

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

<b>Title</b>	:	<b>Group 50030 – WINDOW ENVELOPE MV-48 REG (DMV)</b> <b>Classification Code: 44</b>
<b>Award Number</b>	:	<b>02092-RS</b> (Replaces Award 4388-RS )
<b>Contract Period</b>	:	<b>March 1, 2002 to February 28, 2003 with option to renew</b>
<b>Bid Opening Date</b>	:	<b>January 17, 2002</b>
<b>Date of Issue</b>	:	<b>February 7, 2002</b>
<b>Specification Reference</b>	:	<b>As Incorporated In The Invitation for Bids</b>
<b>Contractor Information</b>	:	<b>Appears on Page 2 of this Award</b>

### Address Inquiries To:

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

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

### Description

Window Envelope MV-48 Reg. This award is for recycled material.

PR # 02092-T

(continued)

**NOTE: See individual contract items to determine actual awardees.**

<u>CONTRACT #</u>	<u>CONTRACTOR &amp; ADDRESS</u>	<u>TELEPHONE #</u>	<u>FED.IDENT.#</u>
PC59164	NATIONAL ENVELOPE CORPORATION - EAST 400 Clermont Ter. Union, NJ 07083 Disc. 1% - 10 Days	800/676-6829 908/353-8100, Ext. 311 Thomas J. Natoli Fax No. 908/353-8423	112266888

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" at end of 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.

**NOTE TO AGENCY:**

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 of this Contract Award Notification, please look at the individual awarded items for more information on products meeting the suffix description.

RS,RP,RA	Recycled
RM	Remanufactured
SW	Solid Waste Impact
EE	Energy Efficient
E*	EPA Energy Star
ES	Environmentally Sensitive

**NOTE TO ALL CONTRACT USERS:**

The terms and conditions of the bid solicitation which apply to the award appear at the end of this document. We strongly advise all contract users to familiarize themselves with all terms and conditions before issuing a purchase order.

**PRICE:**

Price includes all customs duties and charges and is net, F.O.B. destination including unloaded on dock at Dept. of Motor Vehicles, Central Warehouse, 150 Broadway, West Dock, #36, Menands, NY 12204. Materials handling equipment available at agency.

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	Price <u>Per M</u>
<u>ITEM</u> – MV–48 Reg. Window Envelope	\$11.00

Guaranteed Delivery: 15 - 20 Working days after OK'd proof  
 Substance Weight and Paper Stock: 24 lb. Seasons Recycled Pink Wove  
 Manufacturer of Stock: Blue Ridge  
 Post Consumer Content: 20%  
 Window Material: Poly  
 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, Procurement Services Group, prior to effectuation.

**CONTRACT PAYMENTS:**

Payments cannot be processed by State facilities until the contract products have been delivered in satisfactory condition or services have been satisfactorily performed. Payment will be based on any invoice used in the supplier's normal course of business. However, such invoice must contain sufficient data including but not limited to contract number, description of product or service, quantity, unit and price per unit as well as federal identification number.

State facilities are required to forward properly completed vouchers to the Office of the State Comptroller for audit and payment. All facilities are urged to process every completed voucher expeditiously giving particular attention to those involving cash discounts for prompt payment.

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

**ELECTRONIC PAYMENTS:**

The Office of the State Comptroller (OSC) offers an "electronic payment" option in lieu of issuing checks. Contact OSC to obtain an information packet at 518-474-4032 or e-mail to [epunit@osc.state.ny.us](mailto:epunit@osc.state.ny.us) or visit their website at [www.osc.state.ny.us](http://www.osc.state.ny.us).

**NOTE TO CONTRACTOR:**

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

If a purchase order is not received from the agency listed within two weeks after receipt of this award, the contractor should contact the agency directly requesting the submission of a purchase order. The Agency contact person is 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.

**CONTRACT PERIOD AND RENEWAL:**

Prices are firm for the entire period of the contract. Price escalation will not be allowed and is specifically excluded from the terms and conditions of the contract award.

If mutually agreed between the Procurement Services Group and the contractor, the contract may be renewed under the same terms and conditions for an additional period not to exceed twelve months.

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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.

PACKING:

Pack 500/box and then 5 boxes (2500 envelopes) per new corrugated carton. Cartons to be marked on end with: Form number, P.O. number, quantity. Cartons to be fully packed, suitable for deck storage. Band cartons onto 2 way entry disposable pallets. All pallets to become NYS property and their cost included in the price. Pallet limitation: 1900 lbs. - suitable for handling with a two prong fork lift truck.

PROOFS:

In duplicate showing window position to agency 3 working days A/R/O Attn: Bill Rider, Dept. of Motor Vehicles, Purchasing Unit, Room 138, Swan St. Bldg., Empire State Plaza, Albany, NY 12228 (518/474-0767).

DELIVERY:

Deliveries accepted between 8:00 A.M. - 3:00 P.M. daily.

ESTIMATED QUANTITIES:

The quantities or dollar values listed are estimated only. See "Estimated 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.

ITEM: MV-48 Reg. #9 Window Envelope - 3-7/8" x 8-7/8".

ESTIMATED QUANTITY:

5,000,000 total.

Orders will be placed for a minimum of 500,000 envelopes.

COPY:

Contractor will set approximately 4 lines of type for corner card, a FIM, stamp placement area, and approximately 7 lines of text for back of envelope. Copy may change at the time of each order.

PLEASE NOTE:

When printing is provided on recycled stock, contractor must include a printed statement or symbol on the printed material which indicates that the document is printed on recycled stock.

PRESSWORK:

1 color on front and back of envelope.

INK: Black.

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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%.

CONSTRUCTION:

Opening - open side.

Flap - Full gummed.

Window - Poly, fully secured.

There is no equipment requirements since these envelopes will be inserted with other material.

WINDOW SIZE:

MV-48REG. – 1”x 3-1/4” positioned 5/8” from left edge and 1” from bottom. Size and position of window must be exact. NOTE: If required by postal regulation changes, agency reserves the right to change size and placement of window during the life of the contract.

NOTE: Envelope must meet all current U.S. postal regulations.

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<b>State of New York</b> <b>Office of General Services</b> <b>PROCUREMENT SERVICES GROUP</b> <b>Contract Performance Report</b>
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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 2<sup>nd</sup> Tower - Empire State Plaza  
 Albany, New York 12242  
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