

State of New York Executive Department
Office Of General Services
New York State Procurement
Corning Tower Building - 38th Floor
Empire State Plaza
Albany, New York 12242
<http://nyspro.ogs.ny.gov>

CONTRACT AWARD NOTIFICATION

| | | |
|--------------------------------|----------|--|
| Title | : | Group 50020 – LEGISLATIVE PRINTING FOR THE EXECUTIVE (Messages from The Governor and Other Miscellaneous Publications) Classification Code: 82 |
| Award Number | : | <u>22879-RS</u> (Replaces Award 22057-RS) |
| Contract Period | : | November 15, 2014 – November 14, 2018 |
| Bid Opening Date | : | September 3, 2014 |
| Date of Issue | : | December 9, 2014 |
| Specification Reference | : | As Incorporated In The Invitation for Bids |
| Contractor Information | : | Appears on Page 2 of this Award |

Address Inquiries To:

| State Agencies & Vendors | Political Subdivisions & Others |
|---|--|
| Name : Theresa Kuo Title : Contract Management Specialist 1 Phone : 518-474-0259 Fax : 518-474-1160 E-mail : ningbin.kuo@ogs.ny.gov | New York State Procurement Customer Services Phone : 518-474-6717 Fax : 518-474-2437 E-mail : customer.services@ogs.ny.gov |

**The New York State Procurement values your input.
Complete and return "Contract Performance Report" at end of document.**

Description

Legislative Printing for the Executive (Messages from The Governor and Other Miscellaneous Publications). This award is for recycled material.

PR # 22879

(continued)

| <u>CONTRACT #</u> | <u>CONTRACTOR & ADDRESS</u> | <u>TELEPHONE #</u> | <u>FED. IDENT. # / NYS VENDOR #</u> |
|--------------------------|--|---|--|
| PC66668 SB | INTEGRATED BOOK TECHNOLOGY, INC. 22 Hamilton Way Castleton, NY 12033 | Tel: (518) 732-4491 Fax: (518) 732-0059 Tony Picarazzi E-mail: tonyp@integratedbook.com Website: www.integratedbook.com | 141745085 1000007123 |

Orders and Billing Questions should be directed to:

| | |
|--|--|
| Integrated Book Technology, Inc. 22 Hamilton Way Castleton, NY 12033 | Tel: (518) 754-7331 Fax: (518) 732-0059 Beth Paeglow Email: bethp@integratedbook.com Website: www.integratedbook.com |
|--|--|

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 NEW YORK STATE PROCUREMENT 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 NEW YORK STATE PROCUREMENT.

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 New York State Procurement 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

(continued)

recognition of market fluctuations over time, authorized users are encouraged to seek improved pricing whenever possible.

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).

DISPUTE RESOLUTION POLICY:

It is the policy of Office of General Services’ New York State Procurement to provide vendors with an opportunity to administratively resolve disputes, complaints or inquiries related to NYSPRO bid solicitations, contract awards and contract administration. NYSPRO encourages vendors to seek resolution of disputes through consultation with NYSPRO staff. All such matters shall be accorded impartial and timely consideration. Interested parties may also file formal written disputes. A copy of NYSPRO’s Dispute Resolution Procedures for Vendors may be obtained by contacting the person shown on the front of this Invitation for Bids or through the OGS Website at: <http://www.ogs.ny.gov/BU/PC/Docs/VendorDisputePolicy.pdf>

PRICE:

Two sets of prices are required. The first set of prices will apply to the 2015 Legislative Session, and the second set of prices will apply to the 2016 Legislative Session. Pricing for the 2017 and 2018 Legislative Sessions shall be in accordance with “PRICE ADJUSTMENT” clause.

