

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.state.ny.us>

CONTRACT AWARD NOTIFICATION

Title	:	Group 60010 - MV-50 RETAIL CERTIFICATE OF SALE AND MV-50W WHOLESALE CERTIFICATE OF SALE (Dept. of Motor Vehicles)
		Classification Code: 82
Award Number	:	<u>18016</u> (Replaces Award 00150)
Contract Period	:	December 15, 2002 to December 14, 2004
Bid Opening Date	:	October 15, 2002
Date of Issue	:	November 12, 2002
Specification Reference	:	As Incorporated In The Invitation for Bids
Contractor Information	:	Appears on Page 2 of this Award

Address Inquiries To:

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

Description

MV-50 Retail Certificate of Sale and MV-50W Wholesale Certificate of Sale.

PR # 18016-T

(continued)

<u>CONTRACT #</u>	<u>CONTRACTOR & ADDRESS</u>	<u>TELEPHONE #</u>	<u>FED.IDENT.#</u>
PC59860	STANDARD REGISTER P.O. Box 4024 Kingston, NY 12401	877/258-5785 Peter Friedel Fax No. 877/258-5785 E-mail: peter.friedel@standardregister.com	310455440

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

NOTE TO ALL CONTRACT USERS:

The terms and conditions of the bid solicitation which apply to the award appear at the end of this document. We strongly advise all contract users to familiarize themselves with all terms and conditions before issuing a purchase order.

PRICE:

Price includes all customs duties and charges and is net, F.O.B. destination including all costs necessary or incidental to proper execution of job including dock delivery to Dept. of Motor Vehicles, Northeast Industrial Park, Building 6, Guilderland Center, NY 12085.

(continued)

<u>ITEM 1:</u>	<u>Estimated Quantity</u>	<u>Price Per M Books</u>
MV-50 - Books of 50 sets (60,000 books annually)	120,000 bks.	\$3,556.00

ITEM 2:

MV-50W - Books of 25 sets (4,000 books annually)	8,000 bks.	\$1,948.80
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Guaranteed Delivery: As Specified

Mode of Delivery: Secured Truck

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 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. Contact OSC to obtain an information packet at 518-474-4032 or e-mail to epunit@osc.state.ny.us or visit their website at www.osc.state.ny.us.

NOTE TO CONTRACTOR:

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

If a purchase order is not received from the agency listed within two weeks after receipt of this award, the contractor should contact the agency directly requesting the submission of a purchase order. The Agency contact person is Bill Rider, who can be reached at 518/474-0767.

NOTE TO AGENCY:

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

CONTRACT PERIOD AND RENEWALS:

Prices are firm for the entire period of the contract. Price escalation will not be allowed and is specifically excluded from the terms and conditions of the contract award. Price decreases are permitted at any time.

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CONTRACT PERIOD AND RENEWALS: (Cont'd)

If the Printing Law permits, and if mutually agreed between the Procurement Services Group and the contractor, the contract may be renewed under the same terms and conditions for additional period(s) not to exceed a total contract term of five (5) years.

SHORT TERM EXTENSION:

If the Printing Law permits, 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 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.

ESTIMATED QUANTITIES:

The quantities or dollar values listed are estimated only. See "Estimated/Specific Quantity Contracts" in Appendix B, OGS General Specifications.

OVERRUNS AND UNDERRUNS:

Orders up to 50,000 copies shall not exceed $\pm 5\%$.

Orders over 50,000 copies shall not exceed $\pm 3\%$.

The agency, at its option, may either accept or reject additional quantities beyond the allowable overrun.

If overruns beyond the allowable percentages are accepted, they will be at a negotiated reduction in price.

PROOFS: Two constructed sets of proofs required no later than seven working days after receipt of copy and order.

DELIVERY:

Item 1: Agency will issue a single purchase order annually for the entire quantity of 60,000 books. Contractor must print, store, and ship forms in sequential order in 3 deliveries of 20,000 books each, as follows: Contractor must ship initial quantity of 20,000 books no later than 20 working days after approval of proofs. Agency will notify the contractor to initiate subsequent deliveries approximately every 4 months.

