State of Nevada
Purchasing Division

REQUEST FOR PROPOSAL: 3503
for

LIMITED PRINT SERVICES

Submitted
November 28, 2017

Submitted By:

DYNAGRAPHICS
2001 Timber Way
Reno, NV 89512
(775) 786-2041
www.dynagraphicprinting.com

Attn: Dan White
dwhite@dynagraphicprinting.com

Part IA

Technical Proposal

Section I

RFP Title:	Limited Print Services
RFP:	RFP 3503
Vendor Name:	DynaGraphics
Address:	2001 Timber Way Reno, NV 89512
Opening Date:	November 28, 2017
Opening Time:	2:00 PM

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Vendor Information Sheet
For RFP 3503

Vl	Company Name:	DynaGraphics Printing, Inc., dba DynaGraphics
V2	Street Address:	2001Timber Way
V3	City, State, ZIP:	Reno, NV89512
V4	Area Code: 775	Telephone Number Number: 786-2041
VS	Area Cod e: 775	Facsimile Number Number: 786-2512
V6	Area Code: 800	Toll Free Number Number: 452-9941

Contact Person for Questions/Contract Negot iations ,
including address if different than above

V7 Name: Dan White
Title: Sales Representative
Address: 2001Timber Way, Reno, NV 89512
Email Address: dwhite@dynagraphicprint ing.com

Telephone Number for Contact Person

V8 Area Code: 775 Number: 762-7699

Facsimile Number for Contact Person

V9 Area Code: 775 Number: 786-2512

Name of Individual Authorized to Bind the Organization

Vl0 Name: Cynthia Mason Title: President

Signature *(Individual shall be legally authorized to bind the vendor per NRS 333.337}*

Signature: Cynthia Mason Date: 11/15/17

Vendor Information for RFP 3503

Question	Response
Company name:	DynaGraphic Printing, Inc.
Ownership (sole proprietor, partnership, etc.):	C-Corporation
State of incorporation:	Nevada
Date of incorporation:	1991
# of years in business:	46 years
List of top officers:	Cynthia Mason, President Walter Trimble, Owner
Location of company headquarters, to include City and State:	2001 Timber Way Reno, NV 89512
Location(s) of the office that shall provide the services described in this RFP:	2001 Timber Way Reno, NV 89512
Number of employees locally with the expertise to support the requirements identified in this RFP:	38 employees
Number of employees nationally with the expertise to support the requirements in this RFP:	38 employees
Location(s) from which employees shall be assigned for this project:	2001 Timber Way Reno, NV 89512

DYNAGRAPHICS

2001 Timber Way
Reno, NV 89512
(775) 786-2041

State of Nevada
Purchasing Division
515 E. Musser Street, Suite 300
Carson City, NV 89701

Re: Nevada-Based Business
Nevada Business ID: NV19911030226

Dear Sir or Madam:

Please be advised that DynaGraphic Printing, Inc. has been actively conducting business in Reno, Nevada since 1971. The corporation was most recently purchased by Walter Trimble on 6/19/1991, and is classified as a domestic corporation in the State of Nevada.

DynaGraphic Printing, Inc., dba DynaGraphics, qualifies for a five percent (5%) preference on its proposal because it has its principal place of business in Nevada.

Sincerely,

DynaGraphics

Cynthia F. Mason
President

Indian Commission
Letterhead – 1 ream (500)
Envelopes – 500
A6 envelope – 250

Nevada Arts Council
Letterhead – 1 ream (500)
CC Envelopes – 500
LV Envelopes – 500

Division of Museums & History – 1000 envelopes
Nevada State Museum, Carson City – 1000 envelopes
Nevada State Museum, Las Vegas – 1000 envelopes
Nevada Railroad Museum, Carson City – 500 envelopes
East Ely Depot Museum – 500 envelopes
Lost City Museum – 500 envelopes
Nevada Historical Society – 500 envelopes

3. What exactly is the specialty card for the Division of Tourism? Is it the same paper as the rest of the cards?

   The current specialty card is a social media card. It is printed on the same paper, but is formatted differently than the other business cards, as there is no name, and it lists TravelNevada social accounts and hashtags.