Prices shall include all costs necessary or incidental to proper execution of this contract including F.O.B. inside delivery to the State Capitol, Albany, NY including all customs duties and charges.

| <u>ITEM 1 – MESSAGES FROM GOVERNOR ITEM 1(A):</u> Four color process cover with one color text | 2015 Session <u>Prices</u> | 2016 Session <u>Prices</u> |
|---|----------------------------------|----------------------------------|
| <u>SADDLESTITCHED BOOKS</u> | | |
| Covers | | |
| Price for 1 st M | \$992.88/M | \$1,040.00/M |
| Additional M’s | \$708.12/M | \$740.00/M |
| Text Pages | | |
| Price per page for 1 st M | \$15.00/pg. | \$16.00/pg. |
| Additional M’s | \$13.00/pg. | \$14.00/pg. |
| Reprints | \$780.00/M | \$815.00/M |
| <u>PERFECT BOUND BOOKS</u> | | |
| Covers | | |
| Price for 1 st M | \$992.88/M | \$1,040.00/M |
| Additional M’s | \$708.12/M | \$740.00/M |
| Text Pages | | |
| Price per page for 1 st M | \$15.00/pg. | \$16.00/pg. |
| Additional M’s | \$13.00/pg. | \$14.00/pg. |
| Reprints | \$780.00/M | \$815.00/M |

(continued)

| <u>ITEM 1 – MESSAGES FROM GOVERNOR ITEM 1(B)</u> | | |
|--|------------------------------------|------------------------------------|
| Two color cover with one color text. | | |
| | <u>2015 Session Prices</u> | <u>2016 Session Prices</u> |
| <u>SADDLESTITCHED BOOKS</u> | | |
| Covers | | |
| Price for 1 st M | \$942.00/M | \$989.00/M |
| Additional M's | \$658.00/M | \$690.00/M |
| Text Pages | | |
| Price per page for 1 st M | \$15.00/pg. | \$16.00/pg. |
| Additional M's | \$13.00/pg. | \$14.00/pg. |
| Reprints | \$780.00/M | \$815.00/M |
| <u>PERFECT BOUND BOOKS</u> | | |
| Covers | | |
| Price for 1 st M | \$942.00/M | \$989.00/M |
| Additional M's | \$658.00/M | \$690.00/M |
| Text Pages | | |
| Price per page for 1 st M | \$15.00/M | \$16.00/M |
| Additional M's | \$13.00/M | \$14.00/M |
| Reprints | \$780.00/M | \$780.00/M |
| <u>ITEM 1 – MESSAGES FROM GOVERNOR ITEM 1(C)</u> | | |
| One color throughout. | | |
| | <u>2015 Session Prices</u> | <u>2016 Session Prices</u> |
| <u>SADDLESTITCHED BOOKS</u> | | |
| Covers | | |
| Price for 1 st M | \$892.00/M | \$935.00/M |
| Additional M's | \$608.00/M | \$635.00/M |
| Text Pages | | |
| Price per page for 1 st M | \$15.00/pg. | \$16.00/pg. |
| Additional M's | \$13.00/pg. | \$14.00/pg. |
| Reprints | \$780.00/M | \$815.00/M |
| <u>PERFECT BOUND BOOKS</u> | | |
| Covers | | |
| Price per page for 1 st M | \$892.00/M | \$935.00/M |
| Additional M's | \$608.00/M | \$635.00/M |
| Text Pages | | |
| Price per page for 1 st M | \$15.00/pg. | \$16.00/pg. |
| Additional M's | \$13.00/pg. | \$14.00/pg. |
| Reprints | \$780.00/M | \$815.00/M |

(continued)

| <u>ITEM 2 – SPECIAL HARD COVER BINDERS AND</u> <u>INSERTS FOR THE STATE OF THE STATE</u> | | |
|---|---------------------------|---------------------------|
| Hard Cover Binders – Gold Foil Stamped | 2015 Session Prices | 2016 Session Prices |
| 6-5/8" x 9-5/8" | | |
| 10" x 16-1/2" | \$420.00/ea. | \$441.00/ea. |
| Printing and Insertion of Inserts into Binders | \$567.00/ea. | \$595.00/ea. |
| | \$1.79/ea. | \$1.87/ea. |

Guaranteed Delivery: As specified.

Brand Name and Manufacturer of Recycled Papers:

Coated Cover Stock:

Brand: Chorus Art

Manufacturer: Burgo

Post-Consumer Recycled Content: 30%

This product is Processed Chlorine Free (PCF)

Product certifications: Forest Stewardship Council (FSC)

Uncoated Text Stock:

Brand: Rolland Opaque

Manufacturer: Cascades Fine Paper

Post-Consumer Recycled Content: 100%

This product is Processed Chlorine Free (PCF)

Product certifications: Forest Stewardship Council (FSC)

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

REQUEST FOR CHANGE:

Any request by the agency or contractor regarding changes in any part of the contract must be made in writing to the Office of General Services, New York State Procurement, prior to effectuation.

