

# BLANKET PURCHASE ORDER

## STATE OF MARYLAND

\*\*\*\*\* STATE OF MARYLAND \*\*\*\*\*

**BPO NO:** 001B7400055

**PRINT DATE:** 08/05/16

**PAGE:** 01

<b>SHIP TO:</b> AS SPECIFIED ON INDIVIDUAL ORDERS		
<b>VENDOR ID:</b> MOORE WALLACE BCS RR DONNELLEY COMPANY 8401 CONNECTICUT AVE STE 500  CHEVY CHASE, MD 20815 (410 )859-2841	<b>REFER QUESTIONS TO:</b>  STACEY POLLITT (410 )767-3002 STACEY.POLLITT1@MARYLAND.GOV	
<b>ITB:</b> 001IT820336	<b>EXPR DATE:</b> 06/30/21 <b>POST DATE:</b> 07/28/16	<b>DISCOUNT TERMS:</b> . NET 30 DAY <b>CONTRACT AMOUNT:</b> 249,645.50

### TERMS:

ARTICLES HEREIN ARE EXEMPT FROM MARYLAND SALES AND USE TAXES BY EXEMPTION CERTIFICATE NUMBER 3000256-3 AND FROM FEDERAL EXCISE TAXES BY EXEMPTION NUMBER 52-73-0358K. IT IS THE VENDOR'S RESPONSIBILITY TO ADVISE COMMON CARRIERS THAT AGENCIES OF THE STATE OF MARYLAND ARE EXEMPT FROM TRANSPORTATION TAX.

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AGENCY CONTRACT FOR PAYROLL AND INCOME TAX CHECK PAPER  
FOR  
COMPTROLLER OF MARYLAND  
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THIS IS AN AGENCY CONTRACT FOR PAYROLL AND INCOME TAX CHECK PAPER FOR THE COMPTROLLER OF MARYLAND.

**VENDOR:** MOORE WALLACE BCS RR DONNELLEY COMPANY  
**VENDOR CONTACT:** BILL BROWN  
**VENDOR NUMBER:** 410-771-4359  
**VENDOR EMAIL:** BILL.H.BROWN@RRD.COM

**AGENCY CONTACT:** CAROL LAVIX  
**AGENCY NUMBER:** 410-260-6172  
**AGENCY EMAIL:** CLAVIX@COMP.STATE.MD.US

**DELIVERY:**  
INFORMATION TECHNOLOGY DIVISION  
COMPTROLLER OF MARYLAND  
RAC BLDG, NORTHWEST ST LOADING DOCK  
ANNAPOLIS, MD 21401  
**CONTACT:**  
CAROL LAVIX

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**TERMS (cont'd):**

RR DONNELLEY SHALL CONTACT THE AGENCY PRIOR TO DELIVER  
RR DONNELLEY SHALL SUBMIT PRODUCT.

PRODUCT ACCEPTABILITY SHALL BE AT THE SOLE DISCRETION OF COMPTROLLER OF MARYLAND (COM). COM SHALL BE THE SOLE JUDGE OF WHAT IS AN "APPROVED EQUAL". ANY EQUIPMENT DELIVERED AS A RESULT OF THIS AWARD WHICH DOES NOT MEET THE SPECIFICATIONS OR IS OTHERWISE FOUND TO BE DEFECTIVE, SHALL BE REJECTED AND RETURNED AT THE VENDOR'S AND RETURNED AT THE VENDOR'S EXPENSE FOR REPLACEMENT OR CREDIT.

**PAYMENT:**

FOLLOWING DELIVERY AND ACCEPTANCE OF ALL PRODUCTS, RR DONNELLEY CO SHALL SUBMIT AN ORIGINAL INVOICE TO THE FOLLOWING:  
INFORMATION TECHNOLOGY DIVISION  
FINANCE OFFICE - LLG TREASURY BUILDING  
ROOM 215 - PO BOX 466  
ANNAPOLIS, MD 21404-0466

VENDOR MUST INCLUDE THE 9-DIGIT ZIP CODE OF COMPANY ADDRESS ON ALL INVOICES. FAILURE TO SO MAY RESULT IN DELAY OF PAYMENT. THIS PURCHASE IS FOR PAYROLL AND INCOME TAX CHECK PAPER.

THE DEPARTMENT OF GENERAL SERVICES "TERMS AND CONDITIONS" FOR COMMODITY CONTRACTS OVER \$25,000" AND ALL SPECIFICATIONS, TERMS AND CONDITIONS OF SOLICITATION #001IT820336/MDDGS31027353 INCORPORATED HEREIN BY REFERENCE.

<u>LINE #</u>	<u>STATE ITEM ID</u>	<u>U/M</u>	<u>UNIT COST</u>
0001	64536-100000	M	50.9900

PAPER, ROLL 18" WIDE, 40" DIAMETER, SUB. 28, WHITE MICR STAIN BOND

REVENUE ADMINISTRATION DIVISION (RAD) CHECKS.  
SIDE-BY-SIDE TWO-UP CHECKS, 18" X 11"  
28# DOCUCHECK SECURITY PAPER  
1/2" PIN FEED ON THE LEFT AND RIGHT SIDE