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

CONTRACT AWARD NOTIFICATION

Title	:	**Group 50020 - LEGISLATIVE PRINTING FOR THE EXECUTIVE (Budget Appropriation Bills & Budget Documents)** **Classification Code: 82**
Award Number	:	**22059-RS** **(Replaces Award 21646-RS)**
Contract Period	:	**November 15, 2010 to November 14, 2014**
Bid Opening Date	:	**September 8, 2010**
Date of Issue	:	**November 24, 2010 (Revised November 9, 2012)**
Specification Reference	:	**As Incorporated In The Invitation for Bids and Purchasing Memorandum dated September 1, 2010**
Contractor Information	:	**Appears on Page 2 of this Award**

Address Inquiries To:

State Agencies & Vendors		
Name	:	Harry Brown
Title	:	Purchasing Officer I
Phone	:	518-474-7902
Fax	:	518-474-5052
E-mail	:	harry.brown@ogs.ny.gov

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

Description

Legislative Printing for the Executive (Budget Appropriation Bills and Executive Budget Documents). This award is for recycled material that is elemental chlorine free. See recycled papers information for additional details.

PR #22059

CONTRACT #	CONTRACTOR & ADDRESS	TELEPHONE #	FED.IDENT.# NYS VENDOR ID#
PC65266	INTEGRATED BOOK TECHNOLOGY 18 Industrial Park Rd. Troy, NY 12180	518/271-5117 Tony Picarazzi Fax No.: 518/266-9422 E-mail: tonyp@integratedbook.com Website: www.integratedbook.com	141745085 1000007123

Orders and Billing Questions should be directed to:
Integrated Book Technology
18 Industrial Park Rd.
Troy, NY 12180

518/271-5117, Ext. 729
Pete Schweigert
Fax No.: 518/266-9422
E-mail: petes@integratedbook.com

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 THE PROCUREMENT SERVICES GROUP 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 THE PROCUREMENT SERVICES GROUP.

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:

The Procurement Services Group 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

(continued)

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 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).

PSG's DISPUTE RESOLUTION POLICY:

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

PRICE:

Prices include all costs necessary or incidental to proper execution of this contract including F.O.B. inside delivery to the State Capitol, Albany, NY or any other ordering State Agency including all customs duties and charges.

NOTE WELL: There is no loading dock at the Capitol. All unloading must be done curbside. Upon delivery, contractor must provide sufficient personnel to unload truck and complete inside delivery of all budget documents within a three hour period or proportional fraction thereof in the case of partial or individual publication shipments.

Two sets of prices are listed. The first set of prices will apply to the 2011 Legislative Session, and the second set of prices will apply to the 2012 Legislative Session. If the contract is renewed for two additional legislative sessions, pricing for the 2013 and 2014 Legislative Sessions shall be in accordance with the "PRICE ADJUSTMENT" clause contained herein.

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	2013 Session Unit Prices	2014 Session Unit Prices
ITEM 1 – BUDGET APPROPRIATION BILLS		
Presswork & Binding Approximately 6 Books (1 @ 43 pgs; 1 @ 11 pgs; 1 @ 601 pgs; 1 @ 335 pgs; 1 @ 244 pgs; 1 @ 553 pgs.)		
Printing one color on 50# uncoated text Price per pg. per M up to 2,500 copies (includes all operations except printing covers)	$ 17.85 pg.	$ 18.74 pg.
Printing Covers – (65# Uncoated Cover Stock) 1 and 4 printed 1 color	$ 315.00/M	$ 330.75/M
ITEM 2 - EXECUTIVE BUDGET DOCUMENTS No composition charges allowed for furnished camera ready copy or fully formatted electronic files.		
COMPOSITION	$ 78.75 hr.	$ 82.69 hr.
Presswork and Perfect Binding Approximately 6 Books (1 @ 624 pgs; 1 @ 398 pgs; 1 @ 278 pgs; 1@ 578; 1 @ 152 pgs; 1 @ 236 pgs.)		
One color text on 50# uncoated text Price per pg. per M up to 5,000 copies (includes all operations except composition and covers)	$ 17.85 pg.	$ 18.74 pg.
Additional Charge for 60# uncoated text (Budget Overview aka Briefing Book only) Price per pg. per M up to 5,000	$ 6.30 pg.	$ 6.62 pg.
Covers - (65# Uncoated Stock) 1 and 4 printed 1 color	$ 315.00/M	$ 330.75/M
1 and 4 printed 2 colors	$ 315.00/M	$ 330.75/M
Covers - (80# Coated Stock) 1 and 4 printed 4 color process plus varnish or aqueous coating	$ 420.00/M	$ 441.00/M
Press Proofs for Covers 1 and 4 (Approx. 6 Budget Documents)	$ 78.75 set	$ 82.69.00 set
Four color separations from 35MMs (any size)	$ 68.25 set	$ 71.66 set