Item 2: Agency will issue a single purchase order annually for the entire quantity of 4,000 books. Delivery is required within 20 working days after approval of proofs.

NOTE: Prior to delivery of either item, contractor must notify Kevin Vooris or Tom Lowell at least 24 hours prior to all deliveries. DMV will include phone numbers with the purchase orders. Deliveries are accepted between the hours of 6:00 am and 2:00 pm daily, except for holidays.

SURETY BOND:

At any time upon the request of the Office of General Services, the contractor shall, within fifteen (15) days of request and at its own cost and expense, obtain and maintain in full force and effect for sixty days after contract expiration:

- an irrevocable documentary **LETTER OF CREDIT** with a sound and reputable bank authorized to do business in the State of New York, OR
- a **PERFORMANCE BOND** signed by a surety company authorized to do business in the State of New York, OR
- a **PAYMENT BOND** signed by a surety company authorized to do business in the State of New York,

in the amount of 75% of the estimated contract value for the faithful performance of the contract. The **LETTER OF CREDIT, PERFORMANCE BOND, PAYMENT BOND**, etc., shall name as beneficiary the State of New York, Office of General Services, and may be invoked to the benefit of the State of New York, Office of General Services, upon delivery of a certified statement to the issuing bank or surety company that the contractor has failed to perform pursuant to the terms and conditions of its contract with the State of New York.

(continued)

SURETY BOND: (Cont'd)

The Surety Bond will show that in the event of default by the contractor to perform under the terms of the contract, that if delivery is made after the specified delivery date, the contractor will forfeit 3% of the Surety Bond amount for each working day late until fifteen (15) working days have elapsed, at which time the total of the Surety Bond will be forfeited.

The Surety bond shall be delivered to the State of New York, Office of General Services, Procurement Services Group within fifteen (15) days from the date it is requested.

NEGATIVES:

Negatives become the property of New York State and are to be returned to the using agency upon completion of the job.

SWORN MANIFEST:

The contractor must submit with vouchers sworn manifests certifying that the number of books delivered and the numbers contained in each book are in the correct sequence with NO SKIPS allowed. Any book not having the correct number of sets or containing duplicate or skipped numbers shall be rejected and returned to the contractor to be replaced at no additional charge.

SECURITY:

All forms are strict security items and contractor must guarantee that only one copy of each numbered form has been produced; and CERTIFY that all duplicates, waste sheets or over-runs are destroyed and/or accounted for.

PRODUCTION CONTROL AND SECURITY:

The contractor shall use all means required to insure that no documents shall be lost during production and storage and that none shall be reproduced unlawfully. All manufacturing shall be done by the contractor only in the contractor's plant and the storage vault shall be adequately protected against damage or loss of documents.

The contractor shall establish a thorough procedure for the immediate destruction and disposal of all damaged or mutilated forms, subject to approval by the agency.

Completed forms will be stored in a separate area under lock and key at all times.

Contractor must notify the New York State Department of Motor Vehicles, South Swan Street Building, Albany, NY 12228, of any change of manufacturing location and receive security clearance from the Division of Field Investigation for said location prior to the start of the manufacturing process. Also, if some part of the work is to be done at another location, the Department of Motor Vehicles must be notified before work begins and security clearance must be obtained.

The State of New York reserves the right to enter the contractor's premises at any time during business hours, prior to production and at any time during production to evaluate plant security and storage facilities and inspect methods of production and full compliance with all specifications herein. Mode of delivery must be specified and security clearance obtained.

DEPARTMENTAL SECURITY POLICY:

The buildings in which the Department's business is conducted or those buildings used for the manufacture of storage of security items are basic to the overall security of the Department's business. The steps detailed below are to be utilized in evaluating security measures for all issuing offices and manufacturers of security items.

I. PLANT SECURITY:

A. The physical plant should be constructed so that the ingress and egress of the public and its employees may be controlled. In those areas where security items are maintained or manufactured, public access should be precluded.

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DEPARTMENTAL SECURITY POLICY: (Cont'd)

I. PLANT SECURITY: (Cont'd)

- B. Construction of the plant should be of a permanent nature with a minimum of fire hazards and with the ability for being secured both during and after working hours.

