

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 - ARREST FINGERPRINT CARDS (DCJS) Classification Code: 82
Award Number	:	<u>18082</u>
Contract Period	:	As Specified
Bid Opening Date	:	November 21, 2002
Date of Issue	:	December 19, 2002
Specification Reference	:	As Incorporated In The Invitation for Bids
Contractor Information	:	Appears on Page 2 of this Award

Address Inquiries To:

Name : Jamie Nusbaum
Title : Purchasing Officer I
Phone : 518-474-2387
Fax : 518-473-7306
E-mail : jamie.nusbaum@ogs.state.ny.us

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

Description

Arrest Fingerprint Cards.

PR # 18082

(continued)

<u>CONTRACT #</u>	<u>CONTRACTOR & ADDRESS</u>	<u>TELEPHONE #</u>	<u>FED.IDENT.#</u>
PC59911 SB	BARONET LITHO, INC. 307 N. Comrie Ave. Johnstown, NY 12095 Disc. 1% - 15 Days	518/762-4627 Ext.125 A.E. Kollmann Fax No. 518/762-1302 E-Mail: baronet@superior.net Web Site: www.baronetlitho.com	141574717

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 all costs necessary or incidental to the proper completion of this contract including F.O.B. inside delivery to Criminal Justice Services Warehouse, 100 Watervliet Ave., Albany, NY.

(continued)

	<u>Quantity</u>	<u>Unit Price</u>
<u>ITEM 1:</u> DCJS-2/UCS-501 ADULT ARREST FINGERPRINT CARD	300,000	\$112.65/M
<u>ITEM 2:</u> DCJS-2JD/UCS-501JD JUVENILE ARREST FINGERPRINT CARD	50,000	\$132.70/M
<u>ITEM 3:</u> DCJS-2-SJS/UCS-501 ADULT ARREST FINGERPRINT CARD	500,000	\$112.65/M
<u>ITEM 4:</u> DCJS-2JD-SJS/UCS-501JD JUVENILE ARREST FINGERPRINT CARD	150,000	\$132.70/M

Guaranteed Delivery: 30 Working Days after OK'd Proof
Stock: 110 lb. White Fingerprint Index, 100% Cotton Fiber
Manufacturer: Byron Weston

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 Ann Sammons, who can be reached at 518/457-3597.

NOTE TO AGENCY:

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

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PROOFS:

Two sets of proofs including five (5) samples of stock, perforations and numbering are required no later than 7 working days after receipt of order and are to be sent to:

- | | |
|--|---|
| 1. Richard Higgins
DCJS
Four Tower Place
Executive Park
Stuyvesant Plaza
Albany, NY 12203
518/457-6050 | 2. Robert Paepke
Office of Court Administration
125 Jordan Road
Troy, NY 12180
518/285-8243 |
|--|---|

ITEM 1: DCJS-2/UCS-501 ADULT ARREST FINGERPRINT CARD

QUANTITY:

300,000 total.

SIZE: 8" x 11" ($\pm 1/32$ ") grain short; cards must be clean-cut all around.

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.

COPY: Camera-ready copy will be furnished. Tints are required.

PRESSWORK:

1 color 2 sides.

INK: Black.

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:

Serial numbering consisting of 8 numerics with alphabetic check digit suffix for each number printed in black. Derivation of check digit based on Modulus 11 Routine (see below instructions for Modulus 11, PD-System with alpha check digit).

Number consecutively, in duplicate (same number printed twice on each form, in reserved areas), numbers range from 31,517,000 thru 31,817,000 inclusive.

Contractor must guarantee 100% accuracy of serial number and check digit.

NOTE: Contractor must submit a list showing the missing numbers, if any.

For the Criminal Justice Tracking Number on the top and bottom portion of the form, a 3/16" high number should be used.

MODULUS 11, PD-SYSTEM WITH ALPHA CHECK DIGIT:

In the Electronically generated system, the check digit is calculated by multiplying the base number by a sequence of digits which start with the number 2 and doubles for each digit as it moves to the left. The products are added together and the sum is divided by 11. The remainder is subtracted from 11 and the difference becomes the check digit which is converted to alpha format.

(continued)

ITEM 1: (Cont'd)

MODULUS 11, PD-SYSTEM WITH ALPHA CHECK DIGIT: (Cont'd)

Calculation Example

1. Base number - 23574813

$$\begin{array}{cccccccccccc}
 2 & & 3 & & 5 & & 7 & & 4 & & 8 & & 1 & & 3 \\
 \times & \frac{256}{512} & \times & \frac{128}{384} & \times & \frac{64}{320} & \times & \frac{32}{224} & \times & \frac{16}{64} & \times & \frac{8}{64} & \times & \frac{4}{4} & \times & \frac{2}{6}
 \end{array}$$

3. Add the products:
 $512 + 384 + 320 + 224 + 64 + 64 + 4 + 6 = 1578$

4. Divide the sum by 11

$$\begin{array}{r}
 \underline{143} \text{ R5} \\
 11 \overline{)1578}
 \end{array}$$

5. Subtract the remainder from 11.
 $11 - 5 = 6$

6. Numeric check digit is 6.

Calculation Example: (Cont'd)

7. Convert the check digit to an alpha character using the following table:

<u>Numeric Check Digit</u>	<u>Alpha Check Digit</u>
1	Z
2	J
3	K
4	L
5	M
6	N
7	Y
8	P
9	Q
10	R
11	H

8. Base Number with Alpha Check Digit is now 23574813N.

PERFORATIONS:

Horizontal, 3" from bottom.

PACKING:

Shrinkwrap in lots of 100 and pack in new cartons not to exceed 40 lbs. and marked with quantity and description.

(continued)

ITEM 2: DCJS-2JD/UCS-501JD JUVENILE ARREST FINGERPRINT CARD
(Same specifications as Item 1 except for the following):

QUANTITY:
50,000

PRESSWORK:
2 colors front, 1 color back.

INK: Front-black and red. Back-black.

NUMBERING:
Number sequence ranges from 31,822,000 thru 31,872,000 inclusive.

ITEM 3: DCJS-2-SJS/UCS-501 ADULT ARREST FINGERPRINT CARD
(Same specifications as Item 1 except for the following):

QUANTITY:
500,000

NUMBERING:
Number sequence ranges from 31,877,000 thru 32,377,000 inclusive.

ITEM 4: DCJS-2JD-SJS/UCS-501JD JUVENILE ARREST FINGERPRINT CARD
(Same specifications as Item 1 except for the following):

QUANTITY:
150,000

PRESSWORK
2 colors front, 1 color back.

INK:
Front-black and red. Back-black.

NUMBERING:
Number sequence ranges from 32,382,000 thru 32,532,000 inclusive.

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**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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