

State of New York Executive Department
Office Of General Services
Procurement Services
Corning Tower Building - 38th Floor
Empire State Plaza
Albany, New York 12242
<http://nyspro.ogs.ny.gov>

REVISED CONTRACT AWARD NOTIFICATION

Title	:	Group 22812 – MAILING MACHINES, SCALES, FOLDERS, INSERTERS, METER RENTAL AND OTHER ITEMS (Statewide) Classification Code: 44
Award Number	:	<u>21932-E*</u> (Replaces Award 19594)
Contract Period	:	August 1, 2010 to October 31, 2015
Bid Opening Date	:	March 18, 2010
Date of Issue	:	October 7, 2010 (Revised September 3, 2015) New Information in this Update is in RED
Specification Reference	:	As Incorporated In The Invitation for Bids
Contractor Information	:	Appears on Pages 2-3 of this Award

Address Inquiries To:

State Agencies & Vendors	Political Subdivisions & Others
Name : Shrilata Nath Title : Contract Management Specialist 1 Phone : 518-474-3034 E-mail : shrilata.nath@ogs.ny.gov	Customer Services Phone : 518-474-6717 Fax : 518-474-2437 E-mail : customer.services@ogs.ny.gov

**Procurement Services values your input.
Complete and return "Contract Performance Report" at end of document.**

Description

This contract is for the purchase of **new** mailing machine equipment and accessories for delivery throughout New York State. Products for purchase include but are not limited to mailing machines, scales, folders, inserters, sorters, address printers, bursters and cutters, pressure sealing mailing systems, tabbing and labeling systems, and envelope sealers. Meter Rental is also included. Resultant contracts may be used by state agencies, school districts, libraries, political subdivisions, and others authorized by law to utilize state contracts.

**Leasing is not permitted on this contract; this is a purchase contract only.
(Note: Meter Rental is the only exception)**

PR # 21932

(continued)

21932ra17/sn

NOTE: See individual contract items to determine actual awardees.

<u>CONTRACT #</u>	<u>CONTRACTOR & ADDRESS</u>	<u>TELEPHONE #</u>	<u>FED. IDENT. #</u> <u>NYS VENDOR ID#</u>
PC65199	BESCORP INC. D/B/A FORMAX 44 Venture Dr. Dover, NH 03820 2% - 15 Days	(800) 232-5535 x11 (603) 749-5807x11 T. Ryan Lindsay Fax No.: (603) 743-6366 E-mail: trlindsay@formax.com Website: www.formax.com	02-0407657 1000010915

The minimum order is \$15.00.

Contractor accepts the New York State Procurement Card for orders up to \$15,000.00.

PC66117	BELL & HOWELL LLC 3791 South Alston Avenue Durham, NC 27713	(919) 767-6400 x7726 Fax: (919) 767-4344 Blake Eaddy E-mail: blake.eaddy@bhemail.com Web Site: www.bellhowell.net	80-0728837 1100011926
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Contractor accepts the New York State Procurement Card for orders up to \$15,000.00.

Minimum order is \$200.00.

PC65201	DUPLO USA CORPORATION 3050 S. Daimler St. Santa Ana, CA 92705	(800) 255-1933, x 233 (949) 752-8222, x 233 Joyce Crocker Fax No.: (949) 851-3054 E-mail: gem@duplousa.com Web Site: www.duplousa.com	95-3416759 1000018818
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Electronic Access Ordering (EDI) is available.

Authorized Contract Users may send Purchase Orders and Remittances directly to Authorized Dealers (**See list of Authorized Dealers herein**).

The minimum order is \$100.00.

*******Contract with DUPLO is pending award till resolution
of insufficiencies in documentation.*******

PC65203	GUNTHER INTERNATIONAL, LTD. One Winnenden Road Norwich, CT 06360	(860) 823-1427, x 602 (800) 864-1490, x 602 Janice Sanborn Fax No.: (860) 885-2849 E-mail: janice_sanborn@guntherintl.com Website: www.gunterintl.com	51-0223195 1000044889
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The minimum order is \$100.00.

Contractor accepts the New York State Procurement Card for orders up to \$15,000.00.

Authorized Contract Users may send Purchase Orders and Remittances directly to Authorized Dealers (**See list of Authorized Dealers herein**).

(continued)

NOTE: See individual contract items to determine actual awardees.

<u>CONTRACT #</u>	<u>CONTRACTOR & ADDRESS</u>	<u>TELEPHONE #</u>	<u>FED. IDENT. # NYS VENDOR ID#</u>
PC65204 E*	NEOPOST USA, INC. 478 Wheelers Farms Rd. Milford, CT 06461	(573) 489-8860 David Nagel Fax No.: (203) 876-5459 E-mail: d.nagel@neopost.com Website: www.neopostinc.com	94-2388882 1000032848

The minimum order is \$10.00.

Contractor accepts the New York State Procurement Card for orders of any dollar amount.

NOTE: Neopost’s Contract Website URL:

<http://www.neopostinc.com/NAGA/Government-Accounts/New-York.aspx>

Purchase orders and remittances for mailing equipment and meter rentals should be sent to:

Neopost USA, Inc.
Attention: Government
478 Wheelers Farm Rd
Milford, CT 06461

Authorized Contract Users may send purchase orders and remittances directly to Authorized Dealers for maintenance and supplies **only (See list of Authorized Dealers herein).**

PC65205 E*	PITNEY BOWES, INC. 1 Elmcroft Rd. Stamford, CT 06926	(804) 496-6912 Eric Schmude Fax No: (203) 460-9653 E-mail: eric.schmude@pb.com Website: www.pb.com	06-0495050 1000000122
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Electronic Access Ordering (EDI) is available. Contact contractor for details.

No minimum order.

Contractor accepts the New York State Procurement Card for orders of any dollar amount.