II. DURING WORKING HOURS:

- A. During working hours, those areas in which security items are maintained or manufactured should be secured with controlled access areas limited to employees only. Said employee is to be identified as having authority to enter the area.

III. AFTER WORKING HOURS:

- A. After hours, the premises should be secured with either an alarm system integrated with an enforcement agency or a duly recognized security force. In lieu of an alarm system, security guards, to be of a recognized security agency or private security personnel meeting the standards of a recognized security agency, should be sufficient to patrol the area.
- B. In the case of manufacturing facilities, the area allocated and used for the manufacturing and/or storage of the completed product and the storage of the stock and necessary engraving plates or numbering heads, etc., used in the production of the security item should be secured in the fashion named above for both during and after working hours. If a manufacturer is engaged in producing other than security forms for the Dept. of Motor Vehicles, a security restriction should apply only to those areas designated and used for the production of Motor Vehicle items.

If unique stock is utilized in the production of a security item, provisions must be made for the security of the stock and its accountability during shipment to the plant, storage while in the plant, and a secure method and accountability for the disposal of waste and overruns.

In all of the above, inspections of the premises must indicate that the security measures are fully utilized at all times and not just merely available. Secure storage and accountability of the finished product while in the manufacturer's hands and provisions for the secure shipment of the completed security items to their destination must be provided.

PLEASE NOTE:

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.

ITEM 1:

Form MV-50 Retail Certificate of Sale. This item is a book consisting of 50 four part carbonless snapout sets bound with strawboard back and wraparound cover.

ESTIMATED QUANTITY:

120,000 books total (6,000,000 4 part sets) (60,000 books annually).
One order will be placed annually for 60,000 books.
(See "Delivery" clause for initial order and delivery schedule).

SIZE:

Four part carbonless sets parts 1 - 3, 8-1/2" x 7" plus binding stub at top; part 4, 8-1/2" x 9-3/4" plus binding stub at top.

(continued)

ITEM 1: (Cont'd)

STOCK: Four part carbonless set.

Part 1 - 26# white carbonless, CB black print.

Parts 2 and 3 - 12-1/2# white carbonless, CFB black print.

Part 4 - 20# white carbonless, CF black print (from top of form to perforation only).

Wrap around cover - 150# white tag or equivalent.

Strawboard back for backing (8-1/2" x 10-3/8")

COPY:

Agency will furnish camera ready copy. Part 1 will contain microprinting and a security background tint to prevent reproduction on a color copier. The word "VOID" shall appear in a pattern when reproduction is attempted on a color photocopier. Contractor to furnish background security tint. Copy for Parts 1, 2, 3 and the top 2/3 section of Part 4 are the same except for marginals. Part 4 also contains a security background tint with color copy protection on the front of the Temporary Certificate. The bottom 1/2 of Part 4 only (below the horizontal perforation) consists of a Temporary Registration and Instructions - printed both sides. Copy for wrap around cover appears on both sides of top flap.

PERFORATIONS:

Part 4 will have two (2) perforations:

One 8-1/2" horizontal perforation, 2-3/4" from the bottom of part 4.

One 2-3/4" vertical perforation 3-3/4" from the left running from the bottom of part 4 to intersect the horizontal perforation.

PRESSWORK:

Four-part sets:

Part 1 - Prints 2 colors, 1 side (plus additional colors if required for security background tint).

Parts 2 and 3 print 1 color, 1 side.

Part 4 prints 2 colors front, 1 color back (plus additional colors if required for security background tint).

Wrap Around Cover - Prints 1 color, 2 sides.

INK: Black and red. Marginals on four part sets may print in either black or red, at contractor's option.

NOTE:

All lithographic inks used in the production of New York State printing requirements must contain the following minimum percentages of vegetable oil: News Inks - 40%; Sheet Fed Inks - 20%; Forms Inks - 20%; Heat Set Inks - 10%.

