

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 50030 - WOVE ENVELOPES - WHITE, REGULAR & WINDOW AND COLORS, REGULAR (All State Agencies)
Award Number	:	01181-RS (Replaces 4461-RS)
Contract Period	:	October 15, 2001 to October 14, 2002 with option to renew
Bid Opening Date	:	June 28, 2001
Date of Issue	:	July 24, 2001
Specification Reference:		As incorporated in the Invitation for Bids and Purchasing Memorandum dated June 13, 2001

Address Inquiries To:

Name : William King
Title : Purchasing Officer I
Phone : 518-474-5535
Fax : 518-473-7306
E-mail : william.king@ogs.state.ny.us

Description

Wove Envelopes - White, Regular & Window and Colors, Regular. This award is for recycled material.

PR #01181-T

(continued)

CONTRACT # CONTRACTOR & ADDRESS TELEPHONE # FED.IDENT.#

PC58122 COMMERCIAL ENVELOPE 631/242-2500, Ext. 201 131840023
ITEMS 1&3 MFG. CO., INC.
900 Grand Blvd.
Deer Park, NY 11729 Mindy Kristel
Fax No. 631/242-6935
E-mail: mindy@commercial-envelope.com

Orders and Billing Questions should be directed to:
Alyssa Thomas, Customer Representative
631/242-2500, Ext. 209
Fax No. 631/242-6122

PC58123 WESTVACO ENVELOPE DIV. 800/622-2456, Ext. 8081 131466285
ITEMS 2,4&5 2001 Roosevelt Ave.
Springfield, MA 01104 Joseph M. Case
DISC: 1% - 15 Days Fax No. 315/672-3651
1% - 30 Days E-mail: jmcase@westvaco.com
<http://www.westvaco.com>

Orders and Billing Questions should be directed to:
Westvaco Envelope Div. 877/507-1782, Ext. 1614
10 New Bond St. Susan Fields, Customer Service Representative
Worcester, MA 01606-2699 Fax No. 508/852-5281

Cash Discount, If Shown, Should be Given Special Attention.
INVOICES MUST BE SENT DIRECTLY TO THE ORDERING AGENCY FOR PAYMENT.

AGENCIES SHOULD NOTIFY THE PROCUREMENT SERVICES GROUP PROMPTLY IF THE CONTRACTOR FAILS TO MEET THE DELIVERY TERMS OF THIS CONTRACT. PRODUCT WHICH DOES NOT COMPLY WITH THE SPECIFICATIONS OR IS OTHERWISE UNSATISFACTORY TO THE AGENCY SHOULD ALSO BE REPORTED TO THE PROCUREMENT SERVICES GROUP.

NOTE TO AGENCY:

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

NOTE TO ALL CONTRACT USERS:

The terms and conditions of the 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:

Prices include all customs duties and charges and are net, F.O.B. destination any point in New York State as designated by the ordering agency including all costs necessary or incidental to the proper execution of each order, including all transportation charges and delivery inside the doors of the office or storeroom of the ordering agency. All Bills of Lading must specify the exact inside delivery location. No escalation in price will be permitted.

(continued)

**ITEM 1: COMMERCIAL STYLE ENVELOPES - RECYCLED WHITE ENVELOPE WOVE, SUBSTANCE 24
(Diagonal Seam)**

PRINTED

<u>Size</u>	<u>Unit Order</u>	<u>Unit Price</u>
#6-3/4 (3-5/8" x 6-1/2")	10,000	\$15.60 M
	25,000	\$11.22 M
	50,000	\$10.23 M
	100,000	\$ 9.38 M
	250,000	\$ 8.80 M
	500,000	\$ 8.75 M
	1,000,000	\$ 8.60 M
#9 (3-7/8" x 8-7/8")	10,000	\$12.45 M
	25,000	\$ 9.83 M
	50,000	\$ 9.56 M
	100,000	\$ 9.10 M
	250,000	\$ 8.99 M
	500,000	\$ 8.78 M
	1,000,000	\$ 8.70 M
#10 (4-1/8" x 9-1/2")	10,000	\$13.18 M
	25,000	\$11.71 M
	50,000	\$11.41 M
	100,000	\$10.90 M
	250,000	\$10.75 M
	500,000	\$10.20 M
	1,000,000	\$ 9.69 M
#11 (4-1/2" x 10-3/8")	10,000	\$18.32 M
	25,000	\$15.40 M
	50,000	\$15.18 M
	100,000	\$14.57 M
	250,000	\$14.21 M
	500,000	\$13.90 M
	1,000,000	\$13.20 M