   An example of another specialty card would be a general sales card – one that would not have the same template as a business card. A card for sales use could have websites and an email address. (This is not currently a printed card, but is used as an example.)

   Any specialty cards would be printed on the same paper, but may need a different template in the online ordering system.

4. Is there a copy of the previous RFP available?

   This is the first RFP for printed materials.

5. Clarification to Section 2.4.1.2 Spot UV reference.

   Thermography or spot UV is used to achieve a raised, reflective effect on the specified logos. This is the effect we are looking for on the specified logos.

ALL ELSE REMAINS THE SAME FOR RFP 3503.

Vendor must sign and return this amendment with proposal submitted.

Vendor Name: DynaGraphics

Authorized Signature: Cynthia Mason

Title: President Date: 11-16-17

This document must be submitted in the "State Documents" section of vendors' technical proposal.

ATTACHMENT A – CONFIDENTIALITY AND CERTIFICATION OF INDEMNIFICATION

Submitted proposals, which are marked "confidential" in their entirety, or those in which a significant portion of the submitted proposal is marked "confidential" **shall not** be accepted by the State of Nevada. Pursuant to NRS 333.333, only specific parts of the proposal may be labeled a "trade secret" as defined in NRS 600A.030(5). All proposals are confidential until the contract is awarded; at which time, both successful and unsuccessful vendors' technical and cost proposals become public information.

In accordance with the submittal instructions of this RFP, vendors are requested to submit confidential information in separate files marked "**Part IB Confidential Technical**" and "**Part III Confidential Financial**".

The State shall not be responsible for any information contained within the proposal. If vendors do not comply with the labeling and packing requirements, proposals shall be released as submitted. In the event a governing board acts as the final authority, there may be public discussion regarding the submitted proposals that shall be in an open meeting format, the proposals shall remain confidential.

By signing below, I understand it is my responsibility as the vendor to act in protection of the labeled information and agree to defend and indemnify the State of Nevada for honoring such designation. I duly realize failure to so act shall constitute a complete waiver and all submitted information shall become public information; additionally, failure to label any information that is released by the State shall constitute a complete waiver of any and all claims for damages caused by the release of the information.

This proposal contains Confidential Information, Trade Secrets and/or Proprietary information.

Please initial the appropriate response in the boxes below and provide the justification for confidential status.

Part IB – Confidential Technical Information			
YES	X	NO	
Justification for Confidential Status			
Information is not public knowledge.			

Part III – Confidential Financial Information			
YES	X	NO	
Justification for Confidential Status			
Information is not public knowledge.			

DynaGraphics
Company Name

Cynthia Mason
Signature

Cynthia Mason
Print Name

11/17/17
Date

This document shall be submitted in Section IV of vendor's technical proposal

ATTACHMENT B – VENDOR CERTIFICATIONS

Vendor agrees and shall comply with the following:

(1) Any and all prices that may be charged under the terms of the contract do not and shall not violate any existing federal, State or municipal laws or regulations concerning discrimination and/or price fixing. The vendor agrees to indemnify, exonerate and hold the State harmless from liability for any such violation now and throughout the term of the contract.

(2) All proposed capabilities can be demonstrated by the vendor.

(3) The price(s) and amount of this proposal have been arrived at independently and without consultation, communication, agreement or disclosure with or to any other contractor, vendor or potential vendor.

(4) All proposal terms, including prices, shall remain in effect for a minimum of 180 days after the proposal due date. In the case of the awarded vendor, all proposal terms, including prices, shall remain in effect throughout the contract negotiation process.