Remittances for all equipment, maintenance, and supplies should be made to FEIN 060495050;

Vendor ID# 1000000122

Pitney Bowes Inc. (Normal Mail)
P.O. Box 371896
Pittsburgh, PA 15250-7896

Pitney Bowes Inc. (Overnight Mail)
500 Ross St., Ste. 154-0470(Attn.: Box 371896)
Pittsburgh, PA 15262-0001

Remittances for postage meter refills should be made to FEIN 841386389; Vendor ID# 1000009724

Reserve Account. (Normal Mail)
P.O. Box 223648
Pittsburgh, PA 15250-2648

Reserve Account (Overnight Mail)
500 Ross St., Ste. 154-0460(Attn.: Box 223648)
Pittsburgh, PA 15262-0001

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AUTHORIZED DEALER LIST

*******Contract with DUPLO is pending award till resolution
of insufficiencies in documentation.*******

Duplo USA Corporation - Purchase Orders and Remittances may be directed to Authorized Dealers:

- Authorized Dealer must state in invoice their Vendor Identification No. (VID) in order to receive payment by authorized contract user.

Automated Equip. Services
60 Noxon Rd.
Poughkeepsie, NY 12603-2929
Ph: (845) 452-2100
Fax: (845) 485-8221
Jim Maine
E-mail: jim@aemailpro.com
FEIN: 141706801
VID: 1000007066

New York Printing Systems Inc.
3495 Winton Pl. Bldg #C
Rochester, NY 14623
Ph: (585) 427-9350
Fax: (585) 427-9356
Mark Renzi
E-mail: renz4nyps@aol.com
FEIN: 161497587
VID: 1100005052

CMC Machine Corp.
135 Oser Ave. Suite #3
Hauppauge, NY 11788
Ph: (631) 434-3262
Fax: (631) 434-3262
Michael Nagle
E-mail: cmcmachinecorp@aol.com
FEIN: 113518356
VID: 1100026735

Neopost NY/NJ Metro District
415 Oser Ave Suite #K
Hauppauge, NY 11788
Ph: (631) 435-9100 x1047
Fax: (631) 435-1478
www.neopost.com
FEIN: 942388882
VID: 1000032848

Canon Solutions America, Inc.
1311 Mamaroneck Ave.
White Plains, NY 10605
Ph: (914) 286-8925
Fax: (914) 286-8962
Steven K. Gruenstrass
E-mail: sgruenstrass@csa.canon.com
FEIN: 132677004
VID: 1000006186

S3 LLC
516 Cherry Lane
Floral Park, NY 11011
Ph: (212) 719-9500
Fax: (212) 729-5511
Ed Scherer
FEIN: 271210009
VID: 1100008244

Jack L. Popkin & Co., Inc.
38-19 24th Street
Long Island City, NY 11101
Ph: (718) 361-6700
Fax: (718) 361-7525
Lenny Popkin
E-mail: lenny@jackpopkin.com
FEIN: 133041253
VID: 1100026292

The Equipment Source
1253 Springfield Ave., Ste 307
New Providence, NJ 07974
Ph: (973) 635-7405
Fax: (973) 635-4592
Tom McCarthy
E-mail: t.equipmentsource@yahoo.com
FEIN: 22-3683477
VID: 1100057210

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James B Schwab Company, Inc.

223 West Main St.
Falconer, NY 14733-0006
Ph: (716) 665-3212
Fax: (716) 665-6676
Jim Schwab
E-mail: jgschwab@schwabco.com
FEIN: 160841046
VID: 1000028389

Recognition Systems, Inc.

30 Harbor Park Drive
Port Washington, NY 11050
Ph: (516) 625-5000
Fax: (516) 625-1507
Linda McCusker
Email: lindam@dotworks.com
Or
John McCusker
johnm@dotworks.com
FEIN: 11-2166757
VID: 1000005609

Konica Minolta Business Solutions USA, Inc.

P.O. Box 403718
Atlanta, GA 30348
Ph: (860) 697-2441
Fax: (860) 697-2393
Chris Spagnoletti
cspagnoletti@kmb.konicaminolta.us
FEIN: 22-2147842
VID: 1000055625

Gunther International Ltd. - Purchase Orders and Remittances may be directed to Gunther International Ltd. or its authorized dealer:

Authorized Dealer must state in invoice their Vendor Identification No. (VID) in order to receive payment by authorized contract user.

CGI

600 Federal Street
Andover, MA 01810
Stephen DiLeo
E-mail: Stephen.dileo@cgi.com
Ph: (978) 946-3544
Fax: (978) 794-5467
FEIN: 540856778
VID: 1000004915

ASMARC, Inc.

125 Wolf Road, Suite 318
Albany, NY 12205
Meg Flanigan
E-mail: meg@asmarc.com
Ph: (518)283-0988
FEIN: 161541896
VID: 1100120869

SSI Packaging Group, Inc.

1514 Brook Road
PO Box 26547
Richmond, VA 23261-6547
Charles F. Womble, III
E-mail: rwomble@ssipackaging.com
Ph: (804)649-1111
FEIN: 540924740
VID: 1100119824

National Presort, Inc.

14901 Trinity Boulevard
Fort Worth, Texas 76155
Terry Wilkins
E-mail: terry@npisorters.com
Ph: (214) 634-2288
FEIN: 731029976
VID: 1100119902

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Neopost USA, Inc. - Purchase Orders and Remittances may be directed to Authorized Dealers **for maintenance and supplies only:**

Authorized Dealer must state in invoice their Vendor Identification No. (VID) in order to receive payment by authorized contract user.