PRICE ADDITIONAL

Furnishing a plate-up to size 2"x 2"	\$10.00 Each
Setting Add'l lines of type	\$ 1.00 Line
Printing in Special PMS Inks	\$.50 M

(continued)

ITEM 1: COMMERCIAL STYLE ENVELOPES - RECYCLED WHITE ENVELOPE WOVE, SUBSTANCE 24 (Diagonal Seam)

UNPRINTED

<u>Size</u>	<u>Unit Order</u>	<u>Unit Price</u>
#6-3/4 (3-5/8" x 6-1/2")	10,000	\$11.94 M
	25,000	\$ 9.42 M
	50,000	\$ 9.00 M
	100,000	\$ 8.69 M
	250,000	\$ 8.47 M
	500,000	\$ 8.29 M
	1,000,000	\$ 8.19 M
#9 (3-7/8" x 8-7/8")	10,000	\$12.13 M
	25,000	\$ 9.72 M
	50,000	\$ 9.45 M
	100,000	\$ 8.99 M
	250,000	\$ 8.70 M
	500,000	\$ 8.55 M
	1,000,000	\$ 8.50 M
#10 (4-1/8" x 9-1/2")	10,000	\$12.24 M
	25,000	\$10.45 M
	50,000	\$10.41 M
	100,000	\$ 9.90 M
	250,000	\$ 9.74 M
	500,000	\$ 9.55 M
	1,000,000	\$ 9.23 M
#11 (4-1/2" x 10-3/8")	10,000	\$15.80 M
	25,000	\$14.10 M
	50,000	\$13.95 M
	100,000	\$13.40 M
	250,000	\$13.25 M
	500,000	\$12.67 M
	1,000,000	\$12.48 M

GUARANTEED DELIVERY: [a/t/o or OK'd proof]:

Printed: 25 Working days

Unprinted: 25 Working days

Type of flap: Round Flap

Gumming to be furnished on flap: Split Gummed

STOCK:

Brand: 24# American Eagle Recycled

Mill: Westvaco Paper

Post Consumer Content: 30%

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

AGENCIES NOTE:

Item 1 is a diagonal seam envelope with a split gummed standard (rounded style) flap.

CONTRACTOR, ITEM NO. 1: COMMERCIAL ENVELOPE MFG. CO., INC.

(continued)

**ITEM 2: COMMERCIAL STYLE ENVELOPES - RECYCLED WHITE ENVELOPE WOVE, SUBSTANCE 24
(Side Seam)**

PRINTED

<u>Size</u>	<u>Unit Order</u>	<u>Unit Price</u>
#6-3/4 (3-5/8" x 6-1/2")	10,000	\$13.00 M
	25,000	\$11.00 M
	50,000	\$ 9.00 M
	100,000	\$ 8.50 M
	250,000	\$ 8.00 M
	500,000	\$ 7.75 M
	1,000,000	\$ 7.50 M
 #9 (3-7/8" x 8-7/8")	10,000	\$15.00 M
	25,000	\$13.00 M
	50,000	\$11.50 M
	100,000	\$10.50 M
	250,000	\$ 9.50 M
	500,000	\$ 9.00 M
	1,000,000	\$ 8.75 M
 #10 (4-1/8" x 9-1/2")	10,000	\$15.00 M
	25,000	\$13.00 M
	50,000	\$11.50 M
	100,000	\$10.75 M
	250,000	\$10.50 M
	500,000	\$10.25 M
	1,000,000	\$10.00 M
 #11 (4-1/2" x 10-3/8")	10,000	\$17.50 M
	25,000	\$14.50 M
	50,000	\$14.00 M
	100,000	\$13.00 M
	250,000	\$12.25 M
	500,000	\$11.00 M
	1,000,000	\$10.50 M

PRICE ADDITIONAL

Furnishing a plate-up to size 2"x 2"	\$20.00 Each
Setting Add'l lines of type	\$.50 Line
Printing in Special PMS Inks	\$ 1.00 M

(continued)

ITEM 2: COMMERCIAL STYLE ENVELOPES - RECYCLED WHITE ENVELOPE WOVE, SUBSTANCE 24 (Side Seam)

