

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

CONTRACT AWARD NOTIFICATION

Title	:	Group 60010 - MV-3.1 REGISTRATION RENEWAL INSTRUCTIONS AND CERTIFICATION (DMV) Classification Code: 82
Award Number	:	<u>18230</u>
Contract Period	:	March 1, 2003 to February 28, 2005
Bid Opening Date	:	January 14, 2003
Date of Issue	:	February 3, 2003
Specification Reference	:	As Incorporated In The Invitation for Bids
Contractor Information	:	Appears on Page 2 of this Award

Address Inquiries To:

Name : Louis R. Rendano
Title : Purchasing Officer II
Phone : 518-474-5435
Fax : 518-473-7306
E-mail : louis.rendano@ogs.state.ny.us

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

Description

MV-3.1 Registration Renewal Instructions and Certification.

PR # 18230-T

(continued)

NOTE: See individual contract items to determine actual awardees.

<u>CONTRACT #</u>	<u>CONTRACTOR & ADDRESS</u>	<u>TELEPHONE #</u>	<u>FED.IDENT.#</u>
PC60106	CRABAR BUSINESS SYSTEMS 1129 Miamisburg Centerville Rd. Dayton, OH 45449	800/877-4727, Ext. 214 937/866-7421 Lowell P. Lumpkin Fax No. 800/423-3834 937/865-8532	611412905

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 is net, F.O.B. destination and includes all costs necessary or incidental to the proper completion of the job including dock delivery to NYS Dept. of Motor Vehicles. Central Warehouse, Northeast Industrial Park - Bldg. 6, Route 146, Guilderland Center, NY 12085, and includes all customs duties and charges.

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<u>TEM:</u>	<u>Price</u> <u>Per M</u>
MV-3.1 Registration Renewal Instructions and Certification (6 orders of 2,000,000 each)	\$7.96

Guaranteed Delivery: As Required
Brand Name of OCR Stock: 24# White MOCR
Manufacturer: International Paper

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 or visit their website at 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 purchase order(s) 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 RENEWALS:

It is the intention of the State to enter into a contract for a term of two years.

However, the State may unilaterally cancel the contract on a monthly basis any time after the initial twelve (12) months by providing written notification at least one (1) month prior to the effective date of cancellation. The minimum term of the contract shall be twelve (12) months. This provision does not affect the State's right of suspension or cancellation contained in the "Suspension of Work" and "Cancellation" clauses in Appendix B, OGS General Specifications.

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, and if mutually agreed between the Procurement Services Group and the contractor, the contract may be renewed under the same terms and conditions for additional period(s) not to exceed a total contract term of five (5) years.

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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.

ESTIMATED QUANTITIES:

The quantities or dollar values listed are estimated only. See "Estimated/Specific Quantity Contracts" and "Participation in Centralized 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.

SCOPE:

This contract will be for an estimated total of 12,000,000 MV-3.1 forms during the contract term. It is estimated that there will be six orders of 2,000,000 each, and forms will be ordered on an as needed basis. There may be text revisions between runs; therefore, contractor is cautioned not to print the entire estimated quantity in advance.

ITEM: Form MV-3.1 - Registration Renewal Instructions and Certification - One part continuous pinfeed form.

SIZE: 9-1/2" x 11" overall.

COPY: Agency will furnish camera ready copy - all line copy - no tints.

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:

Prints 1 color 1 side.

INK: Black heat resistant ink.

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%.

PINFEED HOLES:

Standard marginal punching along both edges.

PERFORATIONS:

Vertical-Standard marginal perfs along both edges. Horizontal - Every 11" between forms plus a micro perf 3-1/2" from the bottom edge of each form. NOTE: The micro perf must be stronger than the perfs between forms to assure that the forms do not burst on the internal perf when the forms are run on mechanical bursting equipment.

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CONSTRUCTION:

Forms must run trouble free on a UNISYS NDP250 Remittance Processor, an IBM 3900 laser printer and Pitney Bowes Series 8 + Series 9 Mail Inserting Systems.

PACKING:

Flat pack in new corrugated cartons of uniform size not exceeding 40 pounds gross. Mark all cartons on end with form number/print date, quantity and PO number. Cartons to be banded or wrapped on wood pallets. Pallets not to exceed 54" in height.

PROOFS: Two sets of blues required no later than 5 working days after receipt of order.

DELIVERY:

Required no later than 15 working days after OK proof. Deliveries accepted between 6:00 A.M. and 2:00 P.M. daily. Notification of delivery must be given at least 24 hours in advance of delivery to Tom Lowell at 518/861-6602 or Kevin Vooris at 518/861-6905.

PREPARATORY MATERIALS:

All mechanicals and negatives are or will become the property of New York State and are to be sent to the using agency upon completion of the contract.

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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 2nd Tower - Empire State Plaza
 Albany, New York 12242
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