FOR NEOPOST BRAND PURCHASES:

Neopost Northeast

800 Veterans Memorial Hwy Ste 150

Hauppauge, NY 11788

Gerard Grossano

g.grossano@neopost.com

Ph: (631) 435-9100

Fax: (973) 267-0103

FEIN: 942388882

VID: 1000032848

Authorized for the following NY State Counties: *Nassau, Suffolk*

Neopost Northeast

1 Penn Plaza, 14th Flr

New York, NY 10119

212-971-0011

Authorized for the following NY State Counties: *Bronx, Kings, New York, Queens*

Neopost Northeast

2 Ridgedale Avenue

Cedar Knolls, NJ 07927

973-647-6700

Authorized for the following NY State Counties: *Orange, Richmond, Rockland, Sullivan and Ulster*

Neopost Northeast

30 Batterson Park Road

Farmington, CT 06032

Lance Reed

lreed@neopostnewengland.com

Ph: (800) 982-3731

Fax: (860) 276-0690

FEIN: 262880534

VID: 1100037238

Authorized for the following NY State Counties: *Dutchess, Putnam, and Westchester*

Metroland Business Machines

25 Walker Way, Bldg. 2A

Albany, NY 12205

Larry Radliff

larry@metrobusma.com

ed@metrobusma.com

Ph: (518) 452-2600

Fax: (518) 452-2603

FEIN: 141560263

VID: 1000001682

Authorized for the following NY State Counties: *Albany, Columbia, Saratoga, Schenectady, Schoharie, Sullivan, Ulster, Warren and Washington*

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Ed & Ed Business Technology Inc.

4919 State Route 233
Westmoreland, NY 13490
Ed Potrzeba, Jr. or Joe Madden
ed@edanded.com
joe@edanded.com
Ph: (315) 853-4111
Fax: (315) 853-6731
FEIN: 161097824
VID: 1000007753

Authorized for the following NY State Counties: Cayuga, Chenango, Cortland, Delaware, Essex, Franklin, Hamilton, Herkimer, Jefferson, Lewis, Madison, Oneida, Onondaga, Oswego, Otsego, and St. Lawrence

Lineage - Buffalo

150 Lawrence Bell Drive, Suite 100
Williamsville, NY 14221
Paul Klein, GM
ssiuda@trustlineage.com
Ph: (716) 631-3345
Fax: (716) 631-3238
FEIN: 161226757
VID: 1000015582

Authorized for the following NY State Counties: Allegany, Erie, Genesee, Livingston, Monroe, Niagara, Ontario, Orleans, Seneca, Wayne, Wyoming, and Yates

Postage Pros Plus, Inc.

106 S. Lehigh St., Suite 101
Shavertown, PA 18708
Mike Clonan
mclonan@postageprosplus.com
Ph: (570) 696-6500
Fax: (570) 696-6879
FEIN: 260492485
VID: 1000031004

Authorized for the following NY State Counties: Broome, Chemung, Schuylers, Steuben, Tioga, and Tompkins Hagan

Hagan Business Machines Inc.

1112 Peach Street
Erie, PA 16501
Julie Greaves
julieg@haganerie.com
Ph: (814) 456-7521
Fax: (814) 456-7470
FEIN: 251185071
VID: 1100027360

Authorized for the following NY State Counties: Cattaraugus and Chautauqua

Northeast Mailing Systems, LLC

26 Bank Street
Lebanon, NH 03766
William Babineau
info@northeastmailing.com
Ph: (603) 727-4551
Fax: (603) 298-8030
FEIN: 510422338
VID: 1000031943

Authorized for the following NY State Counties: Clinton

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FOR PURCHASES OF HASLER BRAND:

Neopost Northeast

800 Veterans Memorial Hwy Ste 150

Hauppauge, NY 11788

Gerard Grossano

g.grossano@neopost.com

Ph: (631) 435-9100

Fax: (973) 267-0103

FEIN: 942388882

VID: 1000032848

Authorized for the following NY State Counties: *Bronx, Kings, Nassau, New York, Orange, Queens, Richmond, Rockland, Suffolk, Sullivan and Ulster.*

Neopost Northeast

30 Batterson Park Road

Farmington, CT 06032

Lance Reed

lreed@neopostnewengland.com

Ph: (800) 982-3731

Fax: (860) 276-0690

FEIN: 262880534

VID: 1100037238

Authorized for the following NY State Counties: *Dutchess, Putnam, and Westchester*

Ed & Ed Business Technology Inc.

4919 State Route 233

Westmoreland, NY 13490

Ed Potrzeba, Jr. or Joe Madden

ed@edanded.com

joe@edanded.com

Ph: (315) 853-4111

Fax: (315) 853-6731

FEIN: 161097824

VID: 1000007753

Authorized for the following NY State Counties: *Albany, Columbia, Fulton, Greene, Montgomery, Rensselaer, Saratoga, Schenectady, Schoharie, Warren, Washington, Broome, Tioga, Tompkins, Cayuga, Chenango, Cortland, Delaware, Franklin, Hamilton, Jefferson, Lewis, Madison, Oneida, Onondaga, Oswego, Otsego, St. Lawrence, and Herkimer*

Lineage - Buffalo

150 Lawrence Bell Drive, Suite 100

Williamsville, NY 14221

Paul Klein, GM

ssiuda@trustlineage.com

Ph: (716) 631-3345

Fax: (716) 631-3238

FEIN: 161226757

VID: 1000015582

Authorized for the following NY State Counties: *Chautauqua, Niagara, Erie, Genesee, Livingston, Monroe, Ontario, Orleans, Seneca, Wayne, Wyoming, Yates, Chemung, Schuyler, and Steuben.*

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Absolute Office Equipment

948 Hercules Drive, Ste. 09
Colchester, VT 05446
Robert M. Stevens
bob@aoevt.com
Ph: (802) 655-5560
Fax: (802) 655-5561
FEIN: 030344486
VIN:

Authorized for the following NYS Counties: *Clinton and Essex.*

ACME Business Machines

P.O. Box 284
Olean, NY 14760
Ralph Fox or Ken Hillman
ralph@acmebusiness.net
Ph: (716) 372-1325
Fax: (716) 372-1335
FEIN: 160909597
VID: 1000028432

Authorized for the following NY State Counties: *Cattaraugus and Allegany.*

Cash Discount, If Shown, Should be Given Special Attention.