UNPRINTED

<u>Size</u>	<u>Unit Order</u>	<u>Unit Price</u>
#6-3/4 (3-5/8" x 6-1/2")	10,000	\$10.00 M
	25,000	\$ 9.50 M
	50,000	\$ 8.50 M
	100,000	\$ 8.00 M
	250,000	\$ 7.50 M
	500,000	\$ 7.00 M
	1,000,000	\$ 6.75 M
#9 (3-7/8" x 8-7/8")	10,000	\$12.00 M
	25,000	\$11.00 M
	50,000	\$10.50 M
	100,000	\$10.00 M
	250,000	\$ 9.50 M
	500,000	\$ 9.25 M
	1,000,000	\$ 8.75 M
#10 (4-1/8" x 9-1/2")	10,000	\$13.00 M
	25,000	\$11.00 M
	50,000	\$10.75 M
	100,000	\$10.25 M
	250,000	\$10.00 M
	500,000	\$ 9.75 M
	1,000,000	\$ 9.50 M
#11 (4-1/2" x 10-3/8")	10,000	\$15.00 M
	25,000	\$14.00 M
	50,000	\$13.00 M
	100,000	\$12.50 M
	250,000	\$12.00 M
	500,000	\$11.50 M
	1,000,000	\$10.50 M

GUARANTEED DELIVERY: [a/t/o or OK'd proof]:

Printed: 25 Working days

Unprinted: 25 Working days

Type of flap: Square Flap

Gumming to be furnished on flap: Full Gummed

STOCK:

Brand: 24# White Wove Recycled

Mill: International Paper

Post Consumer Content: 30%

Electronic access ordering (EDI) is available. Contact contractor for details.

Contractor will accept the New York State Procurement Card for orders up to \$2,500.00.

AGENCIES NOTE:

Item 2 is a side seam envelope with a full gummed square flap.

CONTRACTOR, ITEM NO. 2: WESTVACO ENVELOPE DIV.

(continued)

ITEM 3: COMMERCIAL STYLE ENVELOPES - COLORED WOVE SUBSTANCE 20

PRINTED

<u>Size</u>	<u>Unit Order</u>	<u>Unit Price</u>
#9		
(3-7/8" x 8-7/8")	10,000	\$17.68 M
	25,000	\$12.88 M
	50,000	\$11.70 M
	100,000	\$11.00 M
	250,000	\$10.67 M
	500,000	\$10.38 M
	1,000,000	\$ 9.88 M
#10		
(4-1/8" x 9-1/2")	10,000	\$17.91 M
	25,000	\$14.08 M
	50,000	\$12.83 M
	100,000	\$12.15 M
	250,000	\$11.78 M
	500,000	\$11.32 M
	1,000,000	\$10.85 M
#11		
(4-1/2" x 10-3/8")	10,000	\$19.98 M
	25,000	\$15.50 M
	50,000	\$14.82 M
	100,000	\$13.62 M
	250,000	\$13.34 M
	500,000	\$12.31 M
	1,000,000	\$12.25 M

PRICE ADDITIONAL

Furnishing a plate-up to size 2"x 2"	\$10.00 Each
Setting Add'l lines of type	\$.50 Line
Printing in Special PMS Inks	\$.30 M

(continued)

ITEM 3: COMMERCIAL STYLE ENVELOPES -COLORED WOVE SUBSTANCE 20 (Cont'd)
UNPRINTED:

<u>Size</u>	<u>Unit</u> <u>Order</u>	<u>Unit</u> <u>Price</u>
#9		
(3-7/8" x 8-7/8")	10,000	\$13.67 M
	25,000	\$11.10 M
	50,000	\$10.73 M
	100,000	\$10.23 M
	250,000	\$10.06 M
	500,000	\$ 9.94 M
 #10		
(4-1/8" x 9-1/2")	10,000	\$14.54 M
	25,000	\$12.23 M
	50,000	\$11.84 M
	100,000	\$11.54 M
	250,000	\$11.40 M
	500,000	\$10.82 M
 #11		
(4-1/2" x 10-3/8")	10,000	\$15.60 M
	25,000	\$13.59 M
	50,000	\$13.36 M
	100,000	\$12.90 M
	250,000	\$12.70 M
	500,000	\$12.00 M

GUARANTEED DELIVERY: [a/t/o or OK'd proof]:

Printed: 25 Working days

Unprinted: 25 Working days

Type of flap: Square Flap

Gumming to be furnished on flap: Full Gummed

STOCK:

Brand: 20# Colored Wove Recycled

Mill: Blue Ridge

Post Consumer Content: 30%

Electronic access ordering (EDI) is available. Contact contractor for details.

