

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 50045 – MV-6PS LICENSE PLATE VALIDATION STICKERS (DMV)</b>
		<b>Classification Code : 55</b>
<b>Award Number</b>	:	<b>02381</b> (Replaces Award 4095)
<b>Contract Period</b>	:	<b>August 1, 2002 to July 31, 2004</b>
<b>Bid Opening Date</b>	:	<b>May 7, 2002</b>
<b>Date of Issue</b>	:	<b>May 30, 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

MV-6PS License Plate Validation Stickers

PR # 02381-T

(continued)

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

<b><u>CONTRACT #</u></b>	<b><u>CONTRACTOR &amp; ADDRESS</u></b>	<b><u>TELEPHONE #</u></b>	<b><u>FED.IDENT.#</u></b>
PC59506	STANDARD REGISTER 159 Delaware Ave. #218 Delmar, NY 12054	877-314-3824 Susan Danaher Fax No. 518-439-5281 E-Mail: susan.danaher@standardregister.com Website: www.standardregister.com	310455440

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 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 costs necessary or incidental to proper execution of job including F.O.B. inside delivery to NYS Dept. of Motor Vehicles, 150 Broadway (West Dock #36), Menands, NY 12204, and includes all customs duties and charges.

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<u>Item</u>	<u>Price Per M</u>
LICENSE PLATE VALIDATION STICKERS - REFLECTORIZED	\$30.00

Guaranteed Delivery: As Specified  
Grade, Name & Identification Number of materials offered: 3M 5460ER  
Manufacturer of Materials: 3M  
Mode of Delivery: Locked Van

**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.

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. 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.

**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.

Position of the emblem or statement to be specified by the ordering agency.

**NEGATIVES:**

All negatives become the property of New York State and are to be returned to the agency upon completion of the job.

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**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. Price decreases are permitted at any time.

If the Printing Law permits, 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.

**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.

**ESTIMATED QUANTITY:**

Total estimated quantity is 1,900,000 (950,000 each year). Orders will be placed only for actual quantities required. **NOTE:** Entire 1,900,000 will not be ordered at one time. Each order will be for approx. 950,000. Contract shall be only for those quantities actually ordered.

**ADDITIONAL QUANTITIES:**

If additional quantities are required in excess of the initial order, the contractor shall furnish the additional requirement in minimum quantities of 50,000 at the contract price within 30 days of receipt of order.

**DELIVERY SCHEDULE:**

Delivery required no later than 30 working days after return of approved proofs. Shipments not accepted after 2:00 P.M.

**PACKAGING:**

Validation stickers to be supplied in book form, five up per strip top to bottom, 10 strips per book, 50 stickers per book. Books of stickers shall be packed 20 books per box. Each book reinforced with .030 chipboard and stitched/stapled at top, 3/8" minimum binding stub. Each sticker to be face SPLIT 5/32" at top and below copy reading "PEEL HERE". Size of sticker before application is therefore increased by 5/32". Each strip to be perforated every 1-9/32" between stickers.

**SURETY BOND:**

At any time upon the request of the Office of General Services, the contractor shall, within 15 days of request and at its own cost and expense, obtain and maintain in full force and effect for sixty days after contract expiration:

- an irrevocable documentary **LETTER OF CREDIT** with a sound and reputable bank authorized to do business in the State of New York, OR
- a **PERFORMANCE BOND** signed by a surety company authorized to do business in the State of New York, OR
- a **PAYMENT BOND** signed by a surety company authorized to do business in the State of New York,

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SURETY BOND: (Cont'd)

in the amount of 75% of the estimated contract value for the faithful performance of the contract. The **LETTER OF CREDIT, PERFORMANCE BOND, PAYMENT BOND**, etc., shall name as beneficiary the State of New York, Office of General Services, and may be invoked to the benefit of the State of New York, Office of General Services, upon delivery of a certified statement to the issuing bank or surety company that the contractor has failed to perform pursuant to the terms and conditions of its contract with the State of New York.

The surety bond will show that in the event of default by the contractor to perform under the terms of the contract:

1. That the State of New York will be damaged in the amount of \$1,500.00 per day for late delivery and
2. That the State will be damaged in the amount of \$.50 for each missing sticker or one which is improperly printed or mutilated during the process of production and not delivered.

The surety bond shall be delivered to the State of New York, Office of General Services, Procurement Services Group within fifteen (15) days from the date it is requested.

