or property damage directly or indirectly arising out of the performance or nonperformance of the contract.

12. OWNERSHIP OF PRINTING MATERIALS: All artwork, camera-ready copy, negative, dies, photos, and similar materials used to produce a printing job shall become the property of Virginia Tech. Any furnished materials shall remain the property of Virginia Tech. All such items and materials shall be delivered to Virginia Tech in usable condition after completion of the work, and prior to submission of the invoice for payment.

13. PRICE ESCALATION/DEESCALATION: Price adjustments for changes in the contractor's price of materials, labor, and transportation may be permitted. Request for price adjustments for any other reasons will not be granted. No price increases will be authorized for 365 calendar days after the effective date of the contract. Upward price adjustments may be permitted only at the end of this period and each 365 days thereafter and only where verified to the satisfaction of the Virginia Tech Purchasing Department. However, "across the board" price decreases are subject to implementation at any time and shall be immediately conveyed to Virginia Tech.

Contractor shall give not less than 30 days advance notice of any desired price increase to the Virginia Tech Purchasing Department. Any approved price changes will be effective only at the beginning of the calendar month following the end of the full 30 day notification period. The Contractor shall document the amount and proposed effective date of any general change in the price of materials, labor, and transportation. Only general "across the board" price increases will be considered and must affect all suppliers of the commodities or goods. Documentation shall be supplied with the Contractor's request for increase which will:

(1) verify that the requested price increase is general in scope and not applicable just to Virginia Tech; and (2) verify the amount or percentage of increase which is being passed on to the Contractor by the Contractor's suppliers. Failure by the Contractor to supply the aforementioned verification with the request for price increase will result in a delay of the effective date of such increase. The Virginia Tech Purchasing Department may verify such change in price independently. The Virginia Tech Purchasing Department may make such verification as it deems adequate. However, any increase which the Virginia Tech Purchasing Department determines is excessive, regardless of any documentation supplied by the Contractor, may be cause for cancellation of the contract by the Virginia Tech Purchasing Department. The Virginia Tech Purchasing Department will notify the contractor in writing of the effective date of any increase which is approved. However, the Contractor shall fill all purchase orders received prior to the effective date of the price adjustment at the old contract prices. The contractor is further advised that price decreases which affect the price of materials, labor, and transportation are required to be passed on to Virginia Tech immediately. Failure to do so will result in action to recoup such amounts.

14. RENEWAL OF CONTRACT: This contract may be renewed by Virginia Tech upon written agreement of both parties for four successive one year periods, under the terms of the current contract, and at a reasonable time (approximately 90 days) prior to the expiration.
COMMONWEALTH OF VIRGINIA
STANDARD CONTRACT

Contract Number: ____________________________

This contract entered into this ___ day of ______, 20___, by ______________________, hereinafter called the "Contractor" and Commonwealth of Virginia, Virginia Polytechnic Institute and State University called "Virginia Tech".

WITNESSETH that the Contractor and Virginia Tech, in consideration of the mutual covenants, promises and agreements herein contained, agrees as follows:

SCOPE OF CONTRACT: The Contractor shall provide the _____ to Virginia Tech as set forth in the Contract Documents.

PERIOD OF CONTRACT: From ____________________ through ____________________.

COMPENSATION AND METHOD OF PAYMENT: The Contractor shall be paid by Virginia Tech in accordance with the contract documents.

CONTRACT DOCUMENT: The contract documents shall consist of this signed contract, Invitation For Bid Number ________ dated ________, together with all written modifications thereof and the bid submitted by the Contractor dated ________, all of which contract documents are incorporated herein.

In WITNESS WHEREOF, the parties have caused this Contract to be duly executed intending to be bound thereby.

