



**COUNTY OF HENRICO
DEPARTMENT OF FINANCE
PURCHASING DIVISION
CONTRACT EXTRACT
NOTICE OF AWARD/RENEWAL**

DATE:	September 1, 2025
CONTRACT COMMODITY/SERVICE: <i>(include contracting entity if cooperative)</i>	Reprographic Services
CONTRACT NUMBER:	2200B
COMMODITY CODE:	966.18
CONTRACT PERIOD:	September 1, 2025 through August 31, 2026
RENEWAL OPTIONS:	None
USER DEPARTMENT:	County/Schools
Contact Name:	Jon Creger
Phone Number:	804-501-5664
Email Address:	Cre057@henrico.gov
HENRICO COOPERATIVE TERMS INCLUDED:	Yes
SUPPLIER: Name:	Bizport LTD
Address:	9 North Third Street
City, State:	Richmond, VA 23219
Contact Name:	Allen Whiteheart
Phone Number:	804-780-1060
Email address:	awhiteheart@bizportdoes.com
ORACLE SUPPLIER NUMBER:	22239
BUSINESS CATEGORY:	Small
PAYMENT TERMS:	Net 30
DELIVERY:	24 hours ARO
FOB:	County of Henrico
BUYER: Name:	Jon Creger, VCA, VCO
Title:	Procurement Analyst II
Phone:	804-501-5664
Email:	Cre057@henrico.gov

This contract is the result of a competitive solicitation issued by the Department of Finance, Purchasing Division. A requisition must be generated for all purchases made against this contract and the requisition must reference the contract number.

PRICE SCHEDULE – CONTRACT NO. 2200B

**** All Henrico County and HCPS departments, or suppliers/contractors requesting service on behalf of Henrico County or HCPS departments, must provide a completed Henrico County Printing Requisition Form (Attached at the end) for each job, when submitting orders.**

Lot 1 – Digital Large Document Printing

Item	Description	Price Per Square Foot
20# Bond, Black and White – Full Scale		
1	12" x 20" Digital Prints	.1102
2	18" x 24" Digital Prints	.1102
3	24" x 30" Digital Prints	.1102
4	24" x 36" Digital Prints	.1102
5	30" x 42" Digital Prints	.1102
6	35" x 87" Digital Prints	.1102
20# Bond, Black and White – Half Scale		
7	12" x 18" Digital Prints	.1102
8	15" x 22" Digital Prints	.1102
9	18" x 24" Digital Prints	.1102
20# Bond, Color – Full Scale		
10	12" x 20" Digital Prints	.8414
11	18" x 24" Digital Prints	.8414
12	24" x 30" Digital Prints	.8414
13	24" x 36" Digital Prints	.8414
14	30" x 42" Digital Prints	.8414
15	35" x 87" Digital Wall Map	.8414
20# Bond, CAD Color – Half Scale		
16	12" x 18" Digital Prints	\$4.409
17	15" x 22" Digital Prints	\$4.409
18	18" x 24" Digital Prints	\$4.409
Mounting on Foam Core Board		
19	¼" x 48" x 96"	\$4.5021
20	¼" x 30" x 42"	\$4.5021
21	¼" – 3/16" x 24" x 36"	\$4.5021
22	Mylar, 4 Mil Double Mat	\$4.5021
23	Mylar, 4 Mil Opaque	\$4.5021
24	Velum, 18# Non-erasable	\$4.5021
25	Velum, 18# Erasable	\$4.5021
26	Lamination 24" x 36"	\$3.3763

Lot 2 – Specification Booklets, Reports and Other Copying

Item	Description	Price Per Square Foot
1	Reproduction of Specification Booklets 8-1/2" x 11, 20# Bond, 84 Min. Brightness, Black & White	.0765
2	Reproduction of Specification Booklets 8-1/2" x 14, 20# Bond, 84 Min. Brightness, Black & White	.1311