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Brand Name and Manufacturer of Recycled Papers:
Recycled Uncoated Opaque Offset
Brand: 50#/60# Rolland Opaque50
Manufacturer: Cascades Fine Papers
Post Consumer Fiber: 50%
This product is Elemental Chlorine Free (ECF)
Product certifications: Forest Stewardship Council (FSC)
Environmental Choice Certified
Made with Bio Gas Energy

Recycled Uncoated Opaque Cover
Brand: 65# Exact Opaque
Manufacturer: Wausau Paper
Post Consumer Fiber: 30%
This product is Elemental Chlorine Free (ECF)
Product certifications: Green Seal™
Forest Stewardship Council (FSC)

Recycled Gloss Coated Cover C2S
Brand: 80# Chorus Art
Manufacturer: Burgo
Post Consumer Fiber: 30%
This product is Elemental Chlorine Free (ECF)
Product certifications: Forest Stewardship Council (FSC)

Electronic Access Ordering (EDI) is available. Contact contractor for details.

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 Group, prior to effectuation.

CONTRACT BILLINGS AND PAYMENTS:

a. Billings. Contractor and the dealers/distributors/resellers designated by the Contractor, if any, shall provide complete and accurate billing invoices to each Authorized User in order to receive payment. Billing invoices submitted to an Authorized User must contain all information required by the Contract and the State Comptroller or other appropriate fiscal officer. Submission of an invoice and payment thereof shall not preclude the Commissioner from requesting reimbursement or demanding a price adjustment in any case where the Product delivered is found to deviate from the terms and conditions of the Contract or where the billing was inaccurate.

Contractor shall provide, upon request of the Commissioner, any and all information necessary to verify the accuracy of the billings. Such information shall be provided in the format requested by the Commissioner and in a media commercially available from the Contractor. The Commissioner may direct the Contractor to provide the information to the State Comptroller or to any Authorized User of the Contract.

b. Payment of Contract purchases made by an Authorized User when the State Comptroller is responsible for issuing such payment. The Authorized User and Contractor agree that payments for invoices submitted by the Contractor shall only be rendered electronically unless payment by paper check is expressly authorized by the Commissioner, in the Commissioner's sole discretion, due to extenuating circumstances. Such electronic payments shall be made in accordance with ordinary State procedures and practices. The Contractor shall comply with the State Comptroller's procedures to authorize electronic payments. Authorization forms are available at the State Comptroller website at www.osc.state.ny.us, by e-mail at epunit@osc.state.ny.us, or by telephone at 518-486-1255. Contractor acknowledges that it will not receive payment on any invoices submitted under this Contract that are payable by the State Comptroller if it does not comply with the State Comptroller's electronic payment procedures, except where the Commissioner has expressly authorized payment by paper check as set forth above.

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CONTRACT BILLINGS AND PAYMENTS: (Cont'd)

c. Payment of Contract purchases made by an Authorized User when the State Comptroller is not responsible for issuing such payment. The Authorized User and Contractor agree that payments for such Contract purchases shall be billed directly by Contractor on invoices/vouchers, together with complete and accurate supporting documentation as required by the Authorized User. Such payments shall be as mandated by the appropriate governing law from the receipt of a proper invoice. Such Authorized User and Contractor are strongly encouraged to establish electronic payments.