INDEMNIFICATION PROCEDURE:

- a. New York State will be indemnified for each imperfectly printed, imperfectly perforated, duplicate, missing, mutilated, or unnumbered document received from the vendor as a result of imperfect quality control on the part of the vendor.
- b. In addition, New York State will be indemnified for documents voided during our preparation process because of problems resulting from the documents referred to in a. above.
- c. Indemnification for documents specified in a. and b. must consist of replacement of such documents with perfect documents at no additional charge, at the rate of 8 perfect documents for each document requiring replacement.

METHOD OF SHIPMENT:

Advance - notice of shipment, in duplicate, including carton numbers and contents shall be sent to:

Bill Rider  
Publications Production Section  
NYS Dept. of Motor Vehicles  
6 Empire State Plaza  
Swan Street Building  
Albany, NY 12228  
518/474-0767

Stickers shall be shipped direct in locked and sealed vans to destination. Van's may be "for hire" carrier or contractor's truck but must not be left unattended while enroute to destination.

PRODUCTION CONTROL AND SECURITY:

The contractor shall use all means required to insure that no documents shall be lost during production and storage and that none shall be reproduced unlawfully. All manufacturing shall be done by the contractor only in the contractor's plant and the storage vault shall be adequately protected against damage or loss of documents. To guard against counterfeiting, a secret mark shall be incorporated into the design, the composition of which shall be known only to the contractor and authorized employees of the New York State Department of Motor Vehicles.

Contractor guarantees that only one copy of each serially numbered document will be produced.

Completed forms will be stored in a separate area under lock and key at all times.

Contractor must notify the New York State Department of Motor Vehicles, South Swan Street Building, Albany, NY 12228, of any change of manufacturing location and receive security clearance from the Office of Field Investigation for said location prior to the start of the manufacturing process. Also, if some part of the work is to be done at another location, the Department of Motor Vehicles must be notified before work begins and security clearance must be obtained.

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**PRODUCTION CONTROL AND SECURITY: (Cont'd)**

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 and full compliance with all specifications herein.

**DEPARTMENTAL SECURITY POLICY:**

The buildings in which the Department's business is conducted or those buildings used for the manufacture or storage of security items are basic to the overall security of the Department's business. The steps detailed below are to be utilized in evaluating security measures for all issuing offices and manufacturers of security items.

**I. PLANT SECURITY**

- A. The physical plant should be so constructed so that the ingress and egress of the public and its employees may be controlled. In those areas where security items are maintained or manufactured, public access should be precluded.
- B. Construction of the plant should be of a permanent nature with a minimum of fire hazards and with the ability for being secured both during and after working hours.

**II. DURING WORKING HOURS**

- A. During working hours, those areas in which security items are maintained or manufactured should be secured with controlled access areas limited to employees only. Said employee is to be identified as having authority to enter the area.

**III. AFTER WORKING HOURS**

- A. After hours, the premises should be secured with either an alarm system integrated with an enforcement agency or a duly recognized security force. In lieu of an alarm system, security guards, to be of a recognized security agency or private security personnel meeting the standards of a recognized security agency, should be sufficient to patrol the area.
- B. In the case of manufacturing facilities, the area allocated and used for the manufacturing and/or storage of the completed product and the storage of the stock and necessary engraving plates or numbering heads, etc., used in the production of the security item should be secured in the fashion named above for both during and after working hours. If a manufacturer is engaged in producing other than security forms for the Department of Motor Vehicles, a security restriction should apply only to those areas designated and used for the production of Motor Vehicles items.

If unique stock is utilized in the production of a security item, provisions must be made for the security of the stock and its accountability during shipment to the plant, storage while in the plant, and a secure method and accountability for the disposal of waste and overruns.

In all of the above, inspections of the premises must indicate that the security measures are fully utilized at all times and not just merely available.

Secure storage and accountability of the finished product while in the manufacturer's hands and provisions for the secure shipment of the completed security items to their destination must be provided.

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PROOFS:

Contractor shall furnish six (6) proofs of the sticker for each group made from specification reflex-reflective sheeting.

No run shall be made until proofs are approved in writing, by the Department of Motor Vehicles. Proofs shall be furnished by contractor within ten (10) working days from receipt of purchase order.

Two hundred fifty (250) “sample” stickers for each design numbered with zeros and with the word “SAMPLE” printed across face in contrasting color shall be delivered to Department of Motor Vehicles by mail, within ten (10) days from date of Receipt of Written Approval for the Proof.

Delivery of the proofs and samples shall be made to Bill Rider, as shown above.

LICENSE PLATE VALIDATION STICKERS, REFLECTORIZED

I. GENERAL REQUIREMENTS:

The stickers shall be made of reflex-reflective sheeting having a smooth, flat outer surface as exposed in use and pressure sensitive adhesive on the back side for convenient and durable attachment to the flat, smooth back-ground surfaces of license plates in both warm and cold weather.

