

SERVICES AGREEMENT

MAINSTREET COMMUNICATION, INC. dba PRINTMYSTUFF.COM

Citywide Printing Services – RFP No. 2384

On this 1st day of May, 2025, the CITY OF RIVERSIDE, a California charter city and municipal corporation (“City”), and MAINSTREET COMMUNICATION, INC., a California corporation, doing business as PRINTMYSTUFF.COM (“Contractor”), mutually agree as follows:

1. **Scope of Services.** Contractor shall furnish all labor, materials and equipment for and perform the work of Citywide Printing Services – RFP No. 2384 (“Services”). Contractor shall perform the Services in accordance with the provisions and requirements of the Scope of Services attached hereto as Exhibit “A” and incorporated herein by reference.

2. **Term.** This Agreement shall be in effect from the date first written above, until June 30, 2026, with the option to extend for four (4) additional one-year terms, to be effectuated by written mutual agreement, unless otherwise terminated pursuant to the provisions herein.

3. **Compensation.** City shall pay Contractor for the performance of the Services during the initial term of this Agreement a Contract Price not to exceed Seven Hundred Fifty Thousand Dollars (\$750,000.00), unless an increase is agreed to by the parties. City shall pay Contractor for Services performed to City’s satisfaction on an invoice basis in accordance with the provisions of the Compensation Schedule attached hereto as Exhibit “B” and incorporated herein by this reference. If the term of the Agreement is extended, City and Contractor may negotiate any and all price modifications, and Contractor’s compensation for the extended term shall be mutually agreed upon in writing by the parties.

4. **General Compliance with Laws.** Contractor shall keep fully informed of federal, state and local laws and ordinances and regulations which in any manner affect those employed by Contractor, or in any way affect the performance of Services by Contractor pursuant to this Agreement. Contractor shall at all times observe and comply with all such laws, ordinances and regulations, and shall be solely responsible for any failure to comply with all applicable laws, ordinances and regulations.

5. **Business Tax Certificate.** As a condition of this Agreement, Contractor shall secure a business tax certificate to operate in the City of Riverside pursuant to Chapter 5.04 of the Riverside Municipal Code, and shall also secure any other licenses or permits which may be required.

6. **Business Tax and Penalties.** Contractor acknowledges and agrees that with respect to any business tax or penalties thereon, utility charges, invoiced fee or other debt which is owed, or which becomes owed, by Contractor to City, City reserves the right to withhold and offset said amounts from any payments, refunds or reimbursements owed by City to Contractor under the Agreement. Notice of such withholding and offset shall promptly be given to Contractor by City in

writing. In the event of a dispute as to the amount owed or whether such amount is owed to City, City will hold such disputed amount until either the appropriate appeal process has been completed or until the dispute has been resolved.

7. **Personnel.** Contractor shall furnish all personnel necessary to perform the Services and shall be responsible for their performance and compensation. The key personnel are listed in Exhibit "C," attached hereto and incorporated herein by reference. Contractor shall furnish qualified personnel to perform the Services.

8. **Assignment and Subcontracting.** Neither party shall assign any right, interest, or obligation in or under this Agreement to any other entity without prior written consent of the other party. In any event, no assignment shall be made unless the assignee expressly assumes the obligations of assignor under this Agreement, in a writing satisfactory to the parties. Contractor acknowledges that any assignment may, at the City's sole discretion, require City Manager and/or City Council approval. Contractor shall not subcontract any portion of the work required by this Agreement without prior written approval by the responsible City Contract Administrator. Subcontracts, if any, shall contain a provision making them subject to all provisions stipulated in this Agreement, including without limitation, the insurance obligations set forth in Section 11. The Contractor acknowledges and agrees that the City is an intended beneficiary of any work performed by any subcontractor for purposes of establishing a duty of care between any subcontractor and the City.

9. **Independent Contractor.** In the performance of this Agreement, Contractor, and Contractor's employees, subcontractors and agents, shall act in an independent capacity as independent contractors, and not as officers or employees of the City of Riverside. Contractor acknowledges and agrees that the City has no obligation to pay or withhold state or federal taxes or to provide workers' compensation or unemployment insurance to Contractor, or to Contractor's employees, subcontractors and agents. Contractor, as an independent contractor, shall be responsible for any and all taxes that apply to Contractor as an employer.

