

STATE OF NEW HAMPSHIRE BID TRANSMITTAL LETTER

Date: _____

Bid Transmittal From (company name & address):

Re: Bid Title: **OHRV Decals**
Bid Number: **1087-11**
Bid Opening Date: **March 3, 2011**
Time of Bid Opening: **11:00 A.M. EST**

Attn: Daniel Ostroth, Creative Services Manager
NH Bureau of Graphic Services
12 Hills Ave.
Concord, NH 03301
Telephone (603) 271-3205
Fax (603) 271-1949

Dear Daniel Ostroth:

On behalf of (Vendor Name) _____,

(Signor) _____ hereby submits an offer to the State of New Hampshire in response to **Request for Bid #1087-11, "OHRV Decals"**, as contained in the written bid submitted herewith ("Bid") at the price(s) quoted herein in complete accordance with the bid.

_____ is authorized to legally obligate _____.
Signor Name (please print) _____ Company Name _____

Vendor attests to the fact that:

- 1. The Vendor has reviewed and agreed to be bound by the Bid.
- 2. The Vendor has not altered any of the language or other provisions contained in the Bid document.
- 3. The Bid is effective for a period of 45 days from the Bid submission deadline of **March 3, 2011**.
- 4. The prices Vendor has quoted in the Bid were established without collusion with other Vendors.
- 5. The Vendor has read and fully understands this Bid.

Vendor's official point of contact is: _____

Telephone: _____ Email: _____ Fax: _____

Authorized Signor's Name, Printed: _____

Authorized Signor's Signature: _____

NOTARIZATION (Only the winning bidder is required to notarize, after receipt of notification. All others may leave blank.)

County: _____ State: _____, to wit:

On the _____ day of _____, 2011, there appeared before me, in the state and county foresaid, a person who satisfactorily identified him/herself as

_____ ,

and I acknowledge that he/she executed this document indicated above.

In witness thereof, I hereunto set my hand and official seal:

(Notary Public/Justice of the Peace)

My commission expires: _____ (Date)

CONTRACT TERMS AND CONDITIONS

1. The State of New Hampshire engages the firm or individual ("the Vendor") to perform the services and/or sale of goods, described in the attached State Proposal and the Vendor's proposal, bid or quotation, any of which are incorporated herein by reference.

2. COMPLIANCE BY VENDOR WITH LAWS AND REGULATIONS. In connection with the performance of this agreement, the Vendor shall comply with all statutes, laws, regulations, and orders of federal, state, county or municipal authorities which shall impose any obligation or duty upon the Vendor, including, but not limited to civil rights and equal opportunity laws. In addition, the Vendor shall comply with all applicable copyright laws.

3. TERM. The contract and all obligations of the parties thereunder, shall become effective on a specified date and shall be completed in their entirety prior to a specified date. Any work undertaken by the Vendor prior to the effective date shall be at his sole risk and, in the event that the contract shall not become effective, the State shall be under no obligation to reimburse the Vendor for any such work.

4. CONTRACT PRICE. The contract price, a payment schedule and a maximum limitation of price shall be as specified by the proposal or bid invitation and the Vendor's response. All payments shall be conditioned upon receipt, and approval by the State, of appropriate vouchers and upon satisfactory performance by the Vendor, as determined by the State. The payment by the State of the Contract Price shall constitute complete reimbursement to the Vendor for all expenses of any nature incurred by the Vendor in the performance by the contractor and complete payment for the Services. The State shall have no other liability to the Vendor.

5. DELIVERY. If the Vendor fails to furnish items and/or services in accordance with all requirements, including delivery, the state may repurchase similar items from any other source without competitive process, and the original Vendor may be liable to the state for any excess costs.

If a Vendor is unable to complete delivery by the date specified, he must contact the using branch and or agency. However, the branch and or agency is not required to accept a delay to the original delivery date. All deliveries are subject to inspection and receiving procedure rules as established by the State of New Hampshire. Deliveries are not considered accepted until compliance with these rules has been established. State personnel signatures on shipping documents shall signify only the receipt of shipment.

6. INVOICING. All invoices must be in triplicate showing Order Number, Unit and Extension Prices and discounts allowed. A separate invoice shall be submitted for each order. Unless otherwise noted on the proposal or purchase order, payment will not be due until thirty(30) days after all services have been completed, or all items have been delivered, inspected and accepted or the invoice has been received, whichever is later.

7. PERSONNEL.

7.1. The Vendor shall disclose in writing the names of all owners (5% or more), directors, officers, employees, agents or subcontractors who are also officials or employees of the State of New Hampshire. Any change in this information shall be reported in writing within fifteen (15) days of their occurrence.

7.2. The person signing this agreement on behalf of the State, or his or her delegee ("Contracting Officer") shall be the State's representative for purposes of this agreement. In the event of any dispute concerning the interpretation of this agreement, the Contracting Officer's decision shall be final.

8. EVENT OF DEFAULT; REMEDIES.

8.1. Any one or more of the following acts or omissions of the Vendor shall constitute an event of default hereunder ("Events of Default").

