



RE: RFP 24-002 Printing for Yearly Newsletter Contract #CM24227

Contract Agreement

This contract ("Contract") is made as of September 30, 2024, by and between Galveston County, located at 722 Moody Avenue Galveston, TX 77550 ("Client"), and Signature Aspen, with its principal office located at 3300 Kingswood Street Houston, TX 77092 ("Company").

1. Scope of Work

1. The Company agrees to provide the below services for the 2024 Galveston County Annual Newsletter as specified below:

- Qty – 210,000
- 16-page self-cover
- Final Size: 8.5"x11"
- Paper: 80lb Text
- Finish: Matte
- Ink: 4-color process, double-sided, full coverage
- Finishing: Fold and Saddle Stitch
- Delivery: USPS EDDM Mail Services
- Estimated File Conversion /Editing from file receipt - 24 hrs
- Estimated time for printing after file finalized – 7 days
- Delivery time to USPS after printing- 1 day
- All overs get delivered to:
County Judge Office 174 Calder Dr. League City, TX 77573

2. Payment Terms

- | | |
|---------------------------------|-------------------|
| • Printing and Mail Services: | \$0.297 per piece |
| • Mailing Rate EDDM Postage: | \$0.127 per piece |
| • File handling, convert, edit | Included |
| • Deliveries-Postal SCF, County | Included |
| • Not to exceed total project | \$88,979.00 |
| • Payment due: | Net 30 |

3. Responsibilities of the Client

- The Client will provide all necessary content, images, and branding guidelines to the Company to ensure timely completion of the project.
- The Client will review and approve the design and layout.

4. Governing Law

- This Contract will be governed by and construed by the laws of the State of Texas.

5. Signatures

- This Contract is signed and executed by the authorized representatives of both parties on the date first above written.

Company-Aspen Imaging, LLC
Dba Signature Aspen



W. Yandell Rogers, III
President

Client-Galveston County



Mark Henry
County Judge