AGENCIES NOTE:

Item 3 is a side seam envelope with a full gummed square flap.

CONTRACTOR, ITEM NO. 3: COMMERCIAL ENVELOPE MFG. CO., INC.

(continued)

**ITEM 4: COMMERCIAL STYLE WINDOW ENVELOPES - WHITE WOVE SUBSTANCE 24
(Diagonal Seam)**

PRINTED

<u>Size</u>	<u>Unit Order</u>	<u>Unit Price</u>
#9		
(3-7/8" x 8-7/8")	10,000	\$16.50 M
	25,000	\$14.50 M
	50,000	\$13.00 M
	100,000	\$12.00 M
	250,000	\$11.50 M
	500,000	\$11.00 M
	1,000,000	\$10.50 M
#10		
(4-1/8" x 9-1/2")	10,000	\$17.00 M
	25,000	\$16.00 M
	50,000	\$14.00 M
	100,000	\$13.00 M
	250,000	\$12.00 M
	500,000	\$11.50 M
	1,000,000	\$11.10 M
#11		
(4-1/2" x 10-3/8")	10,000	\$24.00 M
	25,000	\$18.00 M
	50,000	\$17.00 M
	100,000	\$16.00 M
	250,000	\$15.00 M
	500,000	\$14.00 M
	1,000,000	\$12.00 M

PRICE ADDITIONAL

Furnishing a plate-up to size 2"x 2"	\$20.00 Each
Setting Add'l lines of type	\$.50 Line
Printing in Special PMS Inks	\$ 1.00 M

(continued)

ITEM 4: COMMERCIAL STYLE WINDOW ENVELOPES - WHITE WOVE SUBSTANCE 24

(Diagonal Seam)

UNPRINTED

<u>Size</u>	<u>Unit Order</u>	<u>Unit Price</u>
#10		
(4-1/8" x 9-1/2")	10,000	\$14.00 M
	25,000	\$13.00 M
	50,000	\$12.50 M
	100,000	\$12.25 M
	250,000	\$12.00 M
	500,000	\$11.00 M
	1,000,000	\$10.90 M

Additional charge for a standard rounded flap.

<u>Size</u>		
#9	100,000	\$ 2.50 M
	500,000	\$ 2.50 M
#10	100,000	\$ 2.50 M
	500,000	\$ 2.50 M
Deduction for Open Window - Any Size	100,000	\$ 3.00 M

GUARANTEED DELIVERY: [a/t/o or OK'd proof]:

Printed: 25 Working days

Unprinted: 25 Working days

Type of flap: Executive Flap

Gumming to be furnished on flap: Full Gummed

STOCK:

Brand: 24# White Wove Recycled

Mill: International Paper

Post Consumer Content: 30%

Electronic access ordering (EDI) is available. Contact contractor for details.

Contractor will accept the New York State Procurement Card for orders up to \$2,500.00.

AGENCIES NOTE:

Item 4 is a diagonal seam envelope with a full gummed, deep 2-1/4" pointed, (executive style) flap. A standard rounded flap on #9 and #10 sizes is available for an additional charge as shown.

CONTRACTOR, ITEM NO. 4: WESTVACO ENVELOPE DIV.

(continued)

**ITEM 5: COMMERCIAL STYLE WINDOW ENVELOPES - WHITE WOVE SUBSTANCE 24
(Side Seam)**

PRINTED

<u>Size</u>	<u>Unit Order</u>	<u>Unit Price</u>
#9		
(3-7/8" x 8-7/8")	10,000	\$16.75 M
	25,000	\$16.00 M
	50,000	\$13.00 M
	100,000	\$12.50 M
	250,000	\$12.00 M
	500,000	\$11.50 M
	1,000,000	\$11.00 M
#10		
(4-1/8" x 9-1/2")	10,000	\$17.75 M
	25,000	\$16.75 M
	50,000	\$15.00 M
	100,000	\$13.75 M
	250,000	\$13.00 M
	500,000	\$12.50 M
	1,000,000	\$11.75 M
#11		
(4-1/2" x 10-3/8")	10,000	\$22.00 M
	25,000	\$20.00 M
	50,000	\$19.50 M
	100,000	\$16.75 M
	250,000	\$14.00 M
	500,000	\$11.50 M
	1,000,000	\$10.00 M