Contractor: Virginia Tech

By: ____________________________  By: ____________________________

Title: ____________________________
ADDENDUM # 1 TO SEALED BID # 0016646

VIRGINIA POLYTECHNIC INSTITUTE AND STATE UNIVERSITY
PURCHASING DEPARTMENT (0333)
270 SOUTHGATE CENTER
BLACKSBURG, VA 24061

DATE 5/5/2011
BID RETURN DATE AND HOUR 5/5/2011
NEW BID OPENING DATE AND HOUR May 5, 2011 3PM

Virginia Tech Magazine

1. Section IV. (F.) is amended and restated to read, in its entirety, as follows:

QUALITY COLOR PRINTING: The Contractor shall allow for color corrections in order to achieve top-quality production. Cover and text must be printed by offset lithography with a minimum 150 line screen. It is anticipated that all issues will print four-color process on covers I, II, III and IV. Covers I and IV shall be varnished. Text will also print in four color. The Director of Marketing and Publications, the Editor of Virginia Tech Magazine, and the Art Director for Virginia Tech Magazine reserve the right to decide whether or not the quality of the work is satisfactory. In addition, any printing found within a period of six months to be defective due to poor presswork or binding shall be rejected and the cost thereof shall be deducted from the invoice of the Contractor, or the Contractor shall refund to Virginia Tech the cost of such work. The Contractor shall provide Virginia Tech with an opportunity for press check of the text and cover. For this reason, the Contractor should be located within a 250-mile radius of Blacksburg, Virginia.

2. Section IV. (H.) is amended and restated to read, in its entirety, as follows:

INK DISTRIBUTION: The Contractor shall use A-1 quality inks. Ink distribution and four-color reproduction must be of the very best quality. The Contractor should separately specify options and pricing for environmentally friendly inks offered.

3. Section IV. (J.) is amended and restated to read, in its entirety, as follows:

PAPER STOCK: Paper stock required is as follows:

Magazine Cover: 100# Warren Somerset gloss recycled (or approved equivalent).
Magazine Text: 50# Warren Somerset Matte coated (or approved equivalent).

The Contractor should separately specify options and pricing for environmentally friendly paper if offered.

4. Please refer to Attachment D, which contains Vendor questions and Virginia Tech’s responses.

5. All other terms, conditions and descriptions remain the same.

6. The bid opening date and hour is changed from April 28, 2011 3PM to May 5, 2011 3PM.
<table>
<thead>
<tr>
<th><strong>FULL LEGAL NAME (PRINT)</strong></th>
<th><strong>FEDERAL TAXPAYER NUMBER (ID#)</strong></th>
<th><strong>DELIVERY DATE</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Cadmus Communications</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>BUSINESS NAME/DBA NAME/TA NAME</strong></th>
<th><strong>FEDERAL TAXPAYER NUMBER</strong></th>
<th><strong>(ID#)</strong></th>
<th><strong>DELIVERY DATE</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>(If different than the Full Legal Name)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>BILLING NAME</strong></th>
<th><strong>FEDERAL TAXPAYER NUMBER</strong></th>
<th><strong>(ID#)</strong></th>
<th><strong>DELIVERY DATE</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>(Company name as it appears on your invoice)</td>
<td>(If different than ID# above)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>PURCHASE ORDER ADDRESS</strong></th>
<th><strong>PAYMENT ADDRESS</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>7905 Byrdhill Rd 2027</td>
<td></td>
</tr>
<tr>
<td>Richmond, VT 23220</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>CONTACT NAME/TITLE (PRINT)</strong></th>
<th><strong>SIGNATURE (IN INK)</strong></th>
<th><strong>DATE</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Vincent Villard</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>E-MAIL ADDRESS</strong></th>
<th><strong>TELEPHONE NUMBER</strong></th>
<th><strong>TOLL FREE TELEPHONE NUMBER</strong></th>
<th><strong>FAX NUMBER</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><a href="mailto:vincent.villard@cadmus.com">vincent.villard@cadmus.com</a></td>
<td>804.205.6225</td>
<td>804.515.5070</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>BUSINESS CLASSIFICATION</strong></th>
<th><strong>LARGE</strong></th>
<th><strong>SMALL</strong></th>
<th><strong>MINORITY-OWNED</strong></th>
<th><strong>WOMEN-OWNED</strong></th>
</tr>
</thead>
</table>

*Business Classification definitions can be viewed at [http://www/purch.vt.edu/html/docs/class.html](http://www/purch.vt.edu/html/docs/class.html)*