3	Reproduction of Specification Booklets 11 x 17, 20# Bond, 84 Min, brightness, Black & White	.1311
4	Reproduction of Specification Booklets 8-1/2" x 11 20# Bond, 90 Min, Brightness, Color	.7321
5	Reproduction of Specification Booklets 8-1/2" x 14, 20# Bond, 90 Min, Brightness, Color	.8632
6	Reproduction of Specification Booklets 11 x 17, 20# Bond, 90 Min, Brightness, Color	.9634
7	Reproduction of Specification Booklets 8-1/2" x 11 24# Premium Bond, 110 Min, Brightness, Color	.7321
8	Reproduction of Specification Booklets 8-1/2" x 14, 24# Premium Bond, 110 Min, Brightness, Color	.8632
9	Reproduction of Specification Booklets 11 x 17, 24# Premium Bond, 110 Min, Brightness, Color	.9616
10	Drilling – 2-hole	.0546
11	Drilling – 3-hole	.0546
GBC Binding		
12	1/4 - 3/4	\$3.0921
13	3/4 - 1-1/4	\$3.3763
14	Over 1-1/4	\$3.9449
Velo Binding		
15	1/4 - 3/4	\$3.0921
16	3/4 - 1-1/4	\$3.3763
17	Over 1-1/4	\$3.9449
18	1-Fold	.1092
19	2-Fold	.2295

Lot 3 – Digital Scanning and Graphic File Conversion

Item	Description	Price Per Square Foot
1	Black and white scanning to digital file and storage of blueprint and blackline plans – Quantities less than 50	.1092
2	Black and White scanning to digital file and storage of blueprint and blackline plans – Quantities 51-100	.1092
3	Black and White scanning to digital of blueprint and blackline plans – Quantities greater than 100	.1092
4	Color scanning to digital file and storage – Quantities 1 sheet to 50 sheets	.6775

5	Color scanning to digital file and storage – Quantities 51 sheets to 100 sheets	.6775
6	Color scanning to digital file and storage - Quantities greater than 100 sheets	.6775

Lot 4 – Electronic Files

Item	Description	Price Per 800MB
1	Write stored images to USB flash drive per 800MB	\$22.52

Lot 5 – Bid Distribution Services

Item	Description	Price Per Trip
1	Internal Distribution Per Section I, Item H	\$6.75
2	External Distribution Per Section I, Item H	\$6.75

A. General Requirements.

1. Bidders shall have the ability to receive, download and process electronic files sent by email, flash drive, FTP and other electronic means.
2. Bidders shall provide a secure, private (unpublished) FTP site for uploading and retrieval of electronic files, including but not limited to project drawings, specifications and addenda. A website providing the same function, security and ease of use may be provided only if approved in writing by the County and/or HCPS.
3. Bidders shall guarantee the delivery of up to 3,334 ANSI D or E size prints and associated project manual printing for the County and HCPS within 24 hours.
4. Sizes listed in this BID are normally used by the County and HCPS, however, the need may arise for alternate sizes during the contract term. The County must approve any substituted size prior to production.
5. The Successful Bidder shall be able to provide pickup and inside delivery within the Richmond Metropolitan Area. The County and HCPS reserve the right to seek quotes from alternate suppliers if the delivery location is outside of that area.
6. The Successful Bidder shall assign an account manager to be a single point of contact for all County and HCPS department representatives.
7. The County and/or HCPS may request test prints prior to any print job to set a benchmark of quality.
8. Completed print jobs that are not deemed up to the County or HCPS standard shall be reprinted at the Successful Bidder's expense.

B. Lot 1 Specifications – Digital Large Document Printing.

1. Digital plan reproduced from digital files, blackline, blueline, sepia, mylar or vellum originals will be based on the price per square foot of reproduction. Section D, Items D (4-8) below list various sizes and media that may be required by the Successful Bidder. Cost shall be based on the price per square foot of reproduction. Any paper waste in providing the various print sizes shall be included in the square foot cost for the actual sheet size.