PRICE ADDITIONAL

Furnishing a plate-up to size 2"x 2"	\$20.00 Each
Setting Add'l lines of type	\$.50 Line
Printing in Special PMS Inks	\$ 1.00 M

(continued)

**ITEM 5: COMMERCIAL STYLE WINDOW ENVELOPES - WHITE WOVE SUBSTANCE 24
(Side Seam)**

UNPRINTED

<u>Size</u>	<u>Unit Order</u>	<u>Unit Price</u>
#10		
(4-1/8" x 9-1/2")	10,000	\$15.00 M
	25,000	\$14.00 M
	50,000	\$13.50 M
	100,000	\$13.00 M
	250,000	\$12.75 M
	500,000	\$12.00 M
	1,000,000	\$11.75 M
Deduction for Open Window - Any Size	100,000	\$ 3.00 M

GUARANTEED DELIVERY: [a/t/o or OK'd proof]:

Printed: 25 Working days

Unprinted: 25 Working days

Type of flap: Square Flap

Gumming to be furnished on flap: Full Gummed

STOCK:

Brand: 24# White Wove Recycled

Mill: International Paper

Post Consumer Content: 30%

Electronic access ordering (EDI) is available. Contact contractor for details.

Contractor will accept the New York State Procurement Card for orders up to \$2,500.00.

AGENCIES NOTE:

Item 5 is a side seam envelope with a full gummed square flap.

CONTRACTOR, ITEM NO. 5: WESTVACO ENVELOPE DIV.

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. 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 No., description of product, 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.

If the contract terms indicate political subdivisions and others authorized by law are allowed to participate, they 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.

(continued)

NOTE TO AGENCY:

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

MINIMUM ORDER:

Minimum order contractor must accept is the first quantity indicated under "UNIT ORDER" under each item. Orders shall be issued by any State agency for inside delivery to one destination only, and shall be forwarded by the agency, together with copy, directly to the contractor. On invoices less than \$200.00, freight charges must be paid by the ordering agency.

Items may be combined on one order to achieve the \$200.00 minimum. The contractor may hold all items on an order for shipment at one time (no split deliveries). If an agency requests a split delivery, the agency would then be responsible for the freight charges involved.

Any freight charges are to be listed separately on the invoice, and the freight bill must be attached. A separate invoice is not to be submitted for freight charges alone. On invoices over \$200.00, freight is included in the price per thousand envelopes. Contractor may, at their discretion, return any order which does not call for an even carton quantity. **NOTE: AGENCIES REQUIRING LESS THAN \$200.00 WORTH OF ENVELOPES ARE NOT MANDATED TO USE THIS CONTRACT. SUCH AGENCIES MAY MAKE AN OPEN MARKET PURCHASE FOLLOWING PROCUREMENT COUNCIL GUIDELINES FOR DISCRETIONARY PURCHASES.**

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.

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

DELIVERY:

Delivery is expressed in number of working days required to make delivery after receipt of a purchase order.

Delivery shall be made in accordance with instructions on Purchase Order from each agency. 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 agency and, if applicable, from the Office of General Services, Procurement Services Group.

All deliveries must be made inside the ordering agency's storeroom and all Bills of Lading must specify the exact inside destination. Contractor's driver or helper must unload delivery truck. If no elevator is available at the delivery site, delivery will be made only to a ground floor location. NYS agencies whose receiving facilities cannot accommodate entrance of an over the road trailer with a height of 13'-6" must specify on their purchase order: "Maximum trailer height for delivery to this location is _____(insert height in this space)."

All guaranteed delivery requirements must be strictly adhered to. Failure by contractor to make delivery per guaranteed delivery time may result in open market purchases with chargeback to contractor.

VACATION-TIME:

If contractor intends to shut down their entire plant, or portions thereof, for vacation periods, they must notify OGS at least 60 days in advance of proposed shutdown so that all NYS agencies can be advised and inventories evaluated. Failure to notify OGS of vacation schedule in writing will not relieve the contractor of responsibility to deliver orders per the guaranteed delivery time.

ESTIMATED QUANTITIES:

The quantities listed are estimated only. See "Estimated/Specific Quantity Contracts" and "Participation in Centralized Contracts" in Appendix B, OGS General Specifications.

(continued)

CONTRACT PERIOD AND RENEWAL:

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.