10. **Indemnification.** Except as to the sole negligence or willful misconduct of the City, Contractor shall indemnify and hold harmless the City, and the City's employees, officers, managers, agents and council members from any liability, claim, damage or action whatsoever, to the extent it is based or asserted upon any wrongful act or omission of Contractor, its officers, employees, subcontractors, agents or representatives, or arises out of or in any way relates to this agreement including but not limited to property damage, bodily injury, or death. Contractor shall defend, at its sole cost and expense, including but not limited to attorney fees, cost of investigation, defense and settlement or awards, the City and the City's employees, officers, managers, agents and council members in any such action or claim. With respect to any action or claim subject to indemnification herein by Contractor, Contractor shall, at its sole cost, have the right to use counsel of its own choice and shall have the right to adjust, settle, or compromise any such action or claim without the prior consent of City; provided, however, that any such adjustment, settlement or compromise in no manner whatsoever limits or circumscribes Contractor's indemnification of City. Contractor's obligations hereunder shall be satisfied when Contractor has provided to City the appropriate form of dismissal (or similar document) relieving the City from any liability for the action or claim

involved. The specified insurance limits required in this Agreement shall in no way limit or circumscribe Contractor's obligations to indemnify and hold harmless the City.

11. Insurance.

11.1 General Provisions. Prior to the City's execution of this Agreement, Contractor shall provide satisfactory evidence of, and shall thereafter maintain during the term of this Agreement, such insurance policies and coverages in the types, limits, forms and ratings required herein. The rating and required insurance policies and coverages may be modified in writing by the City's Risk Manager or City Attorney, or a designee, unless such modification is prohibited by law.

11.1.1 Limitations. These minimum amounts of coverage shall not constitute any limitation or cap on Contractor's indemnification obligations under Section 10 hereof.

11.1.2 Ratings. Any insurance policy or coverage provided by Contractor or subcontractors as required by this Agreement shall be deemed inadequate and a material breach of this Agreement, unless such policy or coverage is issued by insurance companies authorized to transact insurance business in the State of California with a policy holder's rating of A or higher and a Financial Class of VII or higher.

11.1.3 Cancellation. The policies shall not be canceled unless thirty (30) days' prior written notification of intended cancellation has been given to City by certified or registered mail, postage prepaid.

11.1.4 Adequacy. The City, its officers, employees and agents make no representation that the types or limits of insurance specified to be carried by Contractor pursuant to this Agreement are adequate to protect Contractor. If Contractor believes that any required insurance coverage is inadequate, Contractor will obtain such additional insurance coverage as Contractor deems adequate, at Contractor's sole expense.

11.2 Workers' Compensation Insurance. By executing this Agreement, Contractor certifies that Contractor is aware of and will comply with Section 3700 of the Labor Code of the State of California requiring every employer to be insured against liability for workers' compensation, or to undertake self-insurance before commencing any of the work. Contractor shall carry the insurance or provide for self-insurance required by California law to protect said Contractor from claims under the Workers' Compensation Act. Prior to City's execution of this Agreement, Contractor shall file with City either 1) a certificate of insurance showing that such insurance is in effect, or that Contractor is self-insured for such coverage, or 2) a certified statement that Contractor has no employees, and acknowledging that if Contractor does employ any person, the necessary certificate of insurance will immediately be filed with City. Any certificate filed with City shall provide that City will be given ten (10) days' prior written notice before modification or cancellation thereof.

11.3 Commercial General Liability and Automobile Insurance. Prior to City's execution of this Agreement, Contractor shall obtain, and shall thereafter maintain during the term of this Agreement, commercial general liability insurance and automobile liability insurance as

required to insure Contractor against damages for personal injury, including accidental death, as well as from claims for property damage, which may arise from or which may concern operations by anyone directly or indirectly employed by, connected with, or acting for or on behalf of Contractor. The City, and its officers, employees and agents, shall be named as additional insureds under the Contractor's insurance policies.

11.3.1 Contractor's commercial general liability insurance policy shall cover both bodily injury (including death) and property damage (including, but not limited to, premises operations liability, products-completed operations liability, independent contractor's liability, personal injury liability, and contractual liability) in an amount not less than \$1,000,000 per occurrence and a general aggregate limit in the amount of not less than \$2,000,000.