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.

NOTE TO AGENCY:

Orders under this contract are to be submitted directly to the contractor.

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.

INKS:

The sum or incidental concentration levels of lead, cadmium, mercury or hexavalent chromium in ink shall not exceed 100 parts per million (ppm) by weight. In accordance with Article 2, section 7-a of the New York State Printing and Public Documents law, unless it is determined that the cost of printing with vegetable-based ink is significantly greater than the cost of printing with petroleum-based ink, all lithographic inks used in the production of New York State printing requirements shall contain the following minimum percentages of vegetable oil: News Inks - 40%; Sheet Fed Inks - 20%; Forms Inks - 20%; Heat Set Inks - 10%.

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.

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CONTRACTOR REQUIREMENTS AND PROCEDURES FOR EQUAL EMPLOYMENT AND BUSINESS PARTICIPATION OPPORTUNITIES FOR MINORITY GROUP MEMBERS AND NEW YORK STATE CERTIFIED MINORITY/WOMEN-OWNED BUSINESSES: (Cont'd)

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 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

DEBRIEFING

A bidder shall 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.

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.ny.gov/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 44. Purchase Orders.

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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PRICE ADJUSTMENT:

In the event that the contract is renewed for two additional legislative sessions, the prices set forth in this contract shall be adjusted one time in accordance with the provisions of this clause.

There shall be no price adjustment for work produced for the 2011 and 2012 Legislative Sessions. Price adjustments shall apply only to work produced for the 2013 and 2014 Legislative Sessions respectively in the event the contract is renewed..

The prices shall be adjusted on the basis of the Not Seasonally Adjusted U.S. City Average "Consumer Price Index For All Urban Consumers - Commodities Less Food", Series ID: CUUR0000SACL1, CUUS0000SACL1 published monthly by the U.S. Department of Labor, Bureau of Labor Statistics. The index is also available through the Internet at the Bureau of Labor Statistics web site. Go to http://data.bls.gov/PDQ/outside.jsp?survey=cu, then click "U.S. city average" and then click on "Commodities less food". The index will be utilized in the following manner:

For work produced for the 2013 and 2014 Legislative Sessions, the contract prices for the 2012 Legislative Session shall be modified by the percentage increase or decrease in the Not Seasonally Adjusted Consumer Price Index (CPI) referenced above. The 2012 modified prices will apply to work produced for the 2013 Legislative Session, and the 2014 Legislative Session prices shall be determined by applying the same percentage of increase or decrease to the 2013 Legislative Session prices. The adjustment shall be established as follows:

The contract Base Index shall be established by taking the CPI for the third month prior to the month of the contract start date (i.e. August 2010) and then comparing it against the Adjusted Index, which shall be established by taking the CPI for the third month prior to the beginning month of the third year of the contract (i.e. November 2012). The Adjusted Index minus the Base Index is divided by the Base Index and multiplied by 100 to arrive at the percentage of increase or decrease. All calculations will be based upon data from the first-published version of the month's index.

Price increases or decreases shall not exceed 5% for each respective Legislative Session in which price adjustments are effected. Should the referenced CPI become discontinued during the course of the contract, it will be replaced by an alternative CPI appropriate for legislative printing and adjustments will be calculated based on the same methodology as outlined above, but with data from the new replacement index.

The Office of General Services will notify all interested parties of effected price adjustments by way of a Revised Contract Award Notification.