If mutually agreed between the Procurement Services Group and the contractor, the contract may be renewed under the same terms and conditions for additional twelve month periods.

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 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.

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 2,000,000 of an item (one size & style).

REPORT OF CONTRACT PURCHASES:

Three (3) month activity reports are to be submitted by contractor(s) within 15 days after the end of each 3 month contract period, listing all envelope orders processed. There shall be a separate report for each item following the format listed below:

ITEM (STYLE) _____						<u>ADDITIONAL REQUIREMENTS</u>		
						LINES		
						PMS	OF	DOLLAR
<u>AGENCY</u>	<u>QUANTITY</u>	<u>SIZE</u>	SUB. <u>WEIGHT</u>	<u>PRINTED</u>	<u>UNPRINTED</u>	<u>INK</u>	<u>TYPE</u>	<u>VALUE</u>
OGS	10,000	No. 10	24	X		X	4	\$150.00

NOTE: Each size of each item should be kept on a separate report page.

The report is to be submitted to the Office of General Services, Procurement Services Group, 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 commodity group number, the Invitation for Bids number, contract number, sales period, and contractor's name.

Failure to submit the required report may be cause for disqualification of contractor for future contracts.

NEW YORK STATE PROCUREMENT CARD:

See "Procurement Card" in Appendix B, OGS General Specifications. All bidders shall indicate whether or not they will accept the NYS Purchasing Card for orders up to \$2,500 (see Questions at end of bid document). Vendors wishing to set up a corporate account with AMEX should call AMEX at 1-800-686-5493.

PURCHASE ORDERS NOTE:

Purchase orders should specify the make and model number of the mechanical equipment (postage machine, inserter, etc.) upon which the envelopes will be processed. Orders lacking this information may be returned.

(continued)

PRICE FOR INTERMEDIATE QUANTITY ORDERS:

On a quantity that is not specifically set forth in the contract but falls between quantities listed, the differences between the next lowest and next highest contract price shall be prorated.

Price for intermediate quantities between those shown on the contract are calculated as follows:

EXAMPLE:

If 25,000 envelopes @ \$16.80 M Cost \$420.00
and 10,000 envelopes @ 17.40 M Cost 174.00
15,000 is quantity difference and \$246.00 is dollar difference

Divide the dollar difference by the quantity difference ($\$246.00 \div 15$) and you get \$16.40 which is the price/M for quantities between 10M and 25M.

Thus - 15,000 envelopes would cost \$256.00 (10x\$17.40M+5X\$16.40M) and be invoiced at \$17.07 M*
20,000 envelopes would cost \$338.00 (10x\$17.40M+10X\$16.40M) and be invoiced at \$16.90 M*

(*This price would also apply on overruns, if any)

WINDOW ENVELOPES:

Prices cover any size and/or position for one window as specified on agency's purchase order. A tolerance of $\pm 1/16$ " for window size will be permitted. Windows must be positioned per copy. It shall be the agency's responsibility to order a window size and position which conforms to current U.S. Postal Regulations. However, it is the contractor's responsibility to advise the agency if window size and/or placement ordered does not meet current U.S. Postal Regulations. All window envelopes must have the window patch securely and fully attached, especially at the top edge to prevent snagging of inserted material. The poly material used for windows must meet all current U.S. Postal Regulations.

Some agencies may require an open window (no patch). The deduction for an open window is shown on price page.

PROOFS:

Proofs will not be required on orders under 100,000 envelopes unless there is an address change or the agency specifically requests proofs. Proofs must be submitted by first class mail.

CONSTRUCTION QUALITY GUARANTEE:

Contractor guarantees all envelopes furnished will be first quality precision-made envelopes which will be unconditionally guaranteed to operate trouble-free when processed through laser printers and/or when processed on mechanical equipment (including inserters).

Agency laser printers may consist of, but are not limited to, Hewlett Packard LaserJet printers, and/or laser printers of other manufacturers.

Agency mechanical equipment may consist of, but is not limited to the following brands: Pitney Bowes, Bell and Howell (Phillipsburg), Friden, Hassler, Postalia.

NOTE: With the increased use of laser printers in processing envelopes for mailing, all envelopes furnished under this contract must be properly constructed (folded, creased, flap and seam style etc.), and with proper seam glue and flap adhesive, to ensure trouble free processing on HP LaserJet and other laser printers.

Poorly constructed envelopes or envelopes which do not function properly on agency equipment will be rejected and will have to be replaced at the contractor's expense.