11.3.2 Contractor's automobile liability policy shall cover both bodily injury and property damage in an amount not less than \$1,000,000 per occurrence and an aggregate limit of not less than \$1,000,000. All of Contractor's automobile and/or commercial general liability insurance policies shall cover all vehicles used in connection with Contractor's performance of this Agreement, which vehicles shall include, but are not limited to, Contractor owned vehicles, Contractor leased vehicles, Contractor's employee vehicles, non-Contractor owned vehicles and hired vehicles.

11.3.3 Prior to City's execution of this Agreement, copies of insurance policies or original certificates along with additional insured endorsements acceptable to the City evidencing the coverage required by this Agreement, for both commercial general and automobile liability insurance, shall be filed with City and shall include the City and its officers, employees and agents, as additional insureds. Said policies shall be in the usual form of commercial general and automobile liability insurance policies, but shall include the following provisions:

It is agreed that the City of Riverside, and its officers, employees and agents, are added as additional insureds under this policy, solely for work done by and on behalf of the named insured for the City of Riverside.

11.3.4 The insurance policy or policies shall also comply with the following provisions:

a. If the policy is written on a claims made basis, the certificate should so specify and the policy must continue in force for one year after completion of the services. The retroactive date of coverage must also be listed.

b. The policy shall specify that the insurance provided by Contractor will be considered primary and not contributory to any other insurance available to the City and Endorsement No. CG 20010413 shall be provided to the City.

12. **Termination.** City shall have the right to terminate any or all of Contractor's Services and work covered by this Agreement at any time upon thirty (30) calendar days' written notice to Contractor. In the event of such termination, Contractor shall submit Contractor's final written statement of the amount of services provided as of the date of such termination for payment

by the City.

Notwithstanding the foregoing, the City may terminate Contractor's performance of this Agreement upon five (5) calendar days' written notice if:

- (1) Contractor fails to promptly begin performance of the Services;
- (2) Contractor fails to perform the Services;
- (3) Contractor discontinues performance of the Services;
- (4) Contractor fails to make payment to employees in accordance with applicable law;
- (5) Contractor disregards laws, ordinances, or rules, regulations, or orders of a public authority having jurisdiction;
- (6) Contractor otherwise is guilty of breach of a provision of this Agreement;
- (7) Contractor becomes insolvent, is adjudicated bankrupt, or makes a general assignment for the benefit of creditors and fails to provide City with adequate assurances of Contractor's ability to satisfy its contractual obligations.
- (8) A receiver, trustee, or other judicial officer shall not have any right, title, or interest in or to this Agreement. Upon that person's appointment, City has, at its option and sole discretion, the right to immediately cancel the Agreement and declare it null and void.

13. **Non-Discrimination.** During Contractor's performance of this Agreement, Contractor shall not discriminate on the grounds of race, religious creed, color, national origin, ancestry, age, physical disability, mental disability, medical condition including the medical condition of Acquired Immune Deficiency Syndrome (AIDS) or any condition related thereto, marital status, gender, gender identity, genetic information, gender expression, sex or sexual orientation, military and veteran status, in the selection and retention of employees and subcontractors and the procurement of materials and equipment, except as provided in Section 12940 of the California Government Code. Further, Contractor agrees to conform to the requirements of the Americans with Disabilities Act in the performance of this Agreement.

14. **City's Right to Employ Other Consultants/Contractors.** City reserves the right to employ other Contractors in connection with the Services. If the City is required to employ another contractor to complete Contractor's work, due to the failure of the Contractor to perform, or due to the breach of any of the provisions of this Agreement, the City reserves the right to seek reimbursement from Contractor.

15. **Conflict of Interest.** Contractor, for itself and on behalf of the individuals listed in Exhibit "C", represents and warrants that by the execution of this Agreement, they have no interest, present or contemplated, affected by the above-described Services. Contractor further warrants that neither Contractor, nor the individuals listed in Exhibit "C" have any real property, business interests or income interests that will be affected by this project or, alternatively, that Contractor will file with the City an affidavit disclosing any such interest.

16. **Solicitation.** Contractor warrants that Contractor has not employed or retained any person or agency to solicit or secure this Agreement, nor has it entered into any agreement or understanding for a commission, percentage, brokerage, or contingent fee to be paid to secure this Agreement. For breach of this warranty, City shall have the right to terminate this Agreement without liability and pay Contractor only for the value of work Contractor has actually performed, or, in its sole discretion, to deduct from the Agreement price or otherwise recover from Contractor the full amount of such commission, percentage, brokerage or commission fee. The remedies specified in this section shall be in addition to and not in lieu of those remedies otherwise specified in this Agreement.