8.1.1. failure to deliver the goods or services satisfactorily or on schedule; or

8.1.2. failure to submit any report required hereunder; or

8.1.3. failure to perform any of the other covenants and conditions of this agreement.

8.2. Upon the occurrence of any Event of Default, the State may take any one, or more, or all, of the following actions:

8.2.1. give the Vendor a written notice specifying the Event of Default and requiring it to be remedied within, in the absence of a greater or lesser specification of time, thirty(30) days from the date of the notice; and if the Event of Default is not timely remedied, terminate this agreement, effective two (2) days after giving the Vendor notice of termination; and

8.2.2. give the Vendor a written notice specifying the Event of Default and suspending all payments to be made under this agreement and ordering that the portion of the Contract Price, which would otherwise accrue to the Vendor during the period from the date of such notice until such time as the State determines that the Vendor has cured the Event of Default, shall never be paid to the Vendor; and

8.2.3. set off against any other obligation the State may owe to the Vendor any damages the State suffers by reason of any Event of Default; and

8.2.4. treat the agreement as breached and pursue any of its remedies at law or in equity, or both.

9. WAIVER OF BREACH. No failure by the State to enforce any provisions hereof after any Event of Default shall be deemed a waiver of its rights with regard to that Event, or any subsequent Event. No express failure of any Event of Default shall be deemed a waiver of any provision hereof. No such failure or waiver shall be deemed a waiver of the right of the State to enforce each and all of the provisions hereof regarding any further or other default on the part of the Vendor.

10. VENDOR'S RELATION TO THE STATE. In the performance of this agreement the Vendor is in all respects an independent contractor, and is neither an agent nor an employee of the State. Neither the Vendor nor any of its officers, employees, agents or members shall have authority to bind the State nor are they entitled to any of the benefits, workmen's compensation or emoluments provided by the State to its employees.

11. ASSIGNMENT AND SUBCONTRACTS. The Vendor shall not assign, or otherwise transfer any interest in this agreement without the prior written consent of the State. No work required by this contract shall be subcontracted without the prior written consent of the State.

12. INDEMNIFICATION. The Vendor shall defend, indemnify and hold harmless the State, its officers and employees, from and against any and all losses suffered by the State, its officers and employees, and any and all claims, liabilities or penalties asserted against the state, its officers and employees, by or on behalf of any person, on account of, based on, resulting from, arising out of (or which may be claimed to arise out of) the acts or omissions of the Vendor. Notwithstanding the foregoing, nothing herein contained shall be deemed to constitute a waiver of the sovereign immunity of the State, which immunity is hereby reserved to the State. This covenant shall survive the termination of this agreement.

12.1. PATENT PROTECTION. The Vendor agrees to indemnify and defend the State of New Hampshire from alleged and actual patent infringements and further agrees to hold the State of New Hampshire harmless from any liability arising under RSA 382-A:2-312(3). (Uniform Commercial Code).

13. TOXIC SUBSTANCES. In compliance with RSA 277-A known as the Workers Right to Know Act, the Vendor shall provide Material Safety Data Sheets with the delivery of any and all products covered by said law.

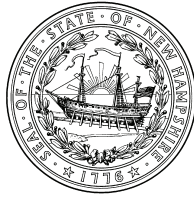
14. NOTICE. Any notice by a party hereto to the other party shall be deemed to have been duly delivered or given at the time of mailing by certified mail, postage prepaid, in a United States Post Office addressed to the parties at the addresses given below.

15. AMENDMENT. This agreement may be amended, waived or discharged only by an instrument in writing signed by the parties hereto.

16. CONSTRUCTION OF AGREEMENT AND TERMS. This agreement shall be construed in accordance with the laws of the State of New Hampshire, and is binding upon and inures to the benefit of the parties and their respective successors and assigns.

17. ADDITIONAL PROVISIONS. The additional provisions (if any) have been set forth as Exhibit "A" hereto.

18. ENTIRE AGREEMENT. This agreement, which may be executed in a number of counterparts, each of which shall be deemed an original, constitutes the entire agreement and understanding between the parties, and supersedes all prior agreements and understandings relating hereto.