Quality workmanship must be exercised in the construction of all envelopes as follows:

1. Flap - Standard or Executive Style - depth of flap and angle of cutting-must be adequate to permit trouble-free use on mechanical equipment. Flaps should not be curled, but turned down and lie flat.

(continued)

CONSTRUCTION QUALITY GUARANTEE: (Cont'd)

2. Gummed Flaps - Full gummed or split gummed flaps will be acceptable provided that the quantity and quality of glue is sufficient to readily effect a perfect and permanent adhesion. The adhesive used on the flaps shall not discolor the paper when sealed, shall be non-toxic and free from offensive odor. Gumming on flaps must be laser safe, to prevent flaps from sealing when processed thru HP LaserJet or other laser printers.
3. Seams - Side Seams and Diagonal Seams - All seams must be thoroughly and securely gummed and closed. Gum on seams must be able to withstand the high temperatures of laser printers without allowing seams to open. Side seam envelopes must have an extra gum application on the top side of the seams to prevent the back from peeling off as the envelope is being opened. All seams must effect a permanent adhesion without wrinkling or curling. Side seams must be glued at the top to within 1/8". Phillipsburg die cut and/or Mackentyre corners on a side seam envelope will not be acceptable. Side seam envelopes furnished must operate trouble-free on Pitney Bowes and other makes of mailers and inserters.
4. Throat - at a point 3/4" from each side of the envelope, the throat must measure 1/4" \pm 1/16".
5. Packing - All envelopes must be so manufactured and packed that no one envelope adheres to another due to excess glue, tight packing or insufficient machine drying time.

PACKING NOTE:

Pack 500 envelopes per box.

All corrugated shipping cartons must be labeled on one outside end to clearly indicate purchase order number, form number and quantity. Cartons and boxes remain the property of New York State. Cartons must be fully packed, with a minimum of air space, so that they can be stacked without the bottom cartons collapsing. Cartons to be clearly marked to indicate which side is "UP" so envelopes will not bend or warp from being kept in agencies storeroom. Shipments containing broken or collapsed cartons will be rejected. Cartons must contain uniform quantities so that shipment totals can be readily verified.

Any pallets furnished must be the disposable type, yet be sturdy enough to properly support the weight of the cartons placed upon them without breaking.

Wood or plastic preferred for pallets.

No additional charges for pallets will be allowed.

AUTOMATED PROCESSING:

In order to expeditiously process envelopes on automated equipment, current U.S. Postal Regulations must be adhered to, especially for window envelopes.

(continued)

STYLES AND CONSTRUCTION:

NOTE:

Envelopes which are required for mailing purposes must meet current minimum mailing size requirements of the U.S. Postal Service and any size tolerance, which would render them to be un-mailable, will not be accepted.

- ITEM 1** - Commercial style envelopes - no windows
- Stock** - white envelope wove sub. 24 - Recycled only - (Brightness 78 minimum)
- Flap*** - standard or executive style - gummed
- Seams** - diagonal
- Opening** - side

- ITEM 2** - Same as Item 1 except this item is side seam

- ITEM 3** - Commercial style envelopes - no windows
- Stock** - Recycled only - sulphite bond or envelope wove - sub. 20 - in the following pastel colors - blue, buff, pink, canary, green, goldenrod
- Flap** - standard or executive style - gummed
- Seams** - diagonal or side (contractor's option)
- Opening** - side

- ITEM 4** - Commercial style - Window Envelopes
- Stock** - white envelope wove - sub. 24 - Recycled only - (Brightness - 78 minimum)
- Flap*** - standard or executive style-gummed
- Seams** - diagonal
- Opening** - side
- Window** - Cellophane or polystyrene, fully secured - size and location to be specified on agency purchase order. Window material must not be wrinkled or cloudy. Transparency of the poly or clear plastic used in the manufacture of these windows must fully comply with the current United States Postal Regulations. Window patch must be securely fastened to prevent snagging of inserted material.

- ITEM 5** - Same as Item 4 except this item is side seam

***FLAP NOTE:**

On Item 1 and 4, there are some agencies who require a diagonal seam envelope with a standard rounded flap instead of a pointed executive or V-Flap. Any additional upcharge for a standard die-cut rounded flap envelope for these items is shown on the price page.

OVERRUNS AND UNDERRUNS:

Orders up to 50,000 envelopes shall not exceed $\pm 10\%$.

