

New York State Office Of General Services
Procurement Services Group
Corning Tower Building
Empire State Plaza
Albany, New York 12242
<http://www.ogs.state.ny.us>

PURCHASING MEMORANDUM

CONTRACT AWARD NOTIFICATION UPDATE

AWARD NUMBER: [19296](#)

DATE: August 3, 2005

GROUP: 60010 – MV-50 RETAIL CERTIFICATE
OF SALE AND MV-50W
WHOLESALE CERTIFICATE OF
SALE (Dept. of Motor Vehicles)

PLEASE ADDRESS INQUIRIES TO:
STATE AGENCIES & CONTRACTORS

Jamie Nusbaum
Purchasing Officer I
(518) 474-2387
jamie.nusbaum@ogs.state.ny.us
Fax: (518) 474-5052

CONTRACT PERIOD: December 15, 2004 to
October 4, 2005

**CONTRACTOR/
CONTRACT NO.:** Crabar/GBF/PC61511

SUBJECT: CONTRACT CANCELLATION

THE DEPT. OF MOTOR VEHICLES:

Please be advised that in accordance with the provision contained in the original Invitation For Bids, the above referenced contract is cancelled effective October 4, 2005.

Please update your records accordingly.

This Memorandum is to be retained and attached to Contract Award Number 19296.

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 (DMV) Classification Code: 82
Award Number	:	<u>19296</u> (Replaces Award 18016)
Contract Period	:	December 15, 2004 to December 14, 2006
Bid Opening Date	:	November 17, 2004
Date of Issue	:	December 13, 2004
Specification Reference	:	As Incorporated In The Invitation for Bids
Contractor Information	:	Appears on Page 2 of this Award

Address Inquiries To:

State Agencies & Vendors	
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

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

PR #19296

(continued)

<u>CONTRACT #</u>	<u>CONTRACTOR & ADDRESS</u>	<u>TELEPHONE #</u>	<u>FED.IDENT.#</u>
PC61511	CRABAR/GBF 1129 Miamisburg Centerville Rd. Dayton, OH 45449	800/877-4727 937/866-7421 Lowell P. Lumpkin Fax No.: 800/423-3834 937/865-8639 E-mail: llumpkin@crabargbf.com Website: www.crabargbf.com	200057710

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 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.

(continued)

NOTE TO AUTHORIZED USERS: (Cont'd)

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.state.ny.us). Click on "For Government - Contracts and Purchasing," then "Seller Information," then "Dispute Resolution Procedures for Vendors."

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, Rt. 146, Northeast Industrial Park, Building 6, Guilderland Center, NY 12805.

<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.	\$3,650.00
<u>ITEM 2:</u>		
MV-50W - Books of 25 sets (4,000 books annually)	8,000 bks.	\$2,000.00

Guaranteed Delivery: As Specified

Mode of Delivery: Locked Truck

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

Contractor will accept the New York State Procurement Card for orders not to exceed \$10,000.00.

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.

(continued)

CONTRACT PAYMENTS: (Cont'd)

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

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

ELECTRONIC PAYMENTS:

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

NOTE TO CONTRACTOR:

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

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.state.ny.us). Click on "For Government - Contracts and Purchasing," then "Seller Information," then "Dispute Resolution Procedures for Vendors."

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 subsequent contract award. Price decreases are permitted at any time.

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.

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.

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.

(continued)

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:

Proofs are required only for the first order of the contract for each form and for any subsequent order when a form has been revised. When proofs are required, no run shall be made until the Department approves the proofs in writing.

The contractor shall deliver proofs within 2 weeks (14 calendar days) from receipt of the purchase order. The contractor shall provide either two (2) hardcopy proofs on a stable base material or an electronic proof in Adobe PDF format, made to specifications. In addition to the proofs for Item 1, the contractor shall provide two samples of the barcode printed on the stock material.