**INVOICES MUST BE SENT DIRECTLY TO THE ORDERING AGENCY FOR PAYMENT.
(See "Contract Payments" and "Electronic Payments" in this document.)**

AGENCIES SHOULD NOTIFY PROCUREMENT SERVICES PROMPTLY IF THE CONTRACTOR FAILS TO MEET DELIVERY OR OTHER TERMS OF THIS CONTRACT. PRODUCTS OR SERVICES WHICH DO NOT COMPLY WITH THE SPECIFICATIONS OR ARE OTHERWISE UNSATISFACTORY TO THE AGENCY SHOULD ALSO BE REPORTED TO PROCUREMENT SERVICES.

SMALL, MINORITY AND WOMEN-OWNED BUSINESSES:

The letters SB listed under the Contract Number indicate the contractor is a NYS small business. Additionally, the letters MBE and WBE indicate the contractor is a Minority-owned Business Enterprise and/or Woman-owned Business Enterprise.

RECYCLED, REMANUFACTURED AND ENERGY EFFICIENT PRODUCTS:

Procurement Services supports and encourages the purchase of recycled, remanufactured, energy efficient and "energy star" products. If one of the following codes appears as a suffix in the Award Number or is noted under the individual Contract Number(s) in this Contract Award Notification, please look at the individual awarded items for more information on products meeting the suffix description.

RS,RP,RA	Recycled
RM	Remanufactured
SW	Solid Waste Impact
EE	Energy Efficient
E*	EPA Energy Star
ES	Environmentally Sensitive

NOTE TO AUTHORIZED USERS:

When placing purchase orders under the contract(s), the authorized user should be familiar with and follow the terms and conditions governing its use which usually appears at the end of this document. The authorized user is accountable and responsible for compliance with the requirements of public procurement processes. The authorized user must periodically sample the results of its procurements to determine its

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compliance. In sampling its procurements, an authorized user should test for reasonableness of results to ensure that such results can withstand public scrutiny.

The authorized user, when purchasing from OGS contracts, should hold the contractor accountable for contract compliance and meeting the contract terms, conditions, specifications, and other requirements. Also, in recognition of market fluctuations over time, authorized users are encouraged to seek improved pricing whenever possible.

Authorized users have the responsibility to document purchases, particularly when using OGS multiple award contracts for the same or similar product(s)/service(s), which should include:

- a statement of need and associated requirements,
- a summary of the contract alternatives considered for the purchase,
- the reason(s) supporting the resulting purchase (e.g., show the basis for the selection among multiple contracts at the time of purchase was the most practical and economical alternative and was in the best interests of the State).

ANNOUNCEMENT OF CONTRACT AWARD:

OGS distributes email notification to registered customers announcing the resultant contract award. The email includes a hyperlink to the posted award on the OGS website and is sent via the OGS Purchaser Notification Service (PNS) to registered authorized users. Authorized users may register for the PNS at the following URL address: <http://www.ogs.state.ny.us/PNS/default.asp>. All subsequent contract updates are also sent out via the PNS. Authorized users of the contract submit purchase orders or other such order documents directly to the contractor. See Appendix B Clause 32. Purchase Orders.

PRICE:

Price includes all customs duties and charges and is net, F.O.B. destination any point in New York State as designated by the ordering authorized user including all unloading, moving to point of use, uncrating, assembling, complete installation, adjusting, connecting all services and leaving ready to operate to the full extent of its design capabilities. Authorized user is responsible for bringing all services to within 6' of installation site. Additional fees may be charged when delivery to point of use is not possible via dock or other first floor location. Authorized users should clearly indicate on purchase order the specific location where delivery is required to be made. (For Example, authorized users should use terminology such as "DELIVERY TO ROOM _____ LOCATED ON _____ floor," etc., on purchase orders). If additional delivery charges are required for upper floor delivery, authorized user shall agree to such charges prior to delivery and such costs shall be prepaid by the contractor and added to the invoice. NOTE: If it is determined the contractor is charging excessive amounts for delivery, the State may seek reimbursement for such amounts.

In addition, upon mutual agreement, delivery locations may be expanded per the "Extension of Use" clause.

Pricelist Updates – Upon approval of the contract by the Office of the State Comptroller contractors may update their contract pricelist to reflect manufacturer's price changes and the addition of new products as established by the manufacturer in their normal course of business. Contractors will be allowed to update their pricelist no more than twice annually. All pricelist updates must first be approved in writing by the Office of General Services, Procurement Services before they become effective. All percentage discounts bid shall remain firm (unchanged) or they may increase for the duration of the resulting contract. Contractor shall provide requesting authorized users with copies of approved pricelist(s) upon request.

PRICELISTS/DISCOUNTS:

Once awarded a contract, the percentage discount offered to authorized users may, at the contractor's option, be increased based on individual orders. Discounts may be greater, but in no instance may they be lower than the awarded discount. If contractor is offering a single discount structure, the same discount is applied to all purchases made from the contractor's pricelist. If contractor is offering a multiple discount structure, discounts is applied in accordance with the discount structure of the itemized pricelist.

Authorized users are to select the most cost effective procurement alternative that meets their program requirements and to maintain a procurement record documenting the basis for this selection.

New York State reserves the right to negotiate additional discounts based on statewide aggregate sales.

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INSTRUCTION OF PERSONNEL:

Within five business days of delivery of product, authorized user may request the contractor to provide instruction by qualified personnel sufficient to ensure that the product is operated and operator maintained so as to perform to the full extent of its design capabilities. Authorized user shall designate personnel which are to receive instruction.

ITEM 1 - Pricelist for BAUMFOLDER – NO AWARD

ITEM 2 - Pricelist for MOORE WALLACE (an RR Donnelly Company) - NO AWARD

ITEM 3 - Pricelist for NEOPOST USA INC.