Orders over 50,000 envelopes shall not exceed $\pm 5\%$.

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.

(continued)

STANDARD REQUIREMENTS FOR PRINTED ENVELOPES

The price for printed envelopes includes all composition and presswork as described in the following paragraphs. Contractor will not be required to reproduce any special logos or artwork under the contract prices. Price additional will be allowed for any special logo plates required.

COMPOSITION:

Contractor to set all required type and, when required, submit proofs for agency approval. Contractor will not be required to match any special typeface exactly, but must furnish a reasonably close equivalent. Type sizes required may range from 6 point to 36 point. Contractors must have a minimum of 10 different type faces at their disposal and, if requested, must submit to OGS a list of faces they intend to furnish.

Agency to submit all copy with purchase order. All copy must be typewritten or legibly printed so that the contractor can readily read the information. If available, a previously printed envelope should be submitted, either "for style only" or for copy. It shall be the agency's responsibility to see that all copy conforms to current U.S. Postal Regulations because contractor will print envelopes per copy and approved proofs furnished.

Agencies should exercise care when submitting copy and/or samples and when checking proofs to make certain that all copy reads correctly and is correctly positioned.

ALL OF THE FOLLOWING COMPOSITION IS INCLUDED IN THE PRICES FOR PRINTED ENVELOPES:

(A) FACE OF ENVELOPE -

1. Name of agency, address, zip code, form number. This information, not to exceed 8 lines, may require printing as a corner card or as a return address in center of envelope.
2. Postal permit information or indicia, some of which may require printing as a solid with reverse type.
3. New York State Seal or State University of New York Seal.
4. Facing Identification Marks (FIM)
5. Four ruled lines - (for sender's name and return address)
6. Business Reply Mail (BRM) - to include all information necessary for a business reply envelope printed in a format which conforms to current U.S. Postal Regulations for BRM.

(B) REVERSE AND/OR FLAP -

Maximum of eight lines of type, any size or width or style of type, plus Recycled Emblem or recycled statement.

COMPOSITION NOTE:

Rules (horizontal or vertical), in an area other than the return address area (upper left area of the envelope) are to be counted as a full line of type. The horizontal bars required for Business Reply Envelopes are not to be considered as rules. Any composition which does not fall into any of the foregoing items will be subject to an additional charge if the envelope ordered falls within the scope of this contract.

PRESSWORK INCLUDED IN THE PRICE OF PRINTED ENVELOPES:

Envelopes to be printed in one color only. All presswork to be first quality using either rubber plates or metal offset plates. Ink coverage must be uniform and adequate. There should be no hairlines, broken letters, misaligned letters, smudged characters or evidence of offsetting. No additional charge will be allowed for metal offset plates. Envelopes that have been poorly and/or improperly printed will be rejected and will have to be replaced at contractor's expense.

(continued)

INK:

Ink must be laser safe to permit processing through laser printers such as, but not limited to HP LaserJet printers.

Printing price includes black ink, blue ink or any standard ink color which the envelope manufacturer normally uses in the course of their business. Matching special colors will not be required. Only one color printing permitted.

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%.

PRICE ADDITIONAL WILL BE ALLOWED FOR THE FOLLOWING SPECIAL PRINTING REQUIREMENTS:

1. Making a rubber or metal plate to reproduce a NYS agency logo other than the NYS Seal or the State University of New York Seal. All negatives become the property of NYS and must be returned to agency with completed job. Price per plate quoted must include any size up to a maximum of 2" x 2". This price to cover line work only. Agency must furnish camera-ready artwork. Contractor is not to perform any artwork nor make any halftone plates. This price per plate is to be a flat charge and has no bearing on the quantity of envelopes ordered.
NOTE: No additional plate charge will be allowed for the Recycled Emblem.
2. Furnishing special PMS inks as requested on agency purchase order. Additional price per thousand envelopes is shown for printing in a PMS matched ink. Price is to include any PMS ink color.
3. Additional Composition (composition in excess of that described in the foregoing section "Composition to be included in Printing Price".)
Contractor will be required to set these additional lines in any size, type and to any width desired. Price per line is to be all inclusive and include all proofs necessary. These lines may be placed in any location on the envelopes.
This price per line is to be a flat charge and has no bearing on the quantity of envelopes ordered. These extra lines are to be straight reading matter or rules as lines by themselves. Both horizontal and vertical rules may be required.

(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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