Delivery of the proof shall be made to:

Bill Rider
Publications Production Section
NYS Dept. of Motor Vehicles
6 Empire State Plaza
Swan Street Building
Albany, NY 12228
Tel: (518) 474-0767
E-mail: BRide@dmv.state.ny.us

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 eight weeks (56 calendar days) after approval of proofs or after receipt of purchase order when proofs are not required. 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 eight weeks (56 calendar days) after approval of proofs.

NOTE: Prior to delivery of either item, contractor must notify DMV at 518-861-6328, Ext. 117 or 118 at least 24 hours prior to all deliveries. Deliveries are accepted between the hours of 6:00 am and 2:00 pm daily, except for holidays.

REPLACEMENT/CREDIT FOR MISSING OR DEFECTIVE FORMS:

New York State shall be compensated for each form missing from the order, or found to be defective due to vendor error or inattention. Some examples of defective forms are those that are:

- Not the correct size
- Printed on the wrong type of stock
- Printed incorrectly (including errors in the background, text, graphics, barcodes, or layouts)
- Numbered incorrectly (including no numbering, wrong numbers, skips, or repeats)
- Missing security features
- Perforated, scored, or folded imperfectly
- Collated or assembled incorrectly
- Torn, mutilated, wrinkled, or otherwise physically altered

In addition, New York State shall be compensated for forms voided during DMV's preparation process due to problems resulting from the defects referred to in the previous paragraph.

(continued)

REPLACEMENT/CREDIT FOR MISSING OR DEFECTIVE FORMS: (Cont'd)

Compensation for forms specified above must consist of:

- Replacement of missing/defective forms with perfect forms at no additional charge, at the rate of one (1) perfect form for each requiring replacement, or
- Agreement by the vendor to credit the State for such forms.

PRODUCTION CONTROL & SECURITY:

SECURITY INSPECTION AND FACILITY CLEARANCE:

Proposal must indicate the exact plant location where production of the form will be done, and where storage of the form will be maintained. 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 for full compliance with all specifications herein.

The NYS DMV, Division of Field Investigation (DFI) must inspect the specific plant(s) where work is being done, prior to the start of the manufacturing process, to grant security clearance. The contractor must notify NYS DMV, DFI, 6 Empire State Plaza, South Swan Street, Room 431, Albany, NY 12228, of any change of manufacturing location, or if some part of the work is to be done at another location, and receive security clearance for each location from DFI before work may begin.

DEPARTMENT SECURITY POLICY:

The building in which the agency's business is conducted and those buildings used for the manufacture or storage of security items are basic to the overall security of the agency's business. If the contractor produces documents for customers other than NYS DMV, all NYS DMV documents must be physically segregated from all other documents in a separate locked room or fenced area, and will be secured and accounted for while in the contractor's hands until securely delivered to the control of NYS DMV. The security restrictions must apply only to those areas designated and used for the production of NYS DMV items.

The standard detailed below must be utilized to evaluate security measures for all manufacturing plants of security items:

I. PLANT SECURITY:

Construction of the plant must be of a permanent nature with adequate content protection against fire and water damage, both during and after production hours. The production and administrative areas must also be physically separated from one another. The physical plant must be constructed so that the ingress and egress of both its employees and the public are restricted, controlled, and recorded. The public and unauthorized employees must not be allowed in areas where security items are maintained or manufactured, without the written approval of the NYS DMV. The contractor's cleaning staff, and other non-production/storage employees, must not have entry to the secure area unescorted. Inspection of the premises must indicate that required security measures are fully utilized, and not just available for use.

a. DURING WORKING HOURS:

During working hours, those areas in which security items are maintained or manufactured must be controlled access areas, limited only to employees who have been expressly authorized by the contractor to enter there. The vendor will log or record the entry and departure of each person for each controlled access area, including name, date, time, and purpose, recording any documents that are removed from the secure area. Said employees must be identified as having authority to enter the document production and storage areas by biometric photo ID cards, scan cards with PIN, or comparable security measures.