2. Odd sizes not listed on this contract may be rounded up to the next size.
3. Construction drawing sets must be bound and in sequence according to Title Sheet, for example, civil, landscape, architectural, structural, mechanical, electrical, etc., or as stated in each service order.
4. Reproduction to full scale: Black and White, 20# Bond (Actual Sheet Size)
 - a. 12" x 20" digital prints
 - b. 18" x 24" digital prints
 - c. 24" x 30" digital prints
 - d. 24" x 36" digital prints
 - e. 30" x 42" digital prints
 - f. 35" x 87" digital wall map
5. Reproduction to full scale: Color, 20# Bond (Actual Sheet Size)
 - a. 12" x 20" digital prints
 - b. 18" x 24" digital prints
 - c. 24" x 30" digital prints
 - d. 24" x 36" digital prints
 - e. 30" x 42" digital prints
 - f. 35" x 87" digital wall map
6. Reproduction to one-half scale: Black and White (Actual Sheet Size)
 - a. 12" x 18" half scale prints
 - b. 15" x 22" half scale prints
 - c. 18" x 24" half scale prints
7. Reproduction to one-half scale: CAD Color (Actual Sheet Size)
 - a. 12" x 18" half scale prints
 - b. 15" x 22" half scale prints
 - c. 18" x 24" half scale prints
8. Miscellaneous Items:
 - a. Foam Core Board, 1/4" x 48" x 96"
 - b. Foam Core Board, 1/4" x 30" x 42"
 - c. Foam Core Board, 1/4" - 3/16" x 24" x 36"
 - d. Mylar, 4 Mil Double Mat
 - e. Mylar, 4 Mil Opaque
 - f. Velum, 18# Non-erasable
 - g. Velum, 18# erasable
 - h. Lamination 24" x 36", this line item includes face-laminating a mounted print.
- C. Lot 2 Specifications – Booklets, Reports and Other Copying.
 1. Black & White (Monotone): Specification booklets, reports and other copying shall be produced from MS Word formatted file, PDF formatted file or other reproducible copy. Text to be printed on 20# bond, 84 brightness, or greater. Size will normally be 8 1/2" x 11", however, special sections may require 8 1/2" x 14" or 11" x 17 sheet size". Cover to be standard 60# card stock for covers, in available colors according to the manufacturer. Cover to be printed in black ink with minor typesetting involved. Specification booklets shall be bound using 19-ring GBC binding or equal as applicable. (estimated at approximately 55 pages per each specification booklet, with an estimated quantity of 100 booklets being produced per year)
 - a. Black and White Laser Copies, 8-1/2" x 11", 20# Bond, 84 Minimum Brightness
 - b. Black and White Copies, 8-1/2" x 14", 20# Bond, 90 Minimum Brightness
 - c. Black and White Copies, 11" x 17", 20# Bond, 84 Minimum Brightness

2. Color: Specification booklets, reports & other copying shall be produced from MS Word formatted file, PDF formatted file or other reproducible copy. Size will normally be 8 1/2" x 11", however may require 8 1/2" x 14" or 11" x 17" sheet size. Specification booklets may require color printing. Color for each job to be specified at time of order.
 - a. Color Laser Copies, 8-1/2" x 11", 20# Bond, 90 Minimum Brightness
 - b. Color Laser Copies, 8-1/2" x 14", 20# Bond, 90 Minimum Brightness
 - c. Color Laser Copies, 11" x 17", 20# Bond, 90 Minimum Brightness
 - d. Color Laser Copies, 8-1/2" x 11", 24# Premium Bond, 110 Minimum Brightness
 - e. Color Laser Copies, 8-1/2" x 14", 24# Premium Bond, 110 Minimum Brightness
 - f. Color Laser Copies, 11" x 17", 24# Premium Bond, 110 Minimum Brightness
 - g. Drilling 2-hole
 - h. Drilling 3-hole
 3. GBC Binding
 - a. 1/4" – 3/4"
 - b. 3/4" x 1-1/4"
 - c. Over 1-1/4"
 4. Velo Binding
 - a. 1/4" – 3/4"
 - b. 3/4" – 1-1/4"
 - c. Over 1-1/4"
 - d. 1-Fold
 - e. 2-Fold
- D. Lot 3 Specifications – Digital Scanning and Graphic File Conversion.
1. Black and White: Blueline, blackline, sepia, mylar, vellum or other monotone plans shall be scanned to a digital file at a density of 400 dpi standard and optionally 600 dpi depending on size of document. Digital scans shall be stored in TIF Group 4 file format or PDF or as directed.
 - a. Black and white scanning to digital file and storage of blueline & blackline. Quantities 1 to 50 sheets.
 - b. Black and white scanning to digital file and storage of blueline & blackline. Quantities 51 to 100 sheets.
 - c. Black and white scanning to digital file and storage of blueline & blackline. Quantities 101 sheets or greater.
 2. Color: Color plans shall be scanned to a digital file at a density of 400 dpi standard and optionally 600 dpi depending on size of document. Digital scans shall be stored in TIF or PDF file format or as directed. Plan size to be scanned will typically be 24" x 36" up to 30" x 42". However, other sizes may be required. Scanning of plans shall be based on per sq. ft. charge. Scanned files shall be converted in a compatible file format upon request.
 - a. Color scanning to digital file and storage, 1 to 50 sheets.
 - b. Color scanning to digital file and storage, 51 to 100 sheets.
 - c. Color scanning to digital file and storage, 101 sheets or greater.
- E. Lot 4 Specifications – Electronic Files
1. The Successful Bidder shall provide in electronic format CD ROM, FTP, TIFF, or email services or as directed, to receive and provide files in requested compatible format when scanning or printing.
 2. Write stored images to usb flash drive or other removable storage device.
 3. The Successful Bidder shall provide a usb flash drive of bid plans, specifications and any addenda for each project. Drawings in TIFF format at 400 dpi and specifications and addendum in