GOVERNOR'S EXECUTIVE ORDER NO 4:

On April 26, 2008, Governor David A. Paterson signed Executive Order No. 4 (EO 4), "Establishing A State Green Procurement And Agency Sustainability Program". Pursuant to EO 4, commencing no later than July 1, 2008, all State agency and authority publications shall be printed on 100% post-consumer recycled content paper. Where paper with 100% post-consumer recycled content is not available, or does not meet required form, function and utility, paper procurements shall use post-consumer recycled content to the extent practicable. Non-recycled content shall be derived from a sustainably-managed renewable resource to the extent practicable, unless the cost of the product is not competitive. It is the intent of the Office of General Services to apply these standards to the items specified herein for the purposes of this contract. EO 4 may be viewed at the following URL address:

http://www.ny.gov/governor/executive_orders/exeorders/eo_4.html

QUALITY:

Contractor will be furnished samples of previous printing which are considered to be satisfactory. Contractor must deliver printed material of no lesser quality than the samples. For example: text matter is to be clean and legible with no broken letters; ink density is to be the same throughout a publication with no light and dark pages; trimming is to be accurate and square; binding edges are to be clean with no cracking.

UNDERRUNS AND OVERRUNS:

No UNDERRUNS allowed. No OVERRUNS may be billed.

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COURIER SERVICE:

The contractor shall provide private courier service between contractor's plant and the Division of the Budget (DOB), for pickup of copy, delivery of proofs, etc. to the extent necessary and shall also provide access to all necessary equipment and production personnel at all times during the months of December, January and February for each respective year of the contract. Standard commercial courier services may not be utilized for pickup of copy, delivery of proofs, etc. Please see the CONFIDENTIALITY Clause on Page 10 for additional details.

ESTIMATED QUANTITIES:

ALL QUANTITIES FOR ALL ITEMS set forth in this Invitation for Bids are ESTIMATED only. Given the availability and the Division of the Budget's expanded use of CDs and Web based electronic formats, a decision could be made to not produce printed copies of the publications or documents specified herein. Therefore, any award issued will be made with the express understanding that estimated quantities may be exceeded, not met, or the item itself may not be ordered at all. Estimated quantities listed in this Invitation for Bids are for EACH year, and do not represent a total estimate for two years.

CHANGES IN QUANTITIES:

If reduced or increased quantities are required, they will be vouchered on a pro-rated basis.

CONTRACT PERIOD AND RENEWAL:

It is the intention of the State to enter into a contract for a term of two annual sessions of the Legislature as stated on the Invitation for Bids.

If mutually agreed between the Procurement Services Group and the contractor, the contract may be renewed under the same terms and conditions for an additional period of two annual sessions of the Legislature. In the event the contract is renewed by exercise of this option, price adjustments shall be effected to the contract pricing in accordance with the Price Adjustment clause contained herein.

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.

ORDERING:

Production of any item or individual parts or subparts of an item by the contractor shall be subject to the order of the Division of the Budget (DOB) and the same shall not be considered ordered unless copy is furnished to the contractor.

ADDITIONAL ITEMS:

Items not specifically mentioned in this Invitation for Bids but pertaining to proper performance of Legislative Printing as defined in Article 2, Section 4 of the New York State Printing and Public Documents Law may be handled as like items contained within this Invitation for Bids.

RECEIPTS & VOUCHERS:

Signed delivery receipts must be submitted with each voucher.

PACKING:

All items to be shipped in new corrugated cartons not exceeding 40 pounds gross. Mark all cartons on end with item, quantity and PO number. Each publication must be accompanied by a separate typed or legibly written invoice listing the total amount delivered.

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CONFIDENTIALITY:

The Budget Appropriation Bills and Executive Budget Documents ordered under the contract are to be kept strictly confidential and the tightest security should be in effect at all times to ensure that no part of these documents, nor its contents, are revealed to anyone other than the appropriate Division of the Budget (DOB) personnel. No documents, or any part(s) thereof, shall be shared with anyone without the consent of the appropriate DOB personnel. In addition, standard commercial courier services may not be utilized for pickup and or delivery of copy and/or proofs.

RECYCLED STATEMENT/SYMBOL:

When printing is provided on recycled stock, contractor must include a printed statement or symbol on the printed material which indicates that the document is printed on recycled stock.

The emblem or statement is to be positioned on the back of all recycled envelopes.