CONTRACT BILLINGS AND PAYMENTS:

a. Billings. Contractor and the dealers/distributors/resellers designated by the Contractor, if any, shall provide complete and accurate billing invoices to each Authorized user in order to receive payment. Billing invoices submitted to an Authorized User must contain all information required by the Contract and the State Comptroller or other appropriate fiscal officer. Submission of an invoice and payment thereof shall not preclude the Commissioner from requesting reimbursement or demanding a price adjustment in any case where the Product delivered is found to deviate from the terms and conditions of the Contract or where the billing was inaccurate.

Contractor shall provide, upon request of the Commissioner, any and all information necessary to verify the accuracy of the billings. Such information shall be provided in the format requested by the Commissioner and in a media commercially available from the Contractor. The Commissioner may direct the contractor to provide the information to the State Comptroller or to any Authorized User of the Contract.

b. Payment of Contract purchases made by an Authorized User when the State Comptroller is responsible for issuing such payment. The Authorized User and Contractor agree that payments for invoices submitted by the Contractor shall only be rendered electronically unless payment by paper check is expressly authorized by the Commissioner, in the Commissioner's sole discretion, due to extenuating circumstances. Such electronic payments shall be made in accordance with ordinary State procedures and practices. The Contractor shall comply with the State Comptroller's procedures to authorize electronic payments. Authorization forms are available at the State Comptroller website at www.osc.state.ny.us, by e-mail at epunit@osc.state.ny.us or by

(continued)

telephone at 518-486-1255. Contractor acknowledges that it will not receive payment on any invoices submitted under this Contract that are payable by the State Comptroller if it does not comply with the State Comptroller's electronic payment procedures, except where the Commissioner has expressly authorized payment by paper check as set forth above.

c. Payment of Contract purchases made by an Authorized User when the State Comptroller is not responsible for issuing such payment. The Authorized User and Contractor agree that payments for such Contract purchases shall be billed directly by Contractor on invoices/vouchers, together with complete and accurate supporting documentation as required by the Authorized User. Such payments shall be as mandated by the appropriate governing law from the receipt of a proper invoice. Such Authorized User and Contractor are strongly encouraged to establish electronic payments.

NOTE TO CONTRACTOR:

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

NOTE TO AGENCY:

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

RECYCLED STATEMENT/SYMBOL:

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 stock.

DEBRIEFING:

Unsuccessful Bidders shall be notified upon Notification of Award to the winning Contractor(s). A Bidder shall be accorded fair and equal treatment with respect to its opportunity for debriefing. Requests for debriefings may be made both prior to and after Contracts are awarded. For debriefings prior to Contract award, OGS shall, upon request, provide a debriefing which would be limited to review of that Bidder's proposal or bid. After Contract award, OGS shall, upon request, provide a debriefing to any unsuccessful Bidder that responded to the IFB, regarding the reason that the proposal or bid submitted by such Bidder was not selected for a Contract award. Requests for debriefings by unsuccessful Bidders must be addressed to OGS in writing. The post-award debriefing should be requested electronically to the Designated Contracts of this IFB as denoted on the cover page of the IFB within 30 days of posting of the Contract award on the OGS website.

ANNOUNCEMENT OF CONTRACT AWARD:

OGS distributes email notification to registered customers announcing the resultant contract award. The email includes a hyperlink to the posted award on the OGS website and is sent via the OGS Purchaser Notification Service (PNS) to registered authorized users. Authorized users may register for the PNS at the following URL address: <http://www.ogs.ny.gov/PNS/default.asp>. All subsequent contract updates are also sent out via the PNS. Authorized users of the contract submit purchase orders or other such order documents directly to the contractor. See Appendix B Clause 32. Purchase Orders.

CONTRACT PERIOD:

It is the intention of the State to enter into a contract for a maximum term of four annual sessions of the Legislature as stated on the Invitation for Bids. The minimum term of the contract shall be for 24 months.