searchable PDF format in one file. Forward to the Project Manager for the project record by the time of the scheduled bid receipt.

F. Lot 5 Requirements – Distribution Services.

1. Price per trip for internal distribution pickup or pickup of project manuals, blueprints or any printing-related items from architects, engineers, consultants, HCPS and County offices; and inside delivery of project manuals, blueprints or any printing-related items from architects, engineers, consultants, plan rooms, HCPS and County Offices and return of originals to dispatching office within the Richmond metropolitan area.
2. Price per trip for local delivery services for the delivery of bid sets to contractors, sub-contractors, material suppliers, etc. at the price listed on the Unit Price Bid Sheet Price Schedule within the Richmond metropolitan area.

G. Delivery Requirements.

1. Delivery of plan sets to plan rooms shall contain a written receipt stating that the County of Henrico and/or Henrico County Public Schools expressly prohibits plans from being copied, published electronically, or posted electronically on the internet without expressed written permission from the County of Henrico.
2. The Successful Bidder shall make delivery of completed plans, specification booklets, and if required removable storage, within 24 hours after receipt of order (verbal, fax, email or written) by an authorized representative of Henrico County or HCPS, Saturday and Sunday excluded. Partial jobs will not be accepted.
3. Successful Bidder may be required to deliver to multiple locations for up to the required daily production within 24 hours of order placement.

H. County Requirements.

All Henrico County and HCPS departments, or suppliers/contractors requesting service on behalf of Henrico County or HCPS departments, must provide a completed Henrico County Printing Requisition Form (Attachment D) for each job, when submitting orders with the Successful Bidder.

I. Invoicing Requirements.

1. Successful Bidder shall invoice each department separately on a monthly basis. The invoice must include the purchase order number, goods/services purchased, date of services, department, project number (if applicable), project name/description, quantity, unit price, total price per line, and the name and contact information of the Henrico County employee submitting the order.
2. Successful Bidder shall establish separate accounts for each County or HCPS department using the contract. Invoices shall be sent to the correct department. Failure to send invoices to the correct department may cause delays in payment.
3. Successful Bidder shall attach completed Henrico County Printing Requisition Form(s) to each invoice. Failure to provide the Henrico County Printing Requisition Form may cause delays in payment.
4. Invoices not containing proper documentation shall be subject to being paid up to the undisputed amount, held or returned until resolved.
5. The Successful Bidder shall not add late fees to invoices due to incorrect invoices being sent to the County and HCPS. Billing errors shall be kept to a minimum. Persistent errors may be grounds for cancellation of the contract.