17. **Prevailing Wage.** If applicable, pursuant to Section 1771 of the California Labor Code, Contractors are required to pay the general prevailing rates of per diem wages, overtime and holiday wages as determined by the Director of the Department of Industrial Relations and implemented by Resolution No. 13346 of the City Council of the City of Riverside. The Director's determination of prevailing wage rates is available on-line at www.dir.ca.gov/dlsr/DPreWageDetermination.htm, and is referred to and made a part hereof as though fully set forth herein. Contractor is aware of and stipulates that Contractor will also comply with California Labor Code Sections 1725.5 and 1771.1 requiring all general contractors and subcontractors to be registered with DIR, when applicable. Registration can be accomplished through the DIR website by using this link: <http://www.dir.ca.gov/Public-Works/PublicWorks.html>.

18. **Notices.** Service of any notices, bills, invoices or other documents required or permitted under this Agreement shall be sufficient if sent by one party to the other by United States mail, postage prepaid and addressed as follows:

To City

Finance Department
City of Riverside
Attn: Caitlin Starkey
3900 Main Street
Riverside, CA 92522

To Contractor

Mainstreet Communication, Inc. dba
Printmystuff.com
Attn: Sam Tracy
4093 Market Street
Riverside, CA 92501

19. **Venue.** Any action at law or in equity brought by either of the parties hereto for the purpose of enforcing a right or rights provided for by this Agreement shall be tried in the Superior Court of California, County of Riverside and the parties hereby waive all provisions of law providing for a change of venue in such proceedings to any other county.

20. **Waiver.** No action or failure to act by the City shall constitute a waiver of any right or duty afforded City under this Agreement, nor shall any action or failure to act constitute an approval of or acquiescence in any breach thereunder, except as may be specifically provided in this Agreement or as may be agreed in writing.

21. **Severability.** Each provision, term, condition, covenant and/or restriction, in whole and in part, in this Agreement shall be considered severable. In the event any provision, term, condition, covenant and/or restriction, in whole and/or in part, in this Agreement is declared invalid, unconstitutional, or void for any reason, such provision or part thereof shall be severed from this Agreement and shall not affect any other provision, term, condition, covenant and/or restriction of this Agreement and the remainder of the Agreement shall continue in full force and effect.

22. **Amendments.** This Agreement may be modified or amended only by a written agreement and/or change order executed by the Contractor and City.

23. **Authority.** The individuals executing this Agreement and the instruments referenced herein on behalf of Contractor each represent and warrant that they have the legal power, right and actual authority to bind Contractor to the terms and conditions hereof and thereof.

24. **Entire Agreement.** This Agreement constitutes the final, complete, and exclusive statement of the terms of the agreement between the parties pertaining to the subject matter of this Agreement, and supersedes all prior and contemporaneous understandings or agreements of the parties. Neither party has been induced to enter into this Agreement by, and neither party is relying on, any representation or warranty outside those expressly set forth in this Agreement.

25. **Digital and Counterpart Signatures.** Each party to this Agreement intends and agrees to the use of digital signatures that meet the requirements of the California Uniform Electronic Transactions Act (Civil Code §§ 1633.1, et seq.), California Government Code § 16.5, and California Code of Regulations Title 2 Division 7 Chapter 10, to execute this Agreement. The parties further agree that the digital signatures of the parties included in this Agreement are intended to authenticate this writing and to have the same force and effect as manual signatures for purposes of validity, enforceability, and admissibility. For purposes of this section, a “digital signature” is defined in subdivision (d) of Section 16.5 of the Government Code and is a type of “electronic signature” as defined in subdivision (h) of Section 1633.2 of the Civil Code. This Agreement may be executed in any number of counterparts, each of which will be an original, but all of which together will constitute one instrument. Each certified or authenticated electronic copy of an encrypted digital signature shall be deemed a duplicate original, constituting one and the same instrument and shall be binding on the parties hereto.

26. **Interpretation.** City and Contractor acknowledge and agree that this Agreement is the product of mutual arms-length negotiations and accordingly, the rule of construction, which provides that the ambiguities in a document shall be construed against the drafter of that document, shall have no application to the interpretation and enforcement of this Agreement.