The State may unilaterally cancel the contract by providing written notification to the contractor. Cancellation will become effective on November 14, 2016 provided that timely notification of termination has been provided. Such notification of cancellation must be received by the contractor no later than June 15, 2016. If notification of intent to terminate is not provided by June 15, 2016 in accordance with this provision, the contract shall terminate November 14, 2018.

(continued)

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.

GOVERNOR'S EXECUTIVE ORDER NO. 4:

On April 26, 2008, Governor David A. Paterson signed Executive Order No. 4 (EO 4), "Establishing A State Green Procurement And Agency Sustainability Program". Pursuant to EO 4, commencing no later than July 1, 2008, all State agency and authority publications shall be printed on 100% post-consumer recycled content paper. Where paper with 100% post-consumer recycled content is not available, or does not meet required form, function and utility, paper procurements shall use post-consumer recycled content to the extent practicable. Non-recycled content shall be derived from a sustainably-managed renewable resource to the extent practicable, unless the cost of the product is not competitive. It is the intent of the Office of General Services to apply these standards to the items specified herein for the purposes of this contract. EO 4 may be viewed at the following URL address: <http://www.ogs.ny.gov/EO/4/Default.asp>.

INKS:

The sum or incidental concentration levels of lead, cadmium, mercury or hexavalent chromium in ink shall not exceed 100 parts per million (ppm) by weight. In accordance with Article 2, section 7-a of the New York State Printing and Public Documents law, unless it is determined that the cost of printing with vegetable-based ink is significantly greater than the cost of printing with petroleum-based ink, all lithographic inks used in the production of New York State printing requirements shall contain the following minimum percentages of vegetable oil: News Inks - 40%; Sheet Fed Inks - 20%; Forms Inks - 20%; Heat Set Inks - 10%.

PRICE ADJUSTMENT:

The prices set forth in this contract shall be adjusted one time in accordance with provisions of this clause. There shall be no price adjustment for work produced for the 2015 and 2016 Legislative Sessions. Price adjustment shall apply only to work produced for the 2017 and 2018 Legislative Sessions respectively.

The prices shall be adjusted on the basis of the "Not Seasonally Adjusted" U.S. City Average "Consumer Price Index For All Urban Consumers - Commodities Less Food", Series ID: CUUR0000SACL1, CUUS0000SACL1 published monthly by the U.S. Department of Labor, Bureau of Labor Statistics. The index is also available through the Internet at the Bureau of Labor Statistics web site. Go to <http://data.bls.gov/PDQ/outside.jsp?survey=cu>, then click "U.S. city average" and then click on "Commodities less food". The index will be utilized in the following manner:

For work produced for the 2017 and 2018 Legislative Sessions, the contract prices for the 2016 Legislative Session shall be modified by the percentage increase or decrease in the seasonally adjusted Consumer Price Index. The 2016 modified prices will therefore apply to work produced for the 2017 Legislative Session, and the 2018 Legislative Session prices shall be determined by applying the same percentage of increase or decrease to the 2017 Legislative Session prices. The adjustment shall be established as follows:

A base index shall be calculated by averaging the 12 seasonally adjusted months ending August 2014, 3 months prior to the beginning month of the contract. An adjusted index shall be calculated by averaging the 25 seasonally adjusted months ending 3 months prior to the beginning month of the third year (November 2016) of the contract. The average adjusted index is then compared with the base index, and the resulting percentage of increase or decrease shall be applied to the 2016 session contract prices effective with work produced for the 2017 Legislative Session, and the same percentage of increase or decrease shall be applied to the 2017 session contract prices for work produced for the 2018 Legislative Session.

The Office of General Services will notify the contractor in writing of the percentage increase or decrease to be applied to any invoices to be submitted for payment subject to price adjustment in accordance with this clause. Such percentage will be determined from the published index as set forth above. The contractor shall apply the percentage increase or decrease against the total price of each invoice.

(continued)

Price increases or decreases shall not exceed 5% for each respective Legislative Session in which price adjustments are effected. Should the referenced CPI become discontinued during the course of the contract, it will be replaced by an alternative CPI appropriate for legislative printing and adjustments will be calculated based on the same methodology as outlined above, but with data from the new replacement index.