(5) No attempt has been made at any time to induce any firm or person to refrain from proposing or to submit a proposal higher than this proposal, or to submit any intentionally high or noncompetitive proposal. All proposals shall be made in good faith and without collusion.

(6) All conditions and provisions of this RFP are deemed to be accepted by the vendor and incorporated by reference in the proposal, except such conditions and provisions that the vendor expressly excludes in the proposal. Any exclusion shall be in writing and included in the proposal at the time of submission.

(7) Each vendor shall disclose any existing or potential conflict of interest relative to the performance of the contractual services resulting from this RFP. Any such relationship that might be perceived or represented as a conflict shall be disclosed. By submitting a proposal in response to this RFP, vendors affirm that they have not given, nor intend to give at any time hereafter, any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor, or service to a public servant or any employee or representative of same, in connection with this procurement. Any attempt to intentionally or unintentionally conceal or obfuscate a conflict of interest shall automatically result in the disqualification of a vendor's proposal. An award shall not be made where a conflict of interest exists. The State shall determine whether a conflict of interest exists and whether it may reflect negatively on the State's selection of a vendor. The State reserves the right to disqualify any vendor on the grounds of actual or apparent conflict of interest.

(8) All employees assigned to the project are authorized to work in this country.

(9) The company has a written equal opportunity policy that does not discriminate in employment practices with regard to race, color, national origin, physical condition, creed, religion, age, sex, marital status, sexual orientation, developmental disability or handicap.

(10) The company has a written policy regarding compliance for maintaining a drug-free workplace.

(11) Vendor understands and acknowledges that the representations within their proposal are material and important, and shall be relied on by the State in evaluation of the proposal. Any vendor misrepresentations shall be treated as fraudulent concealment from the State of the true facts relating to the proposal.

(12) Vendor shall certify that any and all subcontractors comply with Sections 7, 8, 9, and 10, above.

(13) The proposal shall be signed by the individual(s) legally authorized to bind the vendor per NRS 333.337.

DynaGraphics

Vendor Company Name

Cynthia Mason

Vendor Signature

Cynthia Mason

11/17/17

Date

This document shall be submitted in Section IV of vendor's technical proposal

Vendor Hardware and Software Maintenance Agreements

This information is used in the daily business of DynaGraphics and it is not known or available to the public because it provides DynaGraphics with an economic advantage over its competitors in the marketplace.

This information can be found under Section 1B, Confidential Technical Proposal.

Scope of Work

Online Ordering System

DynaGraphics offers the use of a web-to-print portal to manage and process your printing orders. A web-to-print portal provides a convenient and streamlined way to get the printed collateral you need without having to worry about managing individual orders or keeping track of order documentation.

DynaGraphics sets up a web portal that has all your frequently ordered materials on it: business cards, brochures, letterhead, envelopes, sales sheets, flyers, stationary and whatever else you might use on a regular basis. This is your portal – it's the place you'll come to order needed materials. It can be updated and changed as often as is needed, as you add or discontinue materials.

Your web-to-print portal is your marketing collateral management system where control of order entry, fulfillment, accounting and reporting are consolidated and streamlined into one convenient package.

There are several benefits to using a web-to-print system:

- Brand uniformity – We help you maintain your brand identity. You will be provided with templates into which your employees can enter information. You decide the information to remain static and which will be variable. The order will be proofed online and verified for accuracy prior to submission. Logos, fonts, and colors will thereby match and be consistent.
- Faster Turnaround Times – Our web-to-print system eliminates much waiting and communication, and it avoids costly mistakes. Costs are negotiated ahead of time, proofs are instant and interactive, and there is no need for corrections. The ordering process takes a matter of minutes instead of days.