NOTE:

The State reserves the right to verify the recycled content paper used in the resultant contract award by the following methods, including but not limited to:

- Supplier invoices for proposed recycled content paper
- Site inspection

SPECIFICATIONS

ITEM 1 – BUDGET APPROPRIATION BILLS

Legislature/Judiciary Bill; Debt Service Bill; Education, Labor and Family Assistance Bill; Health & Mental Hygiene Bill; Public Protection & General Government Bill; and Transportation, Economic Development & Environmental Conservation Bill and Deficiency Appropriation Bills. Actual Counts for the 2010-2011 Appropriation Bills were as follows:

DELIVERABLE COUNT:

Legislature/Judiciary Bill	1,550 copies, 43 printed pages plus cover
Debt Service Bill	1,550 copies, 11 printed pages plus cover
Education, Labor and Family Assistance Bill	1,550 copies, 601 printed pages plus cover
Health & Mental Hygiene Bill	1,550 copies, 335 printed pages plus cover
Public Protection & General Government Bill	1,550 copies, 244 printed pages plus cover
Transportation, Economic Development & Environmental Conservation Bill	1,550 copies, 553 printed pages plus cover

PAGE SIZE:

8-3/8” x 11” with a trim tolerance of +/- 1/4" on either dimension.

STOCK: Text - 50# Recycled White Uncoated Opaque Offset or Text (printed one color black – no bleeds).
Cover - 65# Recycled White Uncoated Opaque Cover or Recycled Standard Color Uncoated Cover (printed one color black on covers 1 and 4 only – no bleeds).

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SPECIFICATIONS (Cont'd)

ITEM 1 – BUDGET APPROPRIATION BILLS (Cont'd)

COPY:

PDFs will be provided electronically. Contractor must maintain a File Transfer Protocol (FTP) site for the purposes of uploading files from the agency.

BINDING:

Saddlestitch or perfect bind as specified by the Director of the Budget on the long dimension.

PRICE:

Rate per printed page shall be for complete job with the exception of printing covers and shall include all costs necessary or incidental to the execution of the job including binding.

PROOFS:

Hard copy blue proofs or equivalent digital proofs must be provided 48 hours after receipt of copy.

DELIVERY:

Delivery is required within 48 hours of receipt of approved proofs.

ITEM 2 - EXECUTIVE BUDGET DOCUMENTS

Agency Presentations, Economic and Revenue Outlook - Analysis and Methodology, Five Year Capital Program and Financing Plan, Five Year Financial Plan, Budget Overview and Tax Expenditure Report. Actual Counts for the 2009-2010 Executive Budget Documents were as follows:

DELIVERABLE COUNTS:

Agency Presentations	1,550 copies, 624 pages plus cover
Economic and Revenue Outlook: Analysis and Methodology	1,550 copies, 398 pages plus cover
5 Year Capital Program and Financing Plan	1,550 copies, 278 pages plus cover
5 Year Financial Plan	1,550 copies, 578 pages plus cover
Budget Overview (aka Briefing Book)	550 copies, 152 pages plus cover
Tax Expenditure Report	2,000 copies, 236 pages plus cover

PAGE SIZE:

8-1/2" x 11" with a trim tolerance of +/- 1/4" on either dimension; covers bleed 3 sides.

STOCK:

Text - 50# Recycled White Uncoated Opaque Offset or Text (one color black – no bleeds) **or** 60# Recycled White Uncoated Opaque Offset or Text (*Budget overview aka Briefing Book Only*)
Cover - 65# Recycled White Uncoated Opaque Cover (printed one or two colors covers 1 and 4–full bleeds) **or** 80# Recycled White Gloss Coated Cover C2S (printed four color process covers 1 and 4–full bleeds).

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SPECIFICATIONS (Cont'd)

ITEM 2 - EXECUTIVE BUDGET DOCUMENTS (Cont'd)

COPY/COMPOSITION:

All copy will be forwarded to the contractor upon Executive approval and held by the contractor, at no additional charge, until released. Copy to consist of line work, pie charts, bar charts and line graphs. There may be organizational charts of the State departments and agencies to illustrate staff offices, divisions, bureaus, etc. 35mm transparencies or photos will be furnished if four color process printing is required for covers.