NUMBERING:

Consecutively number all parts of each form set in the top right corner. The same number must also appear at the top right corner of the Temporary Certificate of Registration. The number of each form set must also appear in barcode, preceded by a barcoded letter "R", on Part 1 of each set, above the numerics in the top right corner. The numbers of the FIRST and LAST form sets in each book of 50 form sets must appear on the top flap of the wraparound cover of each book, in both numerical and barcode format. The barcodes shall be preceded by the letter "R" before the numbers. The eight digit number (on all parts and the cover) must be at least 1/4" high. The barcode (on the wraparound cover and Part 1 of each set) must be printed in Code 3 of 9 and be readable by either a movable beam visible laser drive or a stationary reader. No printing, binding, etc. shall obscure the alpha-numerical barcode.

Crash numbering on the forms sets is acceptable.

(continued)

ITEM 1: (Cont'd)

NUMBERING SEQUENCE:

To be furnished with order.

BINDING:

Four part sets to be bound in white tag (or equivalent) wraparound cover with strawboard back. Two wire staples at the top. Ends of staples must be covered with tape or tag cover.

PACKING:

Books are to be wrapped in lots of 20 books. Contents and quantity of each package must be marked on both ends. Pack securely in new corrugated cartons of uniform size, not to exceed 40 lbs. gross. Pack cartons with numbers in consecutive order with the higher numbers at the bottom and the lower numbers at the top. Mark cartons on both ends with the Form Number, Print Date, Purchase Order Number and contents enclosed (book numbers). Book numbers must be in large numbers. Shipping tags must not obscure content description. No samples are to be placed on the outside of the cartons. Cartons are to be consecutively numbered to facilitate storage and distribution, for example, carton #1 to contain document #7500000 to 7501000; carton #2 to contain #7502000 to 7503000, etc. Cartons must be stacked on disposable pallets with the numbers in consecutive order - lower numbers at top and label out making the next increasing carton number accessible as stock is used from top of pallet. Cartons must be banded to pallets with label side out and edges of cartons meeting edges of the pallet so that the pallets are suitable for deck storage. Banding must make the pallets stable during transport and handling. Pallets must be strong enough to adequately support the weight placed upon them. Pallets not to exceed 42" x 48"; 48" high, 1900 pounds gross in weight. Do not double deck pallets in truck.

ITEM 2:

MV-50W Wholesale Certificate of Sale. Four-part carbonless snapout sets, consisting of 25 sets per book, with strawboard back and wraparound cover.

ESTIMATED QUANTITY:

8,000 books total, 200,000 4-part sets (4,000 books annually).
One order will be placed annually for 4,000 books.

SIZE: Parts 1 thru 4, 8-1/2" x 7", plus binding stub at top.

STOCK: Same as Item 1 except for size of strawboard backing (8-1/2" x 7-3/4").

COPY:

Agency will furnish camera ready copy. Copy for Parts 1, 2, 3, 4 are the same except for marginal words. Copy for Part 1 will contain microprinting and a security background tint to prevent reproduction on a color copier. The word "VOID" shall appear in a pattern when reproduction is attempted on a color photocopier.

PRESSWORK:

Four-part sets:

Part 1 - 2 colors, 1 side (plus additional colors if required for security tint background).

Parts 2, 3 & 4 - print 1 color 1 side.

Wraparound Cover: Prints 1 color on 2 sides.

INK: Black and blue. Marginal words on four part sets print black or red, at contractor's option.

(continued)

ITEM 2: (Cont'd)

NOTE:

All lithographic inks used in the production of New York State printing requirements must contain the following minimum percentages of vegetable oil: News Inks - 40%; Sheet Fed Inks - 20%; Forms Inks - 20%; Heat Set Inks - 10%.

NUMBERING:

Consecutively number all parts of each form set in the top right corner. The number of the first form set in each book of 25 form sets must appear on the top flap of the wraparound cover, in numerical format. The eight digit number (on all parts and the cover) must be at least 1/4" high. No printing, binding, etc. shall obscure the number.

Crash numbering on the forms sets is acceptable.

NUMBERING SEQUENCE:

To be furnished with order.

BINDING: Same as Item 1.

PACKING: Same as Item 1.

(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: _____

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

OGS PROCUREMENT SERVICES GROUP
 Customer Services, Room 3711
 Corning 2nd Tower - Empire State Plaza
 Albany, New York 12242

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