STATE OF NEW HAMPSHIRE
DEPARTMENT OF ADMINISTRATIVE SERVICES

BUREAU OF GRAPHIC SERVICES

12 HILLS AVENUE
CONCORD, NH 03301
PHONE: 603-271-3205
FAX: 603-271-1949

INSTRUCTIONS FOR CORRECT BID SUBMISSION

- 1) BE AN AUTHORIZED VENDOR TO NH STATE GOVERNMENT** – For any particular bid, only vendors who have completed our vendor application and Alternate W-9 form by the date and closing time of the bid may have their bids considered. You can apply to become an authorized vendor online at: <https://admin.state.nh.us/purchasing/vendorregistration/welcome.aspx> Contact us at (603) 271-3205 or write to Jill.Roy@nh.gov if you need assistance.
- 2) BE REGISTERED WITH THE NH SECRETARY OF STATE** – By law, a person or persons conducting business in New Hampshire under any name other than his or her own legal name must register with the NH Secretary of State. This is a different registration than the one discussed in point #1 above. Visit the Secretary of State's website to find out more about requirements and filing fees and to download forms. <http://www.sos.nh.gov/corporate/index.html> Or call their Corporate Division office at (603) 271-3246.
- 3) SUBMIT YOUR BID ON TIME** – The date and time given for the submission deadline is a hard and fast cutoff. If your bid arrives one minute after that time, it will definitely be disqualified.
- 4) INCLUDE A SIGNED COPY OF THE "STATE OF NEW HAMPSHIRE BID TRANSMITTAL LETTER"** – Your bid submission will not be considered unless it includes this form, filled out with your company's name and address and signed by an official who has the authority to obligate the company in a binding contract. Submission of this completed form signifies that your company agrees to be contractually bound by the subsequently listed terms and conditions, as well as all particulars of the project specifications, in the event that we make an award to you. Please note that only the apparent winner of the bid is required to have this document notarized, after they have received notification from us. Notarization is required to receive a project award, but not to submit a bid.
- 5) INCLUDE OUR COMPLETE BID DOCUMENT WITH YOUR BID** – Your bid proposal must be made on our "Vendor's Bid Proposal" page and must also include originals or exact copies of all sheets and sides of our bid document. A house quote sheet will not be accepted in lieu of a properly executed bid.
- 6) DO NOT STIPULATE TERMS AND CONDITIONS** – We are unable to accept a bid that takes exception to any of our terms and conditions or that stipulates any terms and conditions other than our own.
- 7) BID ON THE SPECIFICATIONS** – We can only award on a bid proposal that offers compliance to our specifications. You may offer pricing on an alternate way of doing a job for informational purposes, but we cannot award on such a bid unless we have officially amended the specifications or re-bid to allow all vendors the opportunity to bid that way.

ADDITIONAL INFORMATION

- ❖ **BROKERING/SUBCONTRACTING** – Bids based on brokering or subcontracting for print or bindery services will be accepted unless explicitly ruled out in the specifications. However in all cases the awarded bidder shall be fully accountable to the State to meet all terms and conditions, specifications, deadlines and reasonable product quality expectations inherent in the contract, regardless of who is doing the work.
- ❖ **APPROVED BID TRANSMISSION METHODS** – Bids may be hand-delivered by the bidder or other courier, sent by US mail, UPS, FedEx or other common carrier, or faxed. E-mailed bids will not be accepted. A faxed bid will be accepted for purposes of meeting the bid submission deadline, but must be followed by a hard copy with a live signature and notarization on the bid transmittal letter that reaches us no later than the third business day after the closing date of the bid.
- ❖ **LATE BIDS** – All bids that arrive late will be irrevocably disqualified, no matter the reason. We are not responsible for late deliveries caused by couriers stuck in traffic jams, lost mail, slow carriers, nor for fax bids delayed by busy telephone lines (ours or yours) or other technical glitches outside our control. In the event of a discrepancy between our fax machine's date and time stamp and yours, ours prevails. We will, of course, make every effort to keep our fax machine set to the correct time.
- ❖ **ATTENDING THE BID OPENING** – Bids will be opened and reviewed at the offices of NH Bureau of Graphic Services, 12 Hills Ave., Concord, NH, at the date and time given as the close of the bidding period. Interested parties are welcome to attend these openings. However, we are prohibited by law from revealing bid amounts before the award is made. Therefore, only the identities of the bidders will be made public at the bid openings. Bid amounts will not be disclosed.
- ❖ **CONFIRMATION OF PRICE** – Upon opening and reviewing all bids, we contact the apparent low bidder to request a confirmation of price. This is an opportunity for the bidder to double-check their print estimate, if they wish, before affirming their readiness to proceed at the price indicated in their bid. At this point, the client has not heard and accepted the price, so contract award is not yet a certainty. Vendors are cautioned not to buy materials or begin chargeable work on the project until an award has been made.
- ❖ **CONTRACT AWARD** – After the price is confirmed, we contact the client agency for approval to award the contract. The agency may elect to cancel, or to re-bid with changed specs, or to award the order, as best suits their purposes and budget. If they choose to award, we will issue a purchase order. Your receipt of our P.O. officially certifies that we have awarded you the contract, and that you may begin chargeable work with full confidence of getting paid for it.
- ❖ **RIGHT TO CANCEL A BID** – The State reserves the right to cancel a bid at any time. Neither initiating nor completing a RFB process obligates the State in any way to make a purchase.
- ❖ **BID RESULTS** – A tabulation of the bidding will be posted at our website after the contract is awarded. Bid results will not be given over the telephone at any time.



NEW HAMPSHIRE BUREAU OF GRAPHIC SERVICES

REQUEST FOR BID FOR NH STATE PRINTING PROJECT #1087

Project Specifications

PROJECT TITLE: OHRV Decals for 2012

CLIENT AGENCY: NH Fish & Game Dept.

BID SUBMISSION DEADLINE: 11:00 a.m. EST Thursday, March 3, 2011.