The overall majority of copy will be furnished electronically as PDFs; however some may be provided as camera ready copy and it is anticipated that some composition may be required. No composition charges shall be allowed if fully formatted electronic files or camera ready copy is provided. Contractor has quoted an hourly for each item. No charge shall be allowed for blank pages.

Corrections (i.e. Author's Alterations) may also be furnished in manuscript and contractor will be entitled to invoice for composition at the hourly rate quoted for each item specified herein and in accordance with the amount of time actually required to typeset the corrections.

The contractor will be responsible for the proper and accurate documenting of all composition, corrections, proofs, and all pages that are set during the production cycle of the Budget Documents and shall provide that documentation to agency personnel upon request. When camera ready copy or electronic files are furnished, no composition charge shall be allowed, and all costs for processing camera ready copy or electronic files shall be included in presswork prices unless otherwise indicated.

Contractor must maintain a File Transfer Protocol (FTP) site for the purpose of uploading large files from the agency.

VARNISH/AQUEOUS COATING:

Some covers using coated stock will require either varnish or aqueous coating on covers 1 and 4 only.

BINDING:

Perfect bind on long dimension.

PRICE:

Except for composition, which is quoted separately, rate per printed page shall be for complete job and include all costs necessary or incidental to the execution of the job except additional operations as allowed and as listed separately on pricing pages. All costs for binding are included in per page price.

PROOFS:

Inside text copy will be submitted by sections as soon as completed and two blue proofs or equivalent digital proofs for inside text must be delivered within 12 hours after receipt of copy or corrected proofs. Contractor is advised that online proofing is also an option under the contract for the proofing of inside text signatures in lieu of providing hard copy proofs assuming the contractor is able to provide reasonable assurances that such a system is both secure and can also demonstrate that the proofing system is adequate for DOB's needs. Hard copy Matchprints or equivalent digital proofs are required for four color process cover work and a mutually agreeable schedule for the submission of four color proofs for any cover work will be worked out between DOB and the contractor. All proofs must be clean, clear, sharp and easily legible, free of hairlines, broken letters, etc. Proofs are also required when camera ready copy is furnished.

PRESS PROOFS OF COVERS:

In addition to hard copy proofs for covers, upon request live press proofs of covers 1 and 4 for selected documents must also be submitted to DOB for final approval. When press proofs are required, they must be submitted within 72 hours of approval of hard copy proofs. Any revised press proofs will be required within 48 hours.

(continued)

SPECIFICATIONS (Cont'd)

ITEM 2 - EXECUTIVE BUDGET DOCUMENTS (Cont'd)

SCHEDULING/DELIVERY:

The Division of the Budget (DOB) as the ordering agency for the Executive Budget Documents will supply the contractor a tentative printing schedule during the month of December of each year of this contract. The purpose of this schedule will be to alert the contractor to the absolute maximum (latest) date these publications must be delivered to the Division. When composition is required, copy will be furnished beginning at least 14 days prior to delivery and proofs are to be furnished as stated above. This schedule may at the option of DOB be updated to incorporate new (early) delivery dates, when required to meet the Division's plans.

When proofs were approved for printing, Agency Presentation; Capital Plan and Financial Plan for the 2009 and 2010 edition were printed, bound and delivered within five (5) and four (4) calendar days respectively. Other shorter documents produced under this contract e.g., the Tax Expenditure Report; Budget Overview; and Economic and Revenue Outlook generally had a very short turnaround time, usually less than 36 hours. The contractor must be able to produce the Executive Budget Documents in comparable time frames or better. If additional copies are called for in the production schedule, delivery must be within 24 hours of the original delivery.

(continued)

State of New York
Office of General Services
PROCUREMENT SERVICES GROUP
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:_____

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

OGS PROCUREMENT SERVICES GROUP
Customer Services, 37th Floor
Corning 2nd Tower - Empire State Plaza
Albany, New York 12242

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