Title & Date of Pricelist: Neopost USA, New York State Contract, PC65204 Product & Pricing, March, 2015 (Neopost Brand and Hasler Brand).

Discount: 5.5%-28.9%*

*Purchases are made using the discounts stated in the pricelist above. Discounts must be taken off list price stated to arrive at a State of NY Price. GSA Price is also available through the pricelist for a majority of the models. Authorized users should utilize the lowest price of either the State of NY Price, NASPO, or GSA Price on identical model numbers.

Inclusions: All model numbers in the pricelist are included for purchase.

Exclusions: None

Manufacturer: Neopost USA Inc.

Guaranteed Delivery: 45 Days A/R/O

CONTRACTOR, ITEM 3: NEOPOST USA INC.

ITEM 4 - Pricelist for PITNEY BOWES, INC.

Title & Date of Pricelist: Pitney Bowes ST NY, 07/18/2014 (Revised 09/22/14, Format 10/13/14).

Discount: 5.64% to 60.93%

Inclusions: All items are included in pricelist are included for purchase with exception of those shown in Exclusions.

Exclusions: None

Manufacturer: Pitney Bowes

Guaranteed Delivery: 45 Days A/R/O for Standard Mailing Equipment and Document Messaging Technology (DMT) products.

90 -180 Days A/R/O on custom built DMT products

CONTRACTOR, ITEM 4: PITNEY BOWES, INC.

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ITEM 5 - Pricelist for SECAP – NO AWARD

ITEM 6 - Pricelist for STANDARD – NO AWARD

ITEM 7 – Pricelist for BESCORP INC. D/B/A FORMAX

Title & Date of Pricelist: Formax Paper Processing Equipment Pricelist (effective 9/1/13)

Discount: 9.5%

Inclusions: All model numbers in pricelist are included for purchase.

Exclusions: FD2200-10. Also, purchases from pricelist do not require deposits on purchase orders nor additional shipping/freight or handling charges. Also mix-and-match multi-machine discounts do not apply.

Manufacturer: Formax

Guaranteed Delivery: 45 Days A/R/O

CONTRACTOR, ITEM 7: BESCORP INC. D/B/A FORMAX

ITEM 7 – Pricelist for BELL & HOWELL LLC

Contractor offers both a commercial pricelist and a GSA pricelist. Authorized users may utilize either pricelist that results in the best net pricing for the products being purchased.

Title & Date of Pricelist: Bell & Howell Inserting & Software Businesses Commercial Pricelist

Discount: 8.05%

Inclusions: All product numbers in pricelist are included for purchase.

Exclusions: “Contract Requirements”, “Payment Terms”, “FOB Terms”, “Prices”, “Delivery Schedule”, “Expedited Delivery”, “Ordering Procedures”, “Warranty Provisions”, and “Return Policy” terms and conditions of the pricelist are excluded.

OR

Title & Date of Pricelist: GSA Authorized Federal Supply Schedule Pricelist for Contract Number: GS-03F-0065V

Manufacturer: Bove Bell & Howell Company

Guaranteed Delivery: 45 Days A/R/O for standard off the shelf equipment configuration
90-120 Days A/R/O for custom equipment.

CONTRACTOR, ITEM 7: BELL & HOWELL LLC

ITEM 7 – Pricelist for DUPLO USA CORPORATION

*******Contract with DUPLO is not extended because documentation is incomplete*******

Title & Date of Pricelist: Duplo USA Corporation Pricelist for GSA Price Schedule 36, GS-25F-0041L
Modification 22 (GSA contract period August 22, 2011 through August 21, 2016)

Discount: GSA Price Schedule 15% discount from MSRP

Inclusions: All model numbers in both pricelists are included for purchase.

Exclusions: All terms in the GSA Price Schedule are excluded.

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Manufacturer: Duplo USA Corporation

Guaranteed Delivery: 30 Days A/R/O

CONTRACTOR, ITEM 7: DUPLO USA CORPORATION

ITEM 7 – Pricelist for GUNTHER INTERNATIONAL, LTD.

Title & Date of Pricelist: Gunther International State of New York Pricing List, effective January 1, 2010

Discount: 16%

Inclusions: All model numbers in pricelist are included for purchase except those listed in Exclusions.

Exclusions: Champion Software Maintenance Fee; Software Consultant Fee; System Options page; 2010 Operator Training Classes at Bronze, Silver and Gold Levels are excluded. The following terms of this pricelist are not applicable: freight/insurance, installation, delivery, and payment terms.

Manufacturer: Gunther International LTD.

Guaranteed Delivery: 45 Days A/R/O for standard equipment configurations
112-182 Days A/RO for customized equipment

CONTRACTOR, ITEM 7: GUNTHER INTERNATIONAL, LTD.

REQUEST FOR CHANGE:

Any request by the agency or contractor regarding changes in any part of the contract must be made in writing to the Office of General Services, Procurement Services, prior to effectuation.

CONTRACT PAYMENTS:

Payments cannot be processed by State facilities until the contract products have been delivered in satisfactory condition or services have been satisfactorily performed. Payment will be based on any invoice used in the supplier's normal course of business. However, such invoice must contain sufficient data including but not limited to contract number, description of product or service, quantity, unit and price per unit as well as federal identification number.

State facilities are required to forward properly completed vouchers to the Office of the State Comptroller for audit and payment. All facilities are urged to process every completed voucher expeditiously giving particular attention to those involving cash discounts for prompt payment.

If the contract terms indicate political subdivisions and others authorized by law are allowed to participate, those entities are required to make payments directly to the contractor. Prior to processing such payment, the contractor may be required to complete the ordering non-State agency's own voucher form.

See "Contract Billings" in Appendix B, OGS General Specifications.