QUANTITY & FORMAT: General: The purpose of this Request for Bid is to procure registration decals for NH Fish & Game Dept's OHRV (Off-Highway Recreational Vehicle) registration program. Three types of registration decals are required in this project: "Regular," "Vanity," and "Annual Validation". All are to be made of retro-reflective decal material.

For each decal type, the quantities indicated below are for pairs of retro-reflective pressure-sensitive decals, with both members of a pair carrying the same registration number or vanity marking. Pair-mates will be joined by a common liner and separated by a kiss-cut through the face material.

All decals are to be printed with a transparent PMS 193 spot color, and all alphanumeric characters are to be imaged in black.

Depending on printing method, a liquid overlamine coating may also be needed at vendor's discretion (see details under "Printing").

All substrates, inks and adhesives must be selected to last well and in good condition for a service life of at least 2 years outdoors on the vehicle.

Item 1 – Regular Decals:

Quantity: 120,000 pairs of retro-reflective decals, bound in books of 25 pairs each, for a total of 4,800 books. No underrun allowed, and overrun may not exceed 2%.

Dimensions: A single decal will be 5" wide x 3" high. Two of these 5" x 3" decals will appear on each leaf in the book, one-above-the-other, with a perforated 1/2" binding stub along the left edge. The total dimension of each leaf of the book will thus be 5-1/2" wide x 6" high. See image of a similar 2011 decal page following the "Vendor's Bid Proposal" page.

Book Construction: Each book of decals will contain 25 decal leaves as described above. Each will also have a printed manila tag front cover and a 20-point chipboard backer. Books will be bound by two heavy-duty staples, well-clinched, in the stub zone.

Printing:

Decal Face: a non-bleeding rectangle of solid PMS 193, 2-1/4" wide x 3/4" high, is to be printed on the lower center of the decal face, with black text and large black numerals.

Decal Liner: decal application instructions are to be printed on the liner in black ink. Light ink coverage with no bleeds.

Booklet Cover: black ink. Light ink coverage with no bleeds.

Numbering: Each decal pair will have a unique registration number printed in black, the same number on both pair-mates, in 84-point type. Numbering is to begin at 1 and run consecutively to 120000. Do not print leading zeroes.

SPECIFICATIONS CONTINUE ON NEXT PAGE

Specifications Page 2, Project #1087: OHRV Decals for 2012 / NH Fish & Game Dept.

QUANTITY & FORMAT (cont'd):

Item 2 – Vanity Decals:

Quantity: Please quote price per custom-printed pair. The quantity is unknown at this time and will depend on how many orders we get for them.

Dimensions: A single decal will be 5" wide x 3" high. Two of these 5" x 3" decals will be arranged on a sheet, one-above-the-other for a total sheet size of 5" x 6". A kiss-cut through the face material will permit the pair-mates to be separated at the time of deployment.

Printing: Printing will be 2/1 in PMS 193 and black, just like the Regular Decals in Item 1 above.

Numbering: Instead of a serial number, both decals on a sheet will have a licensee-chosen string of up to 6 alphanumeric characters, imaged the same on both pairmates in black 84-point type.

Item 3 – Annual Validation Decals:

Quantity: 2,000 pairs of numbered retro-reflective decals, provided in the form of 200 sheets with 10 decal pairs on each sheet. No underrun allowed.

Dimensions: A single decal will be 2-1/4" wide x 3/4" high; a pair will be two of these, side-by-side; and a sheet will have 10 pairs for a total sheet size of 4-1/2" wide x 7-1/2" high. See image of the similar 2011 validation decals following the "Vendor's Bid Proposal" page.

Construction: Horizontal perforations through the sheet will permit tear-off of decal pairs, complete with liner. A kiss-cut through the face stock will run down the centerline of the sheet, permitting pair-mates to be separately removed from the liner.

Printing:

Decal Face: each decal shall be totally covered by a full-bleed solid background color of PMS 193, with text and numbering overprinted in black.

Decal Back: no printing.

Numbering: Each decal pair will have a unique registration number printed the same on both pair-mates in black. Numerals shall be approximately 5/32" high and will run from 1200001 to approximately 1202000.

STOCK:

Decal stock, all items: white 3M Scotchlite Validation Security Sheeting product #5470ER or #VP5570 (if doing thermal transfer printing). No substitutions. The caliper of these products is approximately 11 points. Stock used must have the embedded directional security marks known by 3M as "Ensure Image". These marks may say "For Official Use Only" or may be a customized image.

Item 1 Book Cover: manila 125 lb. Wausau "Exact" tag or comparable brand with 30% postconsumer waste content.

Item 1 Backer: 20-point or thicker chipboard.

DESIGN:

None by vendor.

COMPOSING:

Vendor to set type as needed to create updated versions of the accompanying images.

FILM:

By vendor if/as needed.

PROOFS:

Fax proofs or mail laser proofs to Attn: Susan Perry, NH Fish & Game Dept., 11 Hazen Drive, Concord, NH 03301. Phone (603) 271-6832; Fax (603) 271-5829.