The Office of General Services will notify all interested parties of effected price adjustments by way of a Revised Contract Award Notification.

QUALITY:

Contractor will be furnished samples of previous printing which are considered to be satisfactory. Contractor must deliver printed material of no lesser quality than the samples. For example: text matter is to be clean and legible with no broken letters; ink density is to be the same throughout a publication with no light and dark pages; trimming is to be accurate and square; binding edges are to be clean with no cracking.

SCOPE:

This contract shall be for the printing of Messages from the Governor, including the State of the State and special binders and inserts, and other miscellaneous publications as required.

UNDERRUNS AND OVERRUNS:

No UNDERRUNS allowed. No OVERRUNS may be billed.

COURIER SERVICE:

The contractor shall provide private courier service between contractor's plant and the State Capitol Building to the extent necessary and shall also provide access to all necessary equipment and production personnel at all times for each respective year of the contract.

ESTIMATED QUANTITIES:

ALL QUANTITIES FOR ALL ITEMS set forth herein are ESTIMATED only. Any award issued will be made with the express understanding that estimated quantities may be exceeded, not met, or the item itself may not be ordered at all. Estimated quantities listed herein are for EACH year, and do not represent a total estimate for two years.

CHANGES IN QUANTITIES:

If reduced or increased quantities are required, they will be vouchered on a pro-rated basis.

ORDERING:

Production of any items or individual parts or subparts of an item by the contractor shall be subject to the order of the Division of the Budget (DOB) and the same shall not be considered ordered unless copy is furnished to the contractor.

ADDITIONAL ITEMS:

Items not specifically mentioned in this contract but pertaining to proper performance of Legislative Printing as defined in Article 2, Section 4 of the New York State Printing and Public Documents Law may be handled as like items contained within this contract.

RECEIPTS & VOUCHERS:

Signed delivery receipts must be submitted with each invoice.

PACKING:

All items to be shipped in new corrugated cartons not exceeding 40 pounds gross. Mark all cartons on end with item, quantity and PO number. Each publication must be accompanied by a separate typed or legibly written invoice listing the total amount delivered.

(continued)

CONFIDENTIALITY:

The State of the State document is to be kept strictly confidential and the tightest security should be in effect at all times to ensure that no part of this document, nor its content, is revealed to anyone other than the appropriate Executive Chamber personnel. No documents, or any part(s) thereof, shall be shared with anyone without the consent of the appropriate Executive Chamber personnel.

DELIVERY (NOTE WELL):

The annual Message to the Legislature (The State of the State) requires a demanding schedule with delivery of a minimum of 1,000 copies of bound books, and special hard cover binders and inserts no later than 9 AM of the first day of each legislative session, which starts in January of each year. A minimum of 2,000 copies of the State of the State must be delivered no later than 12 Noon the first day of each legislative session. The contractor shall have approximately 7 working days to print the covers; however, final copy for the text pages will be released 7-9 hours prior to the required initial delivery. Contractor is cautioned that this expedited schedule must be met.

(continued)

SPECIFICATIONS

ITEM 1 – MESSAGES FROM THE GOVERNOR AND OTHER MISCELLANEOUS PUBLICATIONS:

ITEM 1(A):

Four color process cover with one color text.

DELIVERABLE COUNT:

A minimum of 2,000 copies will be ordered for the State of the State. Other miscellaneous publications will have a minimum ordering quantity of 1,000 copies.

PAGE SIZE:

5-3/4" X 9", cover bleeds 3 sides.

STOCK:

Cover – 80# Recycled Coated Cover C2S (Minimum #3 Sheet).
Text – 50# Recycled Opaque Text (Minimum 90 Brightness).

COPY:

Portable Document Format (PDF) files will be furnished for text; all line copy. Press Ready PDFs will be provided for covers 1 and 4.

PRESSWORK:

Covers 1 and 4 – print four color process plus varnish or aqueous coating (contractor's option).
Covers 2 and 3 are blank.
Text pages print 1 color throughout.