- Cost Savings – Eliminate waste due to out-of-date inventory. With web-to-print services your employees, sales team and marketing team can order just what they need. When things change, it's as easy as changing the template on your portal.
- Distribution – Reduce distribution services by letting us drop-ship your order anywhere it needs to go. Our shipping department contains a fleet of delivery vehicles for daily deliveries to the Reno-Sparks area and three deliveries per week around Lake Tahoe. Additionally, we can procure shipments around the world at discounted rates.
- Accounting – Know who is spending what and what they're spending it on. We can generate reports to track how much people spend on your account, what they are buying, which department is billed, which accounting codes are used . . . and just about anything else you need to know. Additionally, each person utilizing our system would have their own login and billing information built into the system.
- Approval Process – Our system offers extensive trigger rules. The approval process can be designed to your specifications, with up to three levels of approval. Approvers are notified by email to review, edit, approve or deny orders.
- Templates Storage – We can store an unlimited number of your collateral templates in our system with paper, ink, and finishes specified. We can make changes as often as you request them.
- Fulfillment – We have the ability to store some printed products until needed.
- Site Changes – Your site will be administered by DynaGraphics. We will make any necessary changes, as often as they are needed!

Printed Materials

DynaGraphics offers conventional printing for larger quantity jobs, high -quality digital printing for smaller quantity and variable data jobs, an array of coating and binding capabilities, full mailing services, and a variety of delivery vehicles. We are truly set up to be your one-stop-shop. As the largest and most complete printing and mailing facility in Northern Nevada, we offer services for a wide range of print media which includes programs, books, brochures, booklets, manuals, direct mail, postcards, schedules, envelopes, posters, parking passes, invitations, business cards, letterhead, envelopes, notecards, labels, etc.

DynaGraphics has many years of experience with printing award winning materials for a variety of organizations. Our digital press has the capability of doing a beautiful raised print effect, which we have recently done on business cards for The Nevada Department of Tourism, Nevada Arts Council, and the Nevada Indian Commission.

Certificate of Completion

Alfred Anheier

is recognized as having successfully completed
the HP Indigo 3550/5500/5600 Digital Press
Level 1 Experienced Operator Course

August 1, 2013

Jay Bergeron
Technical Training Specialist
HP Inc.

Diane Rogers
HP Indigo Training Manager; Americas

HE788

Certificate of Completion

Alfred Anheier

is recognized as having successfully completed
the HP Indigo 7xxx Digital Press
Level 1 Experienced Operator Course

October 6, 2016

Steven Griffin
Technical Training Specialist
HP Inc.

Diane Rogers
HP Indigo Training Manager; Americas

HG420

Certificate of Completion

Alfred Anheier

is recognized as having successfully completed
the HP Indigo 7xxx Digital Press
Level 2 Operator Course

June 30, 2017

Kevin Smith
Technical Training Specialist
HP Inc.

Diane Rogers
HP Indigo Training Manager; Americas

HG419

Certificate of Completion

Alfred Anheier

is recognized as having successfully completed
the HP Indigo 7xxx Digital Press
Level 3 Operator Course

July 24, 2017

James Jandreau
Technical Training Specialist
HP Inc.

Diane Rogers
HP Indigo Training Manager; Americas

HG422

Certificate of Completion

Tim Switzer

is recognized as having successfully completed
the HP Indigo 3550/5500/5600 Digital Press
Level 2 Operator Course

August 16, 2013

Yasha Sragovich
Technical Training Specialist
HP Inc.

Diane Rogers
HP Indigo Training Manager; Americas

HF314

Certificate of Completion

Tim Switzer

is recognized as having successfully completed
the HP Indigo 7xxx Digital Press
Level 1 Operator Course

January 13, 2017

Kevin Smith
Technical Training Specialist
HP Inc.

Diane Rogers
HP Indigo Training Manager; Americas

HG421

Certificate of Completion

Tim Switzer

is recognized as having successfully completed
the HP Indigo 7xxx Digital Press
Level 2 Operator Course

July 14, 2017

Paul Beck
Technical Training Specialist
HP Inc.