26.1 Titles and captions are for convenience of reference only and do not define, describe or limit the scope or the intent of the Agreement or any of its terms. Reference to section numbers, are to sections in the Agreement unless expressly stated otherwise.

26.2 This Agreement shall be governed by and construed in accordance with the laws of the State of California in effect at the time of the execution of this Agreement.

26.3 In the event of a conflict between the body of this Agreement and Exhibit "A" - Scope of Services hereto, the terms contained in Exhibit "A" shall be controlling.

27. **Exhibits.** The following exhibits attached hereto are incorporated herein to this Agreement by this reference:

Exhibit "A" - Scope of Services

Exhibit "B" - Compensation

Exhibit "C" - Key Personnel

[SIGNATURES ON FOLLOWING PAGE]

IN WITNESS WHEREOF the parties hereto have caused this Agreement to be executed the day and year first above written.

CITY OF RIVERSIDE,
a California charter city and municipal
corporation

MAINSTREET COMMUNICATION,
INC., a California corporation, doing
business as PRINTMYSTUFF.COM

By: _____
Mike Futrell
City Manager

By: _____
Print Name: Sam Tracy
Title: President / Secretary

Attest: _____
Donesia Gause
City Clerk

and

By: _____
Print Name: Justin Tracy
Title: G.M.

CERTIFIED AS TO AVAILABILITY OF FUNDS:

By: *[Signature]*
Asst. Chief Financial Officer

APPROVED AS TO FORM:

By: *[Signature]*
Sean B. Murphy
Deputy City Attorney

EXHIBIT "A"

SCOPE OF SERVICES

Exhibit A: Scope of Services Questionnaire

Company shall provide answers in the spaces provided and return with Company's proposal submission. Additional pages may be used as needed.

Company Name: MainStreet Communication, Inc., DBA PrintMyStuff and PIP Printing Riverside/Corona

Company Address: 4093 Market Street
Riverside, CA 92501

QUESTION	ANSWER
Briefly list and describe all products and services offered by Company (ex. Mailing, printing, bulk printing, promo items, etc.).	As pertains to this RFP: banners, pole banners, billing inserts, booklets, brochures, business cards, cards, envelopes, flyers, letterhead, postcards, NCR forms, engineering prints/blueprints, stickers, tablecloths, vinyl banners, mailing services. For a complete list , please see "List of Available Services & Goods" on page 22.
List services that Company cannot perform itself and are subcontracted (ex. Mailing, printing, bulk printing, promo items, etc.).	PrintMyStuff can produce all services outlined in this RFP. From time-to-time, PrintMyStuff may outsource some items based on current workloads. Should that be deemed necessary for orders covered by this RFP, PrintMyStuff will disclose subcontractor information at that time.
Is there an additional lead time if services are subcontracted out? If so, what is the additional lead time?	No additional lead time is required for the services outlined in this RFP
Does the Company accept that all items shall be shipped F.O.B. Destination?	Yes
What is the standard transit time to the City of Riverside (calculated in business days)?	<1 business day (PrintMyStuff is located in Riverside, across the street from City Hall)
Please list the standard lead times for each item that the Company will provide to the City for services and goods.	As pertains to this RFP: Items with UOM of Each or Box : 2-3 business days Items with UOM of Pallet : 7-10 business days Timelines are dependent on demand and availability of PCW items, as many stocks listed in this RFP are only available from manufacturers in limited quantities, if at all.
Please list the number of business days it may take for the Company to provide all bulk materials.	7-10 business days, depending on scope of work and pallet piece quantity
Please list the number of Company employees that have expertise in printing, printing terminology, file management, troubleshooting, quality control, and conflict resolution.	21 employees with a total of over 430 years of combined print industry experience