INK:

Covers 1 and 4 – yellow, magenta, cyan, black plus varnish or aqueous coating (contractor's option).
Covers 2 and 3 are blank.
Text Pages – black.

BINDING:

Saddlestitch or perfect bind on long dimension, as specified by the Governor's Office.

PACKING:

All items to be shipped in new corrugated cartons not exceeding 40 pounds gross. Mark all cartons on end with item, quantity and PO number. Each publication must be accompanied by a separate type or legibly written invoice listing the total amount delivered.

PROOFS:

Matchprints or equivalent digital proofs for cover and blue proofs or equivalent digital proofs may be required for text pages. Press proofs of the cover for the State of the State will be required. Proofs may be required for other miscellaneous publications.

ITEM 1(B):

Two color cover with one color text.

COPY:

PDF files will be furnished for text; all line copy. Press Ready PDFs will be provided for covers 1 and 4.

(continued)

PRESSWORK:

Covers 1 and 4 print two color plus varnish or aqueous coating (contractor's option).
Covers 2 and 3 are blank.
Text pages print 1 color throughout.

INK:

Covers 1 and 4 – either black and a PMS color or two PMS colors to be specified plus varnish or aqueous coating (contractor's option).
Covers 2 and 3 – blank.
Text Pages – black.

PROOFS:

Blue proofs or equivalent digital proofs may be required for both the cover and text pages. Press proofs of the cover for the State of the State will be required. Proofs may be required for other miscellaneous publications.

All other specifications the same as ITEM 1(A).

ITEM 1(C):

One color throughout.

COPY:

PDF files will be furnished for text; all line copy. Press Ready PDFs will be provided for covers 1 and 4.

PRESSWORK:

Covers 1 and 4 print one color plus varnish or aqueous coating (contractor's option).
Covers 2 and 3 are blank.
Text pages print one color throughout.

INK:

Covers 1 and 4 – black or a PMS color to be specified plus varnish or aqueous coating (contractor's option).
Covers 2 and 3 – blank.
Text Pages – black.

PROOFS:

Blue proofs or equivalent digital proofs may be required for both the cover and text pages. Press proofs of the cover for the State of the State will be required; Proofs may be required for other miscellaneous publications.

All other specifications the same as ITEM 1(A).

ITEM 2 – HARD COVER BINDERS AND PRINTING OF INSERTS FOR THE STATE OF THE STATE:

DESCRIPTION:

Five to eight large binders measuring 10' x 16-1/2" and five small binders measuring 6-5/8" x 9-5/8" will be required for the Governor's Message to the Legislature. Binders are to be made with a dark blue fabrikoid cloth over a #18 binders board. Cover 1 of these four binders is to be gold foil stamped with seven lines of text. Inside covers are covered with 65# light blue cover stock glued to the binders board. Cover 3 of the smaller binder will contain a pocket for insertion of the bound version of the Governor's Message to the Legislature. Cover 3 of the larger binder will contain a pocket at the bottom and top for insertion of 9-1/2" x 15-3/4" single sheets; bottom pocket is 3" wide and top pocket is 1" wide. The overall thickness of both binders and the depth (thickness) of the pockets for the large binder will be determined by the number of pages in the bound book and the number of inserts, respectively.

(continued)

INSERTS:

Copy will be furnished for the inserts at the same time that copy is released for the bound version of the Governor's Message to the Legislature. Contractor will be furnished with the cut sheets of the Official New York State Document Paper measuring 9-1/2" x 15-3/4" which is to be used for printing of the inserts. The insert sheets are to be printed one side in black ink. There will be approximately 80 inserts per large binder. Four copies of each insert are to be printed and collated, and a complete set (approx. 80 inserts per set) is to be inserted into the pocket of each large binder. The smaller binders are to be delivered with a bound version of the Governor's Message to the Legislature and inserted in the binder.

DELIVERY:

Binders with inserts **MUST** be delivered no later than the initial delivery of the bound version of the Governor's Message to the Legislature (State of the State).

(continued)

State of New York
Office of General Services
NEW YORK STATE PROCUREMENT
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 New York State Procurement
 Customer Services, Room 3711
 Corning 2nd Tower - Empire State Plaza
 Albany, New York 12242

(continued)