PRINTING:

Item 1 Regular Decals and Item 2 Vanity Decals: 2/1 with black plus PMS 193 on the decal face and black on the liner. No bleeds. The PMS 193 will appear as a 2-1/4" wide x 3/4" high rectangle at bottom center of each decal face, while all text and alphanumeric characters will appear as black. See attached images.

Specifications Page 3, Project #1087: OHRV Decals for 2012 / NH Fish & Game Dept.

Item 1 Booklet Cover: 1/0 in black ink with no bleeds.

Item 3 Annual Validation Decals: 2/0 with a full solid background of PMS 193 plus black. All registration numerals also to be imaged in black.

All decals will be expected to last for an installed service life of up to 2 years in outdoor conditions, so decal imaging must be sunfast and weatherproof and must remain in good, legible condition with no fading, chalking or other deterioration for the full period. Failure of product to last in good condition for this term of duty will be considered an "Event of Default" as described in section 8 of our contract terms and conditions.

Some printing methods may need a laminate overcoat such as 3M Scotchlite Roll Coating Clear Series 260 in order to meet or exceed the fade resistance and weather resistance required for this project. It will be the bidder's responsibility to correctly evaluate whether overcoating is required with their printing process and to factor that into their bid amount accordingly.

NUMBERING:

Item 1 – Regular Decals: Up to six-digit serial numbering in 84-point type (approx. 1-1/4" high) to begin at 1 and run consecutively to approximately 120000. **Do not** print leading zeroes.

Item 1 – Book Covers: Each Regular Decal booklet cover shall be printed or labeled with the range of numbers contained in that book on the front cover of that book. See accompanying image.

Item 2 – Vanity Decals: Each decal pair shall be custom-imprinted with a string of three to six letters, numerals, or combination thereof, according to the choice of the licensee. These shall be printed in 84-point type.

Item 3 – Annual Validation Decals: Seven-digit serial numbering in approximately 5/32"-high numerals, ascending from 1200001 to approximately 1202000. On each sheet, the decal pairs are to be numbered consecutively with the lowest number at the head of the sheet and the highest number at the foot.

For all registration numbering, the following requirements hold:

- Pair-mates must have the same number.
- Skips in sequence are not allowed.
- Duplication of a number on a different pair is not allowed.

Any failure of product numbering to meet these requirements will be considered a serious breach and may be treated as an "Event of Default", as described in section 8 of our contract terms and conditions.

All decals and decal books are to be bound and packed in numerical order with lowest numbers accessible first.

BINDING & FINISHING: Item 1: Trim decals as needed to 5-1/2" x 6" page size, with one matched pair of decals per page. Kiss-cut through the face stock to permit separation of individual pair-mates from the liner. Perforate to create a 1/2" binding stub along the left edge, using 12 ties-per-inch perforations. Collate into booklets having a front cover, 25 decal pages in numerical order (lowest first), and a chipboard backer on the bottom. Side-stitch through the binding stub zone using two heavy duty staples, well-clinched.

Item 2: Trim as needed to 5" x 6" sheets with one matched pair of decals on each sheet. Kiss cut through the face stock to permit separation of individual pair-mates from the liner. This is the same format as for the regular decals, except no binding stub and delivered loose.

Item 3: Trim as needed to 4-1/2" x 7-1/2" sheets with 10 matched pairs to a sheet. Kiss cut through the face stock in a vertical line down the center to permit separation of individual pair-mates from their liner. Perforate horizontally between tiers using 12 ties-per-inch tooling to permit tear-off of whole decal pairs, liner and all, from the parent sheet.

Specifications Page 4, Project #1087: OHRV Decals for 2012 / NH Fish & Game Dept.

PACKING:

Item 1 – Regular Decal Books: Pack books in cartons for easy access in numerical order, lowest numbers first. Clearly mark each carton on the outside with the range of numbers contained in that carton. Carton weight not to exceed 40 lbs. each.

Item 2 – Vanity Decals: Package best way based on quantity.

Item 3 – Annual Validations: Shrink-wrap decal sheets in packages of 25 sheets arranged in numerical order with lowest-numbered sheets on top and highest on the bottom, and with a piece of chipboard on the bottom. Pack in numerical order within carton.

DELIVERY:

Delivered materials should include the specified products, plus any electronic layout files on disk, camera-ready originals, or negatives from which reproduction could be done.

Deliver or ship FOB Destination to Attn: Susan Perry, NH Fish & Game Dept., 11 Hazen Drive, Concord, NH 03301.

These decals must not be lost or diverted into unscrupulous hands. Delivery shall be made with full security measures in effect to ensure no breach. Delivery must be made on a weekday between the hours of 8:00 a.m. and 3:00 p.m. EDT without exception.

Bid amount to include delivery or shipping.

SCHEDULE:

NH Fish & Game Dept. needs to receive this order in full, except for the vanity decals, by April 18, 2011. On-time delivery is critical for collection of revenue. Please quote for on-time delivery if possible and give a turnaround commitment, expressed in terms of the date Fish & Game will receive product. Vendors who know at the time of bidding that they will not be able to meet the April 18th delivery requirement are nonetheless encouraged to submit a bid, clearly stating the timeframe that they can realistically commit to.