Reflex-reflective sheeting shall consist of spherical lens elements embedded under or within a flexible transparent plastic having a smooth flat outer surface. The sheeting shall be distinguished by a counterfeit proof mark. Said mark shall be under or in the flexible transparent plastic and shall not be removable or affected by physical or chemical methods, without destroying the transparent plastic or reflective sheeting. Counterfeit proof mark shall read, “OFFICIAL USE ONLY”. The sheeting shall be weather resistant and have a pre-coated adhesive backing.

II. ADHESIVE REQUIREMENTS:

The pre-coated pressure sensitive adhesive shall become adhered by pressing it in contact with a clean dry surface. It shall form a durable bond to any well painted metal or to a sticker of identical material which may have been previously applied. It shall permit application to prescribed clean and dry surfaces at -10°F without necessity for heat or solvent activation. The pre-coated adhesive, after 48 hours of aging at 75°F from the time of application, shall be tough enough to resist scuffing and marring during normal handling, elastic enough at low temperatures to resist shocking off when struck at -10°F, and moisture resistant enough to withstand eight hours of soaking in water at 75°F without appreciable decrease in adhesion. The pre-coated adhesive shall have no staining effect on the reflective sheeting and must be mildew resistant. The pre-coated pressure sensitive adhesive shall be protected by a liner, which can be easily peeled off while dry.

Stickers shall be manufactured in such a manner that the adhesive quality will also make it extremely difficult to remove intact after application is made. This distinctive feature shall apply to the entire surface of the sticker. Attempts to remove the sticker will result in tearing or some other feature which will void the sticker. Acceptability of adhesive quality and void feature will be determined by the State and decision of the Director of the Procurement Services Group will be final.

III. REFLECTIVE CHARACTERISTICS:

The reflex-reflective sheeting used for validation stickers shall have the following minimum candlepower per incident foot candle per square foot at 0.2° observation angle at 0° and 30° entrance angles:

<u>COLOR</u>	<u>ENTRANCE ANGLES</u>
White	4.5 20.0

The brightness of the reflective surface and of the light reflected shall not be less than 90% of the value specified above. Wet performance measurements shall be conducted in conformance with the Standard Rainfall Test specified in Military Specification MIL-R-16389A, or as amended. Brightness measurements shall be conducted in accordance with standard photometric testing procedures for reflex-reflectors of the Automotive Engineers.

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LICENSE PLATE VALIDATION STICKERS, REFLECTORIZED: (Cont'd)

IV. COLOR:

The daytime color of the reflecting surface and of the light reflected shall conform to a standard color sample which will be acceptable to the user. The transparent or opaque inks used shall be those recommended by the reflective sheeting manufacturer to provide adequate weather and normal wear resistance. When properly covered with a quality coating or protective finishing clear provided by the reflective sheeting manufacturer, the color fastness of the Printing inks, shall be guaranteed by for a period of 15 months.

V. PROTECTIVE FINISHING CLEAR:

A protective, high gloss, transparent clear shall be provided by the reflective sheeting manufacturer. This clear shall be compatible with the reflective sheeting and the printing thereon.

After all designs and serial numbers including "make-up" numbers are printed, the entire surface area of the sticker shall be coated with the recommended clear. The dry thickness of this transparent clear coating shall be a minimum 1/2 mil (.0005"). The coating shall remain clear and provide good adherence and durability for the entire 15 months service period required.

VI. DESIGN:

The design of reflex-reflective validation stickers for the stickers shall be white material printed in a color to be specified with black numbering, and shall be similar to the diagram which is included in this specification. Color and copy will change for each year. Directions for liner removal and application of each sticker, which shall have been submitted to and approved by the agency shall be printed on the liner in black ink. Contractor to set composition and make mechanical.

VII. APPLICATION INSTRUCTIONS:

Application instructions shall be printed on the liner in black ink.

VIII. SIZE:

The dimensions of design on diagram shall fit the validation sticker which shall not be more than 1" x 1-1/2" nor less than 15/16" x 1-7/16".

IX. SERIAL NUMBERS:

The stickers shall be marked with a 1/8" to 3/16" serial number on the reflective face in each group as listed below. Design and size of serial numbers to be approved by the user. The range of numbers assigned to each group will be sent with the purchase order and will be eight (8) digits.

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**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 2<sup>nd</sup> Tower - Empire State Plaza  
 Albany, New York 12242  
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