Diane Rogers
HP Indigo Training Manager; Americas

HG419

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- Distribution – Reduce distribution services by letting us drop-ship your order anywhere it needs to go. Our shipping department contains a fleet of delivery vehicles for daily deliveries to the Reno-Sparks area and three deliveries per week around Lake Tahoe. Additionally, we can procure shipments around the world at discounted rates.
- Accounting – Know who is spending what and what they're spending it on. We can generate reports to track how much people spend on your account, what they are buying, which department is billed, which accounting codes are used . . . and just about anything else you need to know. Additionally, each person utilizing our system would have their own login and billing information built into the system.
- Approval Process – Our system offers extensive trigger rules. The approval process can be designed to your specifications, with up to three levels of approval. Approvers are notified by email to review, edit, approve or deny orders.
- Templates Storage – We can store an unlimited number of your collateral templates in our system with paper, ink, and finishes specified. We can make changes as often as you request them.
- Fulfillment – We have the ability to store some printed products until needed.
- Site Changes – Your site will be administered by DynaGraphics. We will make any necessary changes, as often as they are needed!

Printed Materials

DynaGraphics offers conventional printing for larger quantity jobs, high -quality digital printing for smaller quantity and variable data jobs, an array of coating and binding capabilities, full mailing services, and a variety of delivery vehicles. We are truly set up to be your one-stop-shop. As the largest and most complete printing and mailing facility in Northern Nevada, we offer services for a wide range of print media which includes programs, books, brochures, booklets, manuals, direct mail, postcards, schedules, envelopes, posters, parking passes, invitations, business cards, letterhead, envelopes, notecards, labels, etc.

DynaGraphics has many years of experience with printing award winning materials for a variety of organizations. Our digital press has the capability of doing a beautiful raised print effect, which we have recently done on business cards for The Nevada Department of Tourism, Nevada Arts Council, and the Nevada Indian Commission.

Company Background

Customer service, high-quality printing and state-of-the-art technology are taken very seriously at DynaGraphics. Each day, highly skilled and dedicated employees strive to make our customers' experience with DynaGraphics satisfactory in every way.

This strong commitment to quality, service and technology has truly benefitted our customers over the years and has elevated the reputation of DynaGraphics as one of the area's most prominent full-service printers. As the printing industry continues to evolve, you can always count on DynaGraphics to be there with innovative solutions and technology to meet today's demands.

DynaGraphic Printing Inc., dba DynaGraphics, has been doing business in Reno, Nevada since 1971. Beginning business primarily as a mail house, DynaGraphics was printing short run work on smaller presses. In 1973, Cal Central Press, a California corporation, purchased DynaGraphic Printing and made it it's Reno subsidiary. Because of the sale, the business grew adding additional capabilities and abandoning the mailing services. Following some corporate restructuring, DynaGraphic Printing was sold to Walt Trimble (current owner), who had been functioning as the general manager for the previous 15 years. Since 1991, the business has continued to flourish, with many of its customers located in and around the Reno-Tahoe basin.

In 2010, DynaGraphic Printing began working under the name DynaGraphics. This was to reinforce and convey our commitment to other forms of communication, besides just printing. Our goal is to convey a customer's message to its target audience, which is primarily through print.

In 2001, DynaGraphics made the strategic decision to jump into the digital printing arena, and invested in its first digital press. Since then, there have been multiple digital press purchases, as technology continues to evolve. With the onboarding of digital printing, the decision was made to once again offer mailing services, and the direct mail business has since continued to grow. We currently house two, high-quality, digital presses. Along with digital, we also perform complex variable data printing and customized customer print portals.

Our conventional presses print on substrates ranging from 13 inches to 40 inches, in single color up to 6-colors, plus coating. We offer a variety of coating solutions to include high-gloss, matte, satin, soft-touch, or textured finishes in either aqueous or UV coating. Our bindery department practices a number of different techniques for finishing our print jobs, whether it's perfect binding, saddle-stitching, folding, cutting, collating, drilling, padding, gluing, etc. If it's fancy you want we can give you beautifully foiled, die cut or embossed finishes from our finishing presses.