ELECTRONIC PAYMENTS:

The Office of the State Comptroller (OSC) offers an "electronic payment" option in lieu of issuing checks. To obtain an electronic payment authorization form visit the OSC website at www.osc.state.ny.us or contact them by e-mail at epunit@osc.state.ny.us or by phone at 518-474-4032.

NOTE TO CONTRACTOR:

This Contract Award Notification is not an order. Do not take any action under this contract except on the basis of purchase order(s) from the agency or agencies.

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DEBRIEFING:

A bidder will be accorded fair and equal treatment with respect to its opportunity for debriefing. Prior to contract award, OGS shall, upon request, provide a debriefing which would be limited to review of that bidder's proposal or bid. After contract award, OGS shall, upon request, provide a debriefing to any unsuccessful bidder that responded to the solicitation, regarding the reason that the proposal or bid submitted by such bidder was not selected for a contract award. The post-award debriefing should be requested in writing within 30 days of posting of the contract award on the OGS website.

OVERLAPPING CONTRACT ITEMS:

Products/services available in this contract may also be available from other New York State contracts. Authorized contract users should select the most cost effective procurement alternative that meets their program requirements and maintain a procurement record documenting the basis for this selection.

DISPUTE RESOLUTION POLICY:

It is the policy of the Office of General Services' Procurement Services to provide vendors with an opportunity to administratively resolve disputes, complaints or inquiries related to Procurement Services bid solicitations or contract awards. Procurement Services encourages vendors to seek resolution of disputes through consultation with Procurement Services staff. All such matters will be accorded impartial and timely consideration. Interested parties may also file formal written disputes. A copy of Procurement Services Dispute Resolution Procedures for Vendors may be obtained by contacting the person shown on the front of this Invitation for Bids or through the OGS website (www.ogs.state.ny.us).

PROCUREMENT LOBBYING TERMINATION:

OGS reserves the right to terminate this contract in the event it is found that the certification filed by the Offerer/bidder in accordance with New York State Finance Law §139-k was intentionally false or intentionally incomplete. Upon such finding, OGS may exercise its termination right by providing written notification to the Offerer/bidder in accordance with the written notification terms of this contract.

MERCURY-ADDED CONSUMER PRODUCTS:

Offerers are advised that effective January 1, 2005, Article 27, Title 21 of the Environmental Conservation Law bans the sale or distribution free of charge of fever thermometers containing mercury except by prescription written by a physician and bans the sale or distribution free of charge of elemental mercury other than for medical pre-encapsulated dental amalgam, research, or manufacturing purposes due to the hazardous waste concerns of mercury. The law further states that effective July 12, 2005, manufacturers are required to label mercury-added consumer products that are sold or offered for sale in New York State by a distributor or retailer. The label is intended to inform consumers of the presence of mercury in such products and of the proper disposal or recycling of mercury-added consumer products. Offerers are encouraged to contact the Department of Environmental Conservation, Bureau of Solid Waste, Reduction & Recycling at (518) 402-8705 or the Bureau of Hazardous Waste Regulation at 1-800-462-6553 for questions relating to the law. Offerers may also visit the Department's web site for additional information: <http://www.dec.ny.gov/chemical/8512.html>.

CONTRACTOR REQUIREMENTS AND PROCEDURES FOR EQUAL EMPLOYMENT AND BUSINESS PARTICIPATION OPPORTUNITIES FOR MINORITY GROUP MEMBERS AND NEW YORK STATE CERTIFIED MINORITY/WOMEN-OWNED BUSINESSES

In accordance with Article 15-A of the New York State Executive Law (Participation by Minority Group Members and Women with Respect to State Contracts) and in conformance with the Regulations promulgated by the Minority and Women's Business Development Division of the New York State Department of Economic Development set forth at 5 NYCRR Parts 140-144, the Offerer/Contractor agrees to be bound by the following to promote equality of economic opportunities for minority group members and women, and the facilitation of minority and women-owned business enterprise participation on all covered OGS contracts.

a. Equal Employment Opportunity Requirements

By submission of a bid or proposal in response to this solicitation, the Offerer agrees with all of the terms and conditions of Appendix A including Clause 12 - Equal Employment Opportunities for Minorities and Women. The contractor is required to ensure that the provisions of Appendix A clause 12 – Equal Employment Opportunities for minorities and women, are included in every subcontract in such a manner

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that the requirements of these provisions will be binding upon each subcontractor as to work in connection with the State contract.

- b. Participation Opportunities for New York State Certified Minorities and Women-Owned Businesses Authorized Users are encouraged to make every good faith effort to promote and assist the participation of New York State Certified Minority and Women-owned Business Enterprises (M/WBE) as subcontractors and suppliers on this contract for the provision of services and materials. To locate New York State Certified M/WBEs, the directory of Certified Businesses can be viewed at:
http://www.empire.state.ny.us/Small_and_Growing_Businesses/mwbe.asp

NON-STATE AGENCIES PARTICIPATION IN CENTRALIZED CONTRACTS:

New York State political subdivisions and others authorized by New York State law may participate in contracts. These include, but are not limited to local governments, public authorities, public school and fire districts, public and nonprofit libraries, and certain other nonpublic/nonprofit organizations. See "Participation in Centralized Contracts" in Appendix B, OGS General Specifications. For purchase orders issued by the Port Authority of New York and New Jersey (or any other authorized entity that may have delivery locations adjacent to New York State), the terms of the "Price" clause shall be modified to include delivery to locations adjacent to New York State.

Upon request, all eligible non-State agencies must furnish contractors with the proper tax exemption certificates and documentation certifying eligibility to use State contracts. A list of categories of eligible entities is available on the OGS web site (<http://www.ogs.state.ny.us/purchase/snt/othersuse.asp>). Questions regarding an organization's eligibility to purchase from New York State Contracts may also be directed to OGS Procurement Services' Customer Services at 518-474-6717.