Exhibit A: Scope of Services Questionnaire

Can Company review proofs, supply paper samples, and mock-ups, suggest cost efficient printing and materials, job scheduling and planning with City Staff?	Yes. These services are standard for all PrintMyStuff customers.
Please list, if any, all peak business times for the term of the Agreement that may prevent or delay the production of deliverables for the City.	There are no foreseeable peak business times for the term of the Agreement that may prevent or delay the production of deliverables for the City.
List any and/or all Company closures for the term of the contract that may prevent or delay the production of items.	PrintMyStuff is open Monday through Friday with closures on the following days: New Year's Day (Jan 1), Memorial Day, Independence Day (Jul 4), Labor Day, Thanksgiving, Christmas (Dec 25)
Are items available for will call? If so, what is the primary location?	Will call is available at 4093 Market Street, Riverside, CA 92501 ... right across from City Hall.
What methods does the Company offer for the City to place an order? Please describe in detail the process for each method.	<p>Dedicated Web Portal: https://RiversideOrders.com Select items from existing catalog, build from templates (with live proofing), or submit requests for new items. User accounts include order history with ability to quickly reorder, address book for choosing delivery locations, and enter custom instructions and PO numbers.</p> <p>For the following, simply provide a description/art/sketch, quantity desired, and delivery instructions.</p> <p>Email: orders@printmystuff.com Online: https://printmystuff.com/order-now/ Phone: (951) 682-2005</p>
How does the Company address backorders?	The City will be notified immediately if an order can not be fulfilled in its entirety within the quoted timeline and a new timeline, with regular updates, will be provided. Alternative options to meet requirements/deadlines will be provided.
Does Company follow California's Public Contract Code with regards to postconsumer recycled content in products offered?	<p>PrintMyStuff has and will continue to adhere to Public Contract Code (PCC), Section 12203 supporting the City's commitment to using 30% postconsumer (PCW) recycled content for paper products listed in this RFP.</p> <p>Please note that PCW stock is not available for all paper products listed in this RFP and many have limited availability that could significantly impact timelines.</p>

List of Available Services & Goods

Printing

Flyers / Postcards
Stationery
Business & NCR Forms (Carbonless)
Bulletins & Inserts
Stickers & Labels
Door Hangers
Newsletters & Booklets
Magnets

Copying

Same Day Service Available
High Volume, High Quality
Color / Black & White Copies
Confidential & Legal Copies
Oversize Blueprint Copies in Color

Mailing

Variable Print & Direct Impression
Mailing Lists & List Management
Inserting & Sealing
Post Office Fulfillment
Postcards, Letters, Flats

Finishing

Stapling / Heavy Duty
Grommeting
Binding (Comb, Coil, Fastback, Perfect)
Cutting, Scoring, Folding, Drilling,
Perforating
Numbering, Padding, Laminating,
Mounting

Labels

Roll Labels
Product Labels
Stickers
Decals
Removable & Permanent Applications
Die Cut Shapes

Packaging

Design & Engineering
Print, Crease, Glue, Fold & Assemble
Fulfillment

Design

Logos & Corporate Identities
Stationery, Brochures, Signs & More
Photography & Photo Restoration

Large Format Printing

Banners, Posters & Signs
Laminating
Prints on Metal, Wood, Coroplast & More
Scanning & Copying Almost Anything
Wall Coverings
Window Graphics & Vehicle Decals
Point Of Purchase In-Store Displays
CNC Routing & Contour Cut Shapes
Interior & Exterior Signage

Embellishments & Specialty Printing

Specialty Lamination Silk/Matte/Gloss
Die Cutting
Foil imprint
Raised UV
Raised Foil
White Ink
Clear Ink
Gold & Silver Metallic Ink
Dimensional Clear
Metallic Clear
Pink Gamut Enhancement Printing

Promotional Printing

Apparel, Shirts, Hats
Promotional Swag
Pens & Pads
Giveaways & Trinkets

B2B Websites & Print Portals

Custom Ordering Platforms
All Business Stationery
Shipping & Fulfillment Options
Single or Multiple Locations
Static Ordering Platforms
Inventory Tracking
...and so much more!

****and Free Local delivery, too!***

At PrintMyStuff, we are committed to delivering the highest standards of quality and excellence in all our printing services. Our dedication to quality assurance is deeply ingrained in our company's culture, and it is reflected in every aspect of our operations. We believe that quality is not an option but a fundamental requirement for the success and satisfaction of our customers.