We recognize that although we offer many solutions with our state-of-the art equipment, we still rely heavily on our skilled employees for production. Employees are our number one asset, and we work diligently to keep them motivated and constantly learning.

While our services, product quality and prices are excellent, our marketing strategy focuses on building and maintaining long-term relationships with our customers. Customers are our #1 concern and focus.

3.1.4 The selected vendor, prior to doing business in the State of Nevada, shall be appropriately licensed by the State of Nevada, Secretary of State's Office pursuant to NRS76. Information regarding the Nevada Business License can be located at http://nvsos.gov.

Question	Response
Nevada Business License Number:	**19911030226**
Legal Entity Name:	**DynaGraphic Printing, Inc.**

Is "Legal Entity Name" the same name as vendor is doing business as?

Yes	X	No	X

If "No", provide explanation.

Also doing business as "DynaGraphics"

3.1.5 Has the vendor ever been engaged under contract by any State of Nevada agency?

Yes	X	No	

If "Yes", complete the following table for each State agency for whom the work was performed. Table can be duplicated for each contract being identified.

Question	Response
Name of State agency:	**Univ of Nevada Athletics**
State agency contact name:	**Jerry Cail – (775) 682-6908**
Dates when services were performed:	**2010 to 2017**
Type of duties performed:	**Comm'l Printing & Mailing**
Total dollar value of the contract:	**$75,000/yr**

3.1.6 Are you now or have you been within the last two (2) years an employee of the State of Nevada, or any of its agencies, departments, or divisions?

Yes		No	X

If "Yes", please explain when the employee is planning to render services, while on annual leave, compensatory time, or on their own time?

If you employ (a) any person who is a current employee of an agency of the State of Nevada, or (b) any person who has been an employee of an agency of the State of Nevada within the past two (2) years, and if such person shall be performing or producing the services which you shall be contracted to provide under this contract,

you shall disclose the identity of each such person in your response to this RFP, and specify the services that each person shall be expected to perform.

3.1.7 Disclosure of any significant prior or ongoing contract failures, contract breaches, civil or criminal litigation in which the vendor has been alleged to be liable or held liable in a matter involving a contract with the State of Nevada or any other governmental entity. Any pending claim or litigation occurring within the past six (6) years which may adversely affect the vendor's ability to perform or fulfill its obligations if a contract is awarded as a result of this RFP shall also be disclosed.

Does any of the above apply to your company?

Yes		No	X

If "Yes", please provide the following information. Table can be duplicated for each issue being identified.

Question	**Response**	
Date of alleged contract failure or breach:		
Parties involved:		
Description of the contract failure, contract breach, or litigation, including the products or services involved:		
Amount in controversy:		
Resolution or current status of the dispute:		
If the matter has resulted in a court case:	Court	Case Number
Status of the litigation:		

3.2 SUBCONTRACTOR INFORMATION

Subcontractors are defined as a third party, not directly employed by the contractor, who shall provide services identified in this RFP. This does not include third parties who provide support or incidental services to the contractor.

3.2.1 Does this proposal include the use of subcontractors?

Yes		No	X

Attachment E

Company References

DynaGraphics sent out five (5) Business Reference forms to various clients. We trust that they have all been returned satisfactorily, directly to the Purchasing Division.

PROPOSED STAFF RESUME FOR RFP 3503

A resume must be completed for all proposed prime contractor staff and proposed subcontractor staff.