Bid award will be made on the best combination of price and turnaround, as determined by NH Fish & Game Dept. Depending on the range of bid offers, ability to meet the requested delivery date may be a qualifying factor.

In any event, quoted turnaround will be taken as an ironclad delivery commitment in the event of project award. Failure of the contracted vendor to meet their own turnaround commitment (provided it is not due to client delay) will constitute an event of default according to the terms and conditions of the contract (see the contract pages accompanying these specifications, Article 8 under "Contract Terms and Conditions"), and will incur a \$200.00 per day late penalty, deductible from the invoice amount. This late penalty will accrue for each calendar day of lateness, beginning on the first day after project was quoted to be received and including weekend days and the day product is received late at NH Fish & Game.

PROCESS SECURITY: These decals have substantial legal and monetary value. Vendor must take every precaution to protect them from damage, theft or other losses.

Vendor shall guarantee that no samples or copies of the decals survive, other than those delivered to the customer and those legitimately and securely retained by the factory for production documentation purposes. All misprinted, spoiled, mutilated, duplicate or rejected decals must be irrevocably destroyed on-site through shredding, burning or other means that guarantees no possibility of unauthorized recovery and use.

Upon completion of project, any film negatives are to be delivered to NH Fish & Game Dept. with the decals. Any printing plates, serigraphic screens or other image carriers created for the production of these decals must be rendered permanently non-reusable and disposed of.

Representatives of NH Fish & Game Dept. shall be granted full plant access to view on-site security measures upon request.

MAKE BID ON NEXT PAGE

NEW HAMPSHIRE BUREAU OF GRAPHIC SERVICES

REQUEST FOR BID

Project #1087: OHRV Decals for 2012 / NH Fish & Game Dept.

VENDOR'S BID PROPOSAL

Vendor: _____

Contact: _____ **Phone:** _____

OWNERSHIP OF MATERIALS: All price proposals shall be based upon subsequent State ownership of all master materials for the project, whether provided to or created by the vendor. These materials are to be returned to the client agency upon completion of project and prior to invoicing, unless arranged otherwise with that agency. In the case of storage by vendor, materials shall be returned to the agency at no charge whenever requested for purposes of reprinting elsewhere, or whenever they would otherwise be discarded under an archive cleanout. For these purposes, "master materials" shall include manuscripts, mockups, mechanicals, photos, art, disks, vendor-revised digital files, negatives, flats, foil stamping dies, engraving dies, embossing dies and custom cutting dies; they shall not include printing plates or commonly used standard cutting dies.

Proposed Pricing: Prices must be in U.S. dollars, less federal excise tax, and must include delivery. No underrun allowed on any item, and overrun may not exceed 2% total on the order.

Item 1: Price per book of 25: _____ x 4,800 books = _____ Total

Item 2: Price per vanity decal pair: _____

Item 3: Price for 200 sheets @ 10 pairs/sheet: _____ Total

Total for Items 1 & 3 (Item 2 quantity not yet determined): _____

On an exact reprint of Item 1 Regular Decals, done within 10 months after original P.O. issuance:

Minimum order of Decals: _____ Price per book of 25: _____

Lead time necessary for exact reprint: _____

Proposed Turnaround: Working days ARO to proof: _____ Working days from approved proof to delivery: _____

Able to meet April 18, 2011 delivery (Y/N)? _____ If not, please give a commitment date: _____