(continued)

PRODUCTION CONTROL & SECURITY: (Cont'd)

DEPARTMENT SECURITY POLICY: (Cont'd)

b. AFTER WORKING HOURS:

After working hours, the premises must be secured with a UL approved intrusion and fire alarm system, with battery back-up, integrated either with an enforcement agency, or a duly recognized security company. The secure storage area must be on a separate alarm zone of its own. In lieu of an alarm system, security guards from a recognized security agency, or private security personnel meeting the standards of a recognized security agency, must be staffed sufficiently to patrol the area. If there is an electrical outage or telephone line failure, which would make the alarm system inoperative, the contractor must provide security guards, at no additional cost to NYS DMV, at the facility until the alarms become operative.

II. PRODUCTION CONTROL AND SECURITY OF MATERIAL:

a. STOCK:

If unique stock is used in the production of a security item, the stock must be secured and accounted for during shipment to the plant, and while stored at the plant.

b. PRODUCTION EQUIPMENT:

Engraving plates or numbering heads, etc., used in the production of the security item must be secured in controlled access areas as described above, both during and after working hours.

c. FINISHED FORMS:

The contractor must provide secure storage of and accountability for the finished forms while in the contractor's possession and/or control. Secure storage is defined, for the purposes of this IFB, as a closed and locked area where only the contractor's staff directly involved in the production or storage of the forms or NYS DMV authorized staff may enter. All finished forms are strict security items and the contractor must guarantee that only one copy of each numbered form had been produced; and CERTIFY that all duplicates, waste sheets or overruns are destroyed and/or accounted for.

III. SECURITY DURING DELIVERY:

Forms shall be shipped direct in locked and sealed vehicles to the destination. Vehicles may be "for hire" carriers or contractor's trucks, but must not be unlocked at any time while enroute to the destination.

IV. BACKGROUND INVESTIGATION:

The contractor's employees, suppliers, transporters, and sub-contractors, working in any phase of this process, may be subject to necessary security clearances according to standards established by NYS DMV.

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. Text revisions may be required between orders and contractor will be required to make any required revisions at no additional cost.

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. Forms shall be packed in numeric order with the lowest number on top. Boxes must be new single-wall corrugated boxes of uniform size, not to exceed 40 lbs. gross, and suitable for reshipping. Boxes shall be closed without force and without damaging the contents. Boxes shall have a minimum bursting strength of 200 lbs. or equivalent edge crushing test rating, and be suitable for deck storage without damage to carton or contents. Seal boxes with reinforced security tape with some type of void feature that will show evidence of tampering when broken.

Label two opposite ends of each box with the box count, e.g. Box #1 of 500, Box #2 of 500, etc., starting with Box #1. Also include the Form Number, Print Date, P.O. Number, quantity, and the numeric sequence enclosed (beginning and ending number combinations). Book numbers must be in large numbers. Box #1 shall contain the lowest numeric sequence numbers. Place the label information at the uppermost section of the end of the box. Shipping tags must not obscure content description. Individual boxes shall NOT contain DMV's address; however, each pallet shall be labeled with DMV's address. No samples are to be placed on the outside of the cartons.

Boxes should be shrink wrapped and banded to 40" wide x 48" long disposable pallets that can be handled with a 2-prong forklift. Arrange boxes on pallets in numeric order with the lowest sequence number on top and the highest number on bottom. The labeled ends should face out so they may be read without having to unpack the pallets. Boxes shall be stacked no higher than 5 rows high. Number each pallet including both the pallet number and the total number of pallets, e.g. 1 of 10, 2 of 10 etc. Label both ends of each pallet with the range of document numbers packed on the pallet and DMV's address. Do not mix items on pallets. Pallets must not exceed 1,900 pounds gross, must not be double stacked on the truck, and must not exceed 4' in height. Banding must make the pallets stable during transport and handling. Pallets must be strong enough to adequately support the weight placed upon them.

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. Contractor shall furnish the background security tint. Copy of wraparound cover appears on both sides of top flap. Text revisions may be required between orders and contractor will be required to make any required revisions at no additional charge.

(continued)

ITEM 2: (Cont'd)

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.

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 with an eight digit number. The number of the FIRST and LAST form set in each book of 25 form sets must appear on the top flap of the wraparound cover of each book, 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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