EXTENSION OF USE:

This contract may be extended to additional States or governmental jurisdictions upon mutual written agreement between New York State (the lead contracting State) and the contractor. Political subdivisions and other authorized entities within each participating State or governmental jurisdiction may also participate in any resultant contract if such State normally allows participation by such entities. New York State reserves the right to negotiate additional discounts based on any increased volume generated by such extensions.

MINIMUM ORDER:

Minimum order is \$200.00. Contractor may elect to honor orders for less than the minimum order, however, no additional charges shall be allowed.

DELIVERY:

Delivery is expressed in number of calendar days required to make delivery after receipt of a purchase order. Delivery is 45 days after receipt of purchase order or as otherwise stated herein. Delivery shall be made in accordance with instructions on Purchase Order from each authorized user. If there is a discrepancy between the purchase order and what is listed on the contract, it is the contractor's obligation to seek clarification from the ordering authorized user and, if applicable, from the Office of General Services, Procurement Services.

ESTIMATED QUANTITIES:

Each contract shall be for the quantities or dollar values actually ordered during the contract period. Authorized users will be encouraged to purchase from contractors who offer the supplies, services, and pricing that best meet their needs in the most practical and economical manner. See "Estimated/Specific Quantity Contracts" and "Participation in Centralized Contracts" in Appendix B, OGS General Specifications.

CONTRACT PERIOD AND RENEWALS:

Discounts are firm for the entire period of the contract. Discount reduction will not be allowed and is specifically excluded from the terms and conditions of the Invitation for Bid, its specifications and subsequent contract award. Discount increases are permitted at any time.

SHORT TERM EXTENSION:

In the event the replacement contract has not been issued, any contract let and awarded hereunder by the State, may be extended unilaterally by the State for an additional period of up to one month upon notice to the

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contractor with the same terms and conditions as the original contract including, but not limited to, quantities (prorated for such one month extension), prices, and delivery requirements. With the concurrence of the contractor, the extension may be for a period of up to three months in lieu of one month. However, this extension terminates should the replacement contract be issued in the interim.

CANCELLATION FOR CONVENIENCE:

The State of New York retains the right to cancel this contract, in whole or in part without reason provided that the Contractor is given at least sixty (60) days notice of its intent to cancel. This provision should not be understood as waiving the State's right to terminate the contract for cause or stop work immediately for unsatisfactory work, but is supplementary to that provision. Any such cancellation shall have no effect on existing Agency agreements, which are subject to the same 60 day discretionary cancellation or cancellation for cause by the respective user Agencies.

PERIODIC RECRUITMENT:

The State reserves the right to add contractors for award under Item 7 – Nationally Published Mailing Machine Equipment Pricelist for Other Manufacturer during the term of the contract if it is determined by the State to be in its best interest and will formally announce when the bid is reissued for this purpose at the discretion of the State.

Vendors shall be required to submit this original bid document which may include additional applicable statutory requirements currently in effect at the time of the new bid solicitation.

Bidders are advised to review the "Qualification of Bidders" clause before submitting a bid under periodic recruitment to ensure they can meet all bid requirements. Under periodic recruitment, the bidder must have achieved a minimum of \$100,000.00 in mailing machine equipment sales to public entities for any 12 month combination during the last 18 months preceding the submission of this Invitation for Bids. Required proof of sales should be demonstrated in the form of a summary of the total sales reported, which shall include the names of the purchasers and the total amount of sales by purchaser and the dates under which the purchases were made. Required proof of sales should be submitted at the time of bid opening. Failure to submit proof of sales may result in rejection of bid. Procurement Services reserves the right to request copies of purchase orders and/or invoices for verification or clarification.

Once awarded a contract, a vendor may not resubmit a bid for future consideration. In addition, if a bid is rejected under periodic recruitment, a bidder cannot reapply for a future contract until the next periodic recruitment period. For bids that are awarded under periodic recruitment, the contract term will commence upon award and terminate on the current end date of the contract or at the end of any extension period approved by OGS and the Office of the State Comptroller.

CONTRACT MIGRATION:

State Agencies or any other authorized user holding individual contracts with contractors under this centralized contract shall be able to migrate to this contract award with the same contractor, effective on the contract begin date (retroactively, if applicable). Migration by an agency or any other authorized user to the centralized contract shall not operate to diminish, alter or extinguish any right that the agency or other authorized user otherwise had under the terms and conditions of their original contract.

WARRANTIES:

See "Warranties" in Appendix B, OGS General Specifications. Appendix B, Section 59(c), Product Warranty is amended by replacing all references of "one (1) year" with "90 days."

RESERVATION:

The State reserves the right to negotiate lower pricing, or to advertise for bids, any unanticipated excessive purchase. An "unanticipated excessive purchase" is defined as an unexpected order for a contract product(s) totaling more than \$150,000.00.

INSTRUCTION MANUALS:

Simultaneous with delivery, the contractor(s) shall furnish to the authorized user a complete instruction manual for the product and for each component supplied if commercially available. The manual shall include complete instructions for unpacking, inspecting, installing, adjusting, aligning, and operating the product, together with layout and interconnection diagrams, schematic and wiring diagrams, preventive and corrective

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maintenance procedures, and complete parts lists, manufacturer's catalog numbers, and ordering information, if applicable.

REPORT OF CONTRACT PURCHASES:

Contractor shall furnish quarterly reports containing total sales for both state agency and authorized non-state agency contract purchases no later than forty-five (45) days after the close of each calendar quarter. The Grand Total Sales Reports for State and Non-State Agencies are due at the same time the procurement fee is payable to the Department of Taxation and Finance, where applicable.

In addition to contractor direct sales, contractor shall submit sales information for all resellers, dealers, distributors or other authorized distribution channels, where such contract sales are provided by other than the contractor. Contractors shall verify if each alternate vendor is a NYS Certified Minority (MBE) or Women (WBE) Owned Businesses. Contractors shall verify such status through the Empire State Development Minority and Women Owned Businesses Database web site at: <http://www.nylovesmwbe.ny.gov/cf/search.cfm>.