Company Name Submitting Proposal:	***Dynagraphic Printing***

Check the appropriate box if the proposed individual is prime contractor staff or subcontractor staff.			
Contractor:	***x***	**Subcontractor:**	

The following information requested pertains to the individual being proposed for this project.			
Name:	***Dan White***	**Key Personnel: (Yes/No)**	***Yes***
Individual's Title	***Account Manager***		
# of Years in Classification:	***15***	**# of Years with Firm:**	***3***

BRIEF SUMMARY OF PROFESSIONAL EXPERIENCE

Information should include a brief summary of the proposed individual's professional experience.

20 years printing experience from working on a press, purchasing, customer service, production management(planning), inside and outside sales.

RELEVANT EXPERIENCE

Information required should include: timeframe, company name, company location, position title held during the term of the contract/project and details of contract/project.

.Have not had a contract with the state, but do work with various state agencies and their budgets.

EDUCATION

Information required should include: institution name, city, state, degree and/or Achievement and date completed/received.

Haskell Indian Nations University, Lawrence, KS-Fall 1989-Spring 1990. Studied business and accounting. University of Nevada Reno-Reno, NV-Fall 1990-Spring 1992. Studied business. Truckee Meadows Community College-Reno, NV-Fall 1993-Spring 1996, Fall 2006 and Fall 2017. Studied graphic arts and math.

CERTIFICATIONS

Information required should include: type of certification and date completed/received.

REFERENCES

A maximum of five (5) references are required, including name, title, organization, phone number, fax number and email address.

Aaron Meier, Public Information Officer, Nevada Department of Wildlife, 775.688.1998, fax-688.1495, ameier@ndow.org
Shelly Nye, Program Director, The Nevada Registry, 775.327.0674, fax-775.857.3158, snye@washoeschools.net

Sarah Polito, Marketing Manager, Nutrient Foods, 846.0046, no fax number
sarah.politio@nutrientfoods.com
Dave Siegel, Owner, Insight Studios, 355.1511, fax-826.7055, dave@insightstudioinc.com

PROPOSED STAFF RESUME FOR RFP 3503

A resume must be completed for all proposed prime contractor staff and proposed subcontractor staff.

Company Name Submitting Proposal:	***DynaGraphic Printing, Inc.***

Check the appropriate box if the proposed individual is prime contractor staff or subcontractor staff.			
Contractor:	***X***	**Subcontractor:**	

The following information requested pertains to the individual being proposed for this project.			
Name:	***Cynthia Mason***	**Key Personnel: (Yes/No)**	***Yes***
Individual's Title			
# of Years in Classification:	***21***	**# of Years with Firm:**	***21***

BRIEF SUMMARY OF PROFESSIONAL EXPERIENCE

Information should include a brief summary of the proposed individual's professional experience.

Years of working in Human Resources and Finance Management. Advanced to Company President two years ago. For the past 10 years, I have been involved with administering the printing contract with UNR athletics.

RELEVANT EXPERIENCE

Information required should include: timeframe, company name, company location, position title held during the term of the contract/project and details of contract/project.

13 years	Cal Central Press	Sacramento, CA	HR Manager
19 years	DynaGraphic Printing	Reno, NV	HR & Finance MGR
2 years	DynaGraphic Printing	Reno, NV	Presdient

EDUCATION

Information required should include: institution name, city, state, degree and/or Achievement and date completed/received.

California State University, Sacramento	Sacramento, CA	BA Degree	1995
University of Nevada, Reno	Reno, NV	MBA Degree	2003

CERTIFICATIONS

Information required should include: type of certification and date completed/received.

SPHR – Senior Practitioner of Human Resources

REFERENCES

A maximum of five (5) references are required, including name, title, organization, phone number, fax number and email address.

Russel Musselman, CPA	(775) 324-2012	musscpa@gbis.com
Mike Whan, Hot August Nights	(775) 356-1956	mwhan@hotaugustnights.com
Mike Phillie, Idealliance	(201) 523-6302	mphilie@idealliance.org

3.2.1 Does this proposal include the use of subcontractors?

Yes		No	X

If "Yes", vendor shall:

3.2.1.1.1 Identify specific subcontractors and the specific requirements of this RFP for which each proposed subcontractor shall perform services.