Quality Assurance Principles

1. **Customer-Centric Approach:** We prioritize our customers' needs and expectations above all else. We work closely with our clients to understand their unique requirements, ensuring that the final printed products meet or exceed their specifications.
2. **Skilled Workforce:** Our team consists of highly trained and experienced professionals who are experts in their respective fields. From graphic design to printing and finishing, our employees are committed to delivering top-notch quality at every stage of the production process.
3. **State-of-the-Art Equipment:** We invest in the latest printing technology and equipment to ensure the precision and consistency of our products. Regular maintenance and calibration of our machinery guarantee that our prints are of the highest quality.
4. **Quality Control Protocols:** Our quality control team rigorously inspects every print job to detect and rectify any imperfections or errors. We follow strict quality control protocols to maintain uniformity and consistency across all our products.
5. **Use of Premium Materials:** We source our printing materials from trusted suppliers, using high-quality paper, ink, and finishing materials to guarantee the durability and visual appeal of our prints.
6. **Environmental Responsibility:** We are committed to environmentally responsible printing practices. We use eco-friendly inks and paper whenever possible, and we continuously seek ways to reduce our environmental footprint.
7. **Continuous Improvement:** Quality assurance is an ongoing process at PrintMyStuff. We regularly review and enhance our quality management systems to adapt to changing industry standards and customer feedback.
8. **Compliance and Standards:** We adhere to all relevant industry standards and regulations. Our commitment to quality extends to meeting and often exceeding these standards, ensuring that our clients receive superior products that are compliant with industry requirements.
9. **Customer Feedback:** We actively seek feedback from our customers to continually improve our services. We value input from our clients and use it to refine our processes and enhance customer satisfaction.

10. Timely Delivery: We understand the importance of meeting deadlines. Our efficient production processes and logistics ensure that we deliver our products on time, every time.

At PrintMyStuff, we take pride in our dedication to quality assurance, and we are confident that our commitment to excellence will result in products that meet and exceed your expectations. Your satisfaction is our highest priority, and we look forward to serving you with the utmost professionalism and quality in all your printing needs.

Authorized Signatory

A handwritten signature in black ink, appearing to read "Sam 1 g", written over a horizontal line.