A separate report shall be provided in the following format for each authorized distribution channel. The sales report form is forwarded to each contractor at time of award for completion in accordance with the contract terms and conditions:

<u>Item/ SubItem Number</u>	<u>Product or Catalog Number</u>	<u>Product/ Service Description</u>	<u>Total Quantity Shipped to State Agencies</u>	<u>Total Quantity Shipped to Authorized Non-State Agencies</u>	<u>Total Sales \$ State Agencies</u>	<u>Total Sales \$ Authorized Non-State Agencies</u>
						\$
						\$
				Grand Total Sales State and Non-State Agencies		\$

The report is to be submitted electronically in Microsoft Excel 2007 or lower format to the Office of General Services, Procurement Services, Tower Bldg., Empire State Plaza, Albany, NY 12242, to the attention of the individual shown on the front page of the Contract Award Notification and shall reference the Group Number, the Award Number, Contract Number, sales period, and contractor's (or other authorized agent) name. The outlined sales report is the minimum information required. Additional related sales information, such as monthly reports, and/or detailed user purchases may be required and must be supplied upon request.

EPA ENERGY STAR PROGRAM:

The Federal EPA, in cooperation with manufacturers, continues a program to foster the manufacture of energy efficient equipment. New York State fully supports this effort and requests, where applicable, that all products offered comply with EPA Energy Star guidelines for energy efficiency. The State may discontinue use of and/or delete from contract selected products as mandated by any NYS energy legislation that is enacted during the term of this contract. The contractor shall have no recourse with the State for such discontinuance/deletion.

"OGS OR LESS" GUIDELINES APPLY TO THIS CONTRACT:

Purchases of the products included in the Invitation For Bids and related Contract Award Notification are subject to the "OGS or Less" provisions of Section 163.3.a.v., Article XI, of the New York State Finance Law. This means that State agencies can purchase products from sources other than the contractor provided that such products are substantially similar in form, function or utility to the products herein and are:

1. lower in price
-and/or-
2. available under terms which are more economically efficient to the State agency (e.g. delivery terms, warranty terms, etc.).

Agencies are reminded that they must provide the State contractor an opportunity to match the non-contract savings at least two business days prior to purchase. In addition, purchases made under "OGS or Less" flexibility must meet all requirements of law including, but not limited to, advertising in the New York State Contract Reporter, prior approval of the Comptroller's Office and competitive bidding of requirements exceeding

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the discretionary bid limit. State agencies should refer to Procurement Council Guidelines section "OGS or Less Purchases" for complete procedural and reporting requirements.

<http://www.ogs.state.ny.us/procurecounc/pdfdoc/guidelines.pdf>

DIESEL EMISSION REDUCTION ACT OF 2006 (NEW REQUIREMENT OF LAW):

On February 12, 2007 the Diesel Emissions Reduction Act took effect as law (the "Law"). Pursuant to new §19-0323 of the N.Y. Environmental Conservation Law ("NYECL") it is now a requirement that heavy duty diesel vehicles in excess of 8,500 pounds use the best available retrofit technology ("BART") and ultra low sulfur diesel fuel ("ULSD"). The requirement of the Law applies to all vehicles owned, operated by or on behalf of, or leased by State agencies and State or regional public authorities. They need to be operated exclusively on ULSD by February 12, 2007. It also requires that such vehicles owned, operated by or on behalf of, or leased by State agencies and State or regional public authorities with more than half of its governing body appointed by the Governor utilize BART.

As a contract vendor the Law may be applicable to vehicles used by contract vendors "on behalf of" State agencies and public authorities. Thirty-three percent (33%) of affected vehicles must have BART by December 31, 2008, sixty-six percent (66%) by December 31, 2009 and one-hundred percent (100%) by December 31, 2010. The Law provides a list of exempted vehicles. Regulations currently being drafted will provide further guidance as to the effects of the Law on contract vendors using heavy duty diesel vehicles on behalf of the State. The Law also permits waivers of ULSD and BART under limited circumstances at the discretion of the Commissioner of Environmental Conservation. The Law will also require reporting from State agencies and from contract vendors in affected contracts.

Therefore, the bidder hereby certifies and warrants that all heavy duty vehicles, as defined in NYECL §19-0323, to be used under this contract, will comply with the specifications and provisions of NYECL §19-0323, and any regulations promulgated pursuant thereto, which requires the use of BART and ULSD, unless specifically waived by NYSDEC. Qualification and application for a waiver under this Law will be the responsibility of the bidder.

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**State of New York
Office of General Services
PROCUREMENT SERVICES
Contract Performance Report**

Please take a moment to let us know how this contract award has measured up to your expectations. If reporting on more than one contractor or product, please make copies as needed. This office will use the information to improve our contract award, where appropriate. **Comments should include those of the product’s end user.**

Contract No.: _____ **Contractor:** _____

Describe Product* Provided (Include Item No., if available): _____

***Note:** “Product” is defined as a deliverable under any Bid or Contract, which may include commodities (including printing), services and/or technology. The term “Product” includes Licensed Software.

	Excellent	Good	Acceptable	Unacceptable
• Product meets your needs				
• Product meets contract specifications				
• Pricing				

CONTRACTOR

	Excellent	Good	Acceptable	Unacceptable
• Timeliness of delivery				
• Completeness of order (fill rate)				
• Responsiveness to inquiries				
• Employee courtesy				
• Problem resolution				

Comments: _____

_____ (over)

Agency: _____ Prepared by: _____

Address: _____ Title: _____

_____ Date: _____

_____ Phone: _____

_____ E-mail: _____

Please detach or photocopy this form & return by FAX to 518/474-2437 or mail to:

Procurement Services
Customer Services, 38th Floor
Corning 2nd Tower - Empire State Plaza
Albany, New York 12242
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