3.2.1.2 If any tasks are to be completed by subcontractor(s), vendors shall:

3.2.1.2.1 Describe how the work of any subcontractor(s) shall be supervised, channels of communication shall be maintained and compliance with contract terms assured; and

3.2.1.2.2 Describe your previous experience with subcontractor(s).

3.2.1.3 Provide the same information for any proposed subcontractors as requested in ***Section 3.1, Vendor Information***.

3.2.1.4 Vendor shall not allow any subcontractor to commence work until all insurance required of the subcontractor is provided to the vendor.

3.2.1.5 Vendor shall notify the using agency of the intended use of any subcontractors not identified within their original proposal and provide the information originally requested in the RFP in ***Section 3.2, Subcontractor Information***. The vendor shall receive agency approval prior to subcontractor commencing work.

ACORD®

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 9/13/2017

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER
L/P Insurance Services, Inc.
300 East 2nd Street
Suite 1300
Reno NV 89501

CONTACT NAME: Dera Gilmore
PHONE (A/C, No, Ext): (775) 996-6000 FAX (A/C, No): (775) 473-9288
E-MAIL ADDRESS: dera.gilmore@lpins.net

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A: Twin City Fire Ins Co	29459
INSURER B: Security National Insurance Company	19879
INSURER C: Trumbull Insurance Company	27120
INSURER D:	
INSURER E:	
INSURER F:	

INSURED
Dynagraphic Printing Inc
2001 Timber Way
Reno NV 89512

COVERAGES CERTIFICATE NUMBER: CL1772770949 REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS		
A	X COMMERCIAL GENERAL LIABILITY CLAIMS-MADE / X OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: X POLICY / PRO-JECT / LOC OTHER			53SBAA17158	8/1/2017	8/1/2018	EACH OCCURRENCE	$	1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	$	1,000,000
							MED EXP (Any one person)	$	10,000
							PERSONAL & ADV INJURY	$	1,000,000
							GENERAL AGGREGATE	$	2,000,000
							PRODUCTS - COMP/OP AGG	$	2,000,000
							Employee Benefits	$	2,000,000
B	AUTOMOBILE LIABILITY X ANY AUTO ALL OWNED AUTOS / SCHEDULED AUTOS HIRED AUTOS / NON-OWNED AUTOS			SPP111129303	8/1/2017	8/1/2018	COMBINED SINGLE LIMIT (Ea accident)	$	1,000,000
							BODILY INJURY (Per person)	$	
							BODILY INJURY (Per accident)	$	
							PROPERTY DAMAGE (Per accident)	$	
							Medical payments	$	5,000
A	X UMBRELLA LIAB / X OCCUR EXCESS LIAB / CLAIMS-MADE DED / X RETENTION $ 10,000			53SBAA17158	8/1/2017	8/1/2018	EACH OCCURRENCE	$	2,000,000
							AGGREGATE	$	2,000,000
								$	
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? Y/N (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	N/A		53WECAA4DFX	8/1/2017	8/1/2018	PER STATUTE / OTH-ER		
							E.L. EACH ACCIDENT	$	1,000,000
							E.L. DISEASE - EA EMPLOYEE	$	1,000,000
							E.L. DISEASE - POLICY LIMIT	$	1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

When Named Insured's operations are performed for The State of Nevada pursuant to a valid written contract or agreement executed by Named Insured prior to loss. In accordance with the policy(ies) listed above: Additional Insured Status is determined by attached GL Form SS0008 04/05, Auto Form CA990187; Waiver of Subrogation Status is determined by GL Form SS0008 04/05, Auto Form CA990187; Primary and Non-Contirbutory is determined by GL Form SS0008 04/05.

CERTIFICATE HOLDER

The State of Nevada
Office of the Secretary of State

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Dera Gilmore/DERA

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