Samuel Tracy
President of Operations

EXHIBIT "B"
COMPENSATION

Description	Unit of Measure	Unit Price	Comment
Banner, 24"x36", including grommets	EACH	\$25.00	includes hemming
Banner, 48"x120", including grommets	EACH	\$100.00	includes hemming
Banner, Pole, 25" x 75", including mounting hardware	EACH	\$120.00	double-sided, 4" pole pockets with grommets in corners
Banner, Pole, 30" x 72", including mounting hardware	EACH	\$105.00	double-sided, 2" pole pockets with grommets in corners
Banner, Street, 36"x360", including grommets	EACH	\$950.00	double-sided, reinforced corners, grommets @ 2', webbing, 5/16" rope sewn in top, wind slits
Billing Insert, NTE weight 60#, size 8 1/4" x 3 1/4", full color, no perforation, two sided	EACH	\$0.03	112,000 qty, 30% PCW, double-sided, includes bleed
Booklet, 8.5"x11", weight 20#, matte, spiral bound, double sided (50 page)	EACH	\$8.04	
Brochure, 8"x23", double sided, gloss book, tri fold, full color	EACH	\$0.44	100% PCW or standard gloss book
Brochure, 8.5"x11", double sided, weight 100#, tri fold, full color	EACH	\$0.18	100% PCW or standard gloss book
Brochure, 8.5"x14", double sided, weight 28#, tri fold, full color	EACH	\$0.28	100% PCW or standard gloss book
Business Cards, Double Sided, 3.5"x2", weight 100# (1500/box)	BOX	\$75.00	full-color
Business Cards, Double Sided, 3.5"x2", weight 100# (1000/box)	BOX	\$56.60	full-color
Business Cards, Double Sided, 3.5"x2", weight 100# (500/box)	BOX	\$34.50	full-color
Business Cards, Double Sided, 3.5"x2", weight 100# (250/box)	BOX	\$30.00	full-color
Business Cards, Single Sided, 3.5"x2", weight 100# (1500/box)	BOX	\$75.00	full-color
Business Cards, Single Sided, 3.5"x2", weight 100# (1000/box)	BOX	\$56.60	full-color
Business Cards, Single Sided, 3.5"x2", weight 100# (500/box)	BOX	\$34.50	full-color
Business Cards, Single Sided, 3.5"x2", weight 100# (250/box)	BOX	\$30.00	full-color
Card, 5.5"x8.5", double sided, weight 28# (250 per box)	BOX	\$61.90	100% PCW, full-color
Envelope, white, size #10, weight 20#, full color City Logo, no window (500 per box)	BOX	\$95.00	30% PCW, full-color
Envelope, white, size #10, weight 20#, full color City Logo, with window (500 per box)	BOX	\$105.00	30% PCW, full-color
Envelope, white, size #9, weight 20#, full color City Logo, no window (500 per box)	BOX	\$82.50	full-color, PCW not available for this item
Envelope, white, size #9, weight 20#, full color City Logo, with window (500 per box)	BOX	\$90.000	full-color, PCW not available for this item
Envelope, Return for Utility Bills, size #9, weight 24#, Blue Wove, No window, 7,500,000/Pallet (Central Stores Item #50475)	PALLET	\$0.050	100,000 pieces/pallet
Envelope, Utility Billing, 9-1/4" X 4-1/4", weight 20#, with window. 7,500,000/Pallet (Central Stores Item #50470 & #50472)	PALLET	\$0.042	100,000 pieces/pallet
Flyer, single sided, 8.5"x11", weight 20#	EACH	\$0.096	full-color
Letterhead, 8.5"x11", weight 28#, full color City Logo (250 per box)	BOX	\$49.750	
Postcard, 4"x6", minimum weight 100#, no coating, double sided, full color	EACH	\$0.097	
Description	Unit of Measure	Unit Price	Comment
Postcard, 5"x7", minimum weight 100#, no coating, double sided, full color	EACH	\$0.166	
Postcard, 6"x9", double sided, minimum weight 100#, no coating, full color	EACH	\$0.192	
Administrative Citation, NCR Form, 4 parts	EACH	\$1.385	includes sequential numbering
RPU Notice, 4"x2.5"	EACH	\$0.067	Orbit Orange 65# AstroBRIGHT cover, die cut
Standard Printing, Drawing PLOTS / ARCH A - 9 x 12 inches	EACH	\$0.750	
Standard Printing, Drawing PLOTS / ARCH B - 12 x 18 inches	EACH	\$0.990	
Standard Printing, Drawing PLOTS / ARCH C - 18 x 24 inches	EACH	\$1.080	
Standard Printing, Drawing PLOTS / ARCH D - 24 x 36 inches	EACH	\$2.160	
Standard Printing, Drawing PLOTS / ARCH E - 36 x 48 inches	EACH	\$4.320	
Standard Printing, Drawing PLOTS / ANSI A - 8.5 x 11 inches	EACH	\$0.750	
Standard Printing, Drawing PLOTS / ANSI B - 11 x 17 inches	EACH	\$0.990	
Standard Printing, Drawing PLOTS / ANSI C - 17 x 22 inches	EACH	\$1.080	
Standard Printing, Drawing PLOTS / ANSI D - 22 x 34 inches	EACH	\$2.160	
Standard Printing, Drawing PLOTS / ANSI E - 34 x 44 inches	EACH	\$4.320	
Sticker, paper, removable, 2.75"x6"	EACH	\$0.200	100% PCW
Sticker, paper, removable, 3"x3.5"	EACH	\$0.200	100% PCW
Sticker, paper, removable, 4"x4"	EACH	\$0.408	100% PCW
Table Cloths 4' x 30"	EACH	\$103.020	
Table Cloths 4' x 36"	EACH	\$131.020	
Table Cloths 6' x 30"	EACH	\$124.520	
Table Cloths 6' x 36"	EACH	\$156.620	
Table Cloths 8' x 30"	EACH	\$144.900	
Table Cloths 8' x 36"	EACH	\$188.220	

Utilities Door Hanger, full color, 10mil polyester 3.5" x 5.5"	EACH	\$0.858	
Utilities Door Hanger, black and white, Stock 80#, uncoated 4.25" x 11"	EACH	\$0.200	
Vinyl banners 4X10	EACH	\$100.000	
Mailing Service Charge (per drop)	LUMP SUM	\$190.000	this is a minimum, see estimate for discounted rates per volume
Mark-up (for additional items not listed)	PERCENTAGE	30%	this is 30%; system does not permit percent values, only dollar values

All pricing is based on standard turnaround times of 1-3 business days for short run items.

Rush services are typically free, depending on project scope and volume. Most small-volume jobs are completed same or next day at listed prices. If rush fees apply, clients will be notified, with charges capped at a 25% markup based on workload and project details.

All stocks are FSC Certified. PCW paper stocks contain 10-100% postconsumer waste.
Recycled content is unavailable for vinyl banners, polyester, and table throw fabric.

All invoices are due and payable within thirty (30) calendar days from the date of the invoice ("Net 30").

EXHIBIT "C"
KEY PERSONNEL

Sam Tracy