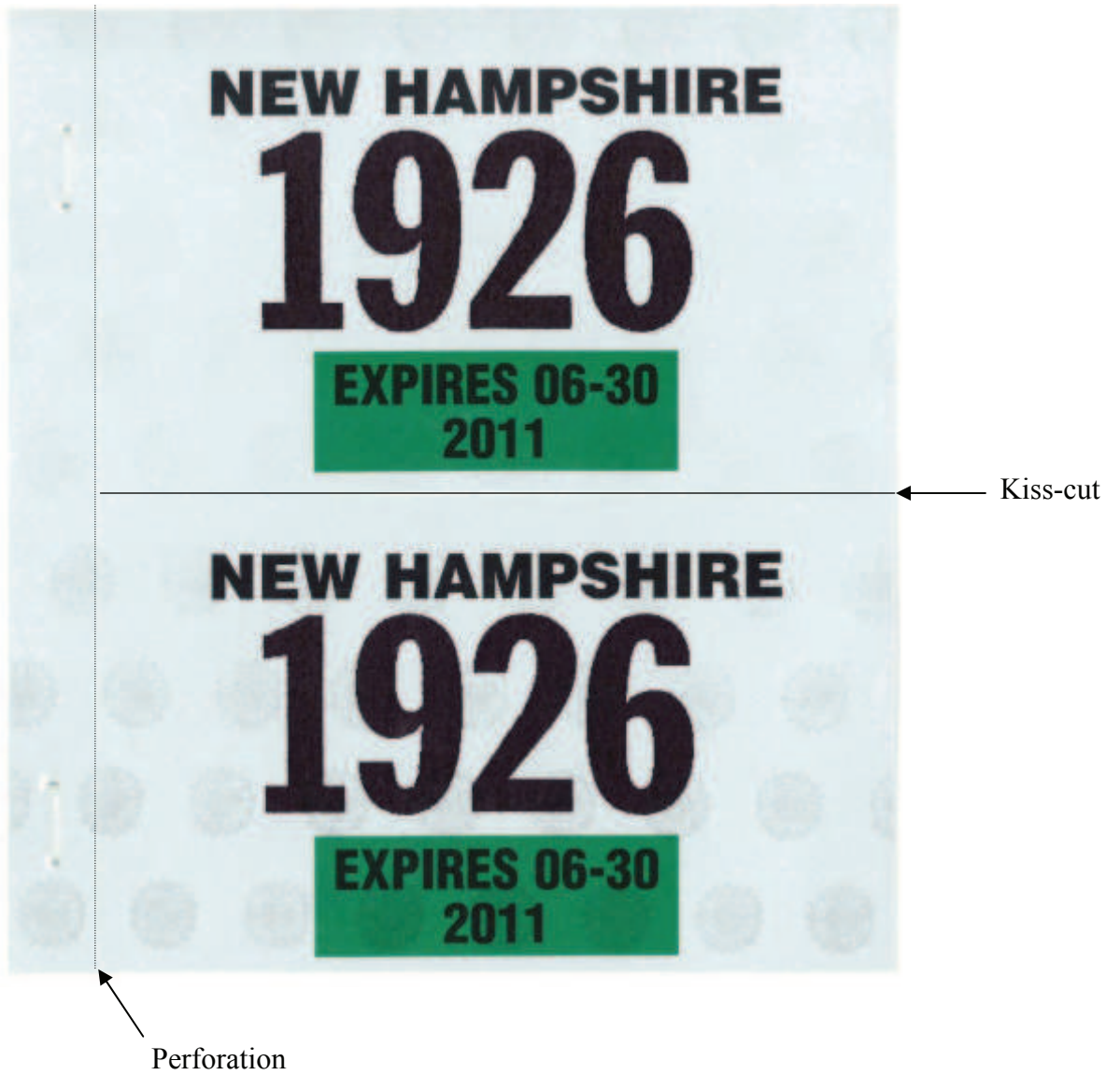
Vendor's Bid Proposal Page 2, Project #1087: OHRV Decals for 2012 / NH Fish & Game

Proposed Stock:

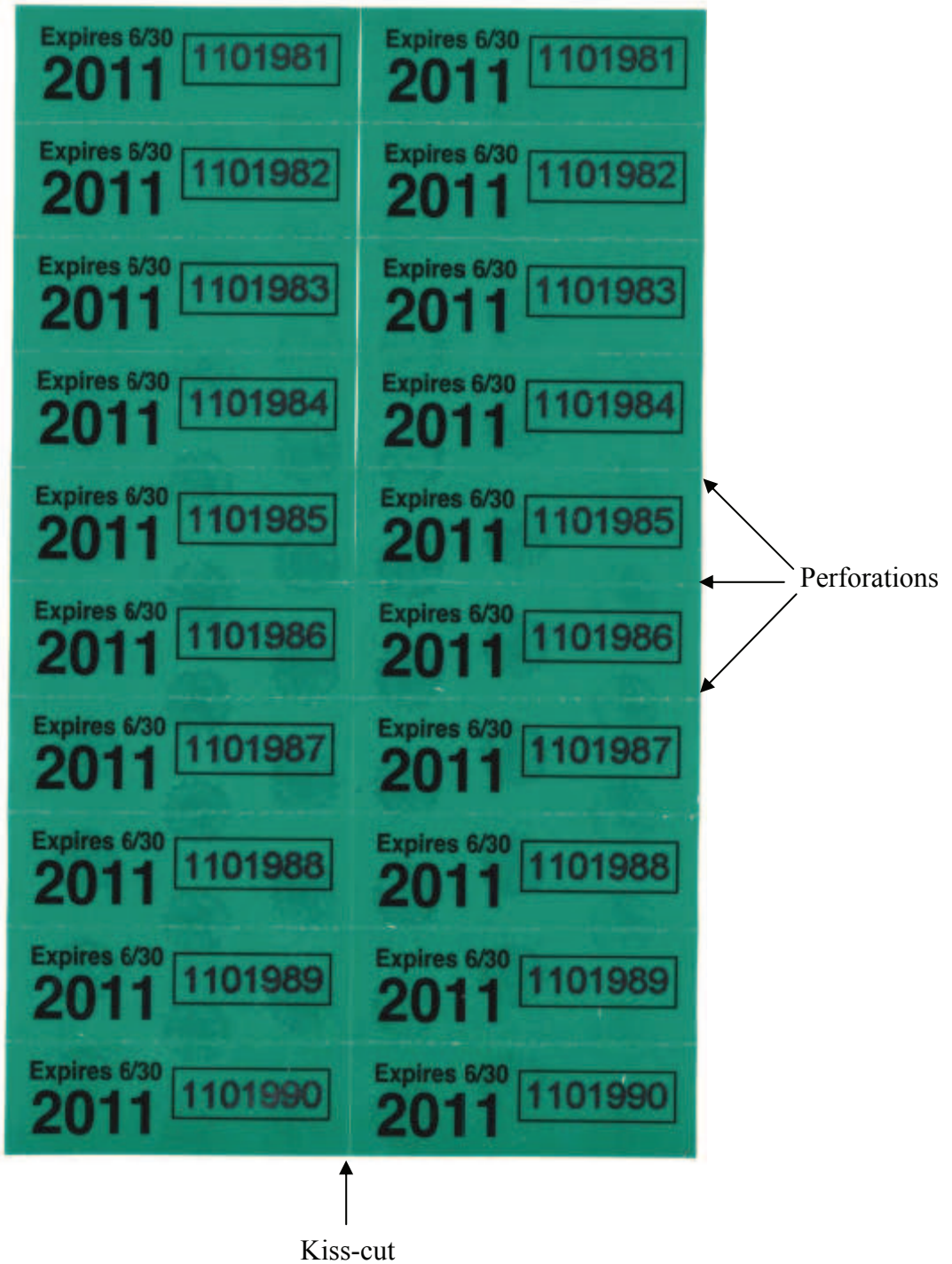
Additional Vendor Comments:

UPON AWARD OF PURCHASE ORDER, BID RESULTS WILL BE POSTED AT OUR WEBSITE.

Decal Face – Leaf from Regular Decal Book (last year’s image shown)



Annual Validation Decal Sheet (last year's image shown)



2010-2011 Annual OHRV Decals

1926 thru 1950

COUNTER PERSONNEL

1. Make sure each registrant is given a set of two decals with the same number.
2. Hand crease the perforation of each sheet prior to tearing off decal set.
3. Registrants **MUST BE 18 YEARS OF AGE.**
4. Owners **MUST** apply in person, present a valid driver's license or state issued non-drivers photo identification. License or ID number must be written on registration.
5. Must only register to an individual (**NOT** a company, trust or two individuals).

Regular and Vanity Decal Liner Print

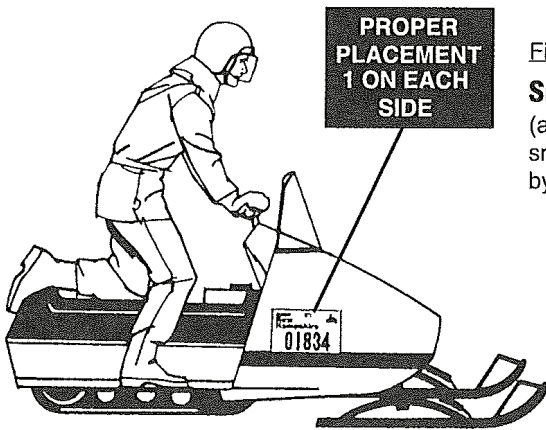
OHRV DECAL PLACEMENT INSTRUCTIONS

IMPORTANT: Both the decal and the surface to which it is applied **MUST** be warm at the time of application. The surface to which the decal is affixed must be clean and dry. In cold weather a hair dryer works well to warm the surface. As a minimum, warm the surface with your hands, sun, or other means.

RSA 215-A:21 VI and RSA 215-C:36 IX. No person shall operate any OHRV unless the assigned OHRV registration numbers, plates, or decals are placed on the OHRV as required by this chapter.

ALTERATION OF DECALS IS PROHIBITED.

FAILURE TO DISPLAY DECALS PROPERLY WILL RESULT IN A VIOLATION

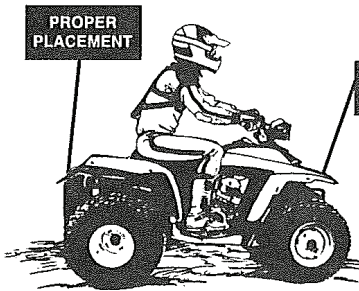


Fis 1506.01

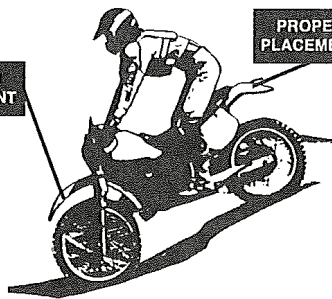
SNOW TRAVELING VEHICLE DECAL PLACEMENT

(a) Pursuant to RSA 215-C:36 IX, no person shall operate a snow traveling vehicle unless the registration decal is attached, by the registrant, to the vehicle as follows:

- (1) Decals shall be placed on each side of the snow traveling vehicle cowling or on the outside of the windshield;
- (2) Decals shall be placed so that both are clearly visible and not obstructed; and
- (3) The lower edge of each decal shall be parallel with the ground.



PROPER
PLACEMENT



PROPER
PLACEMENT

Fis 1506.02

ATV AND TRAIL BIKE DECAL PLACEMENT

- (a) The registrant shall place one decal on the front fender and one decal on the rear fender, or at locations provided by the manufacturer.
- (b) The registrant shall place decals so that they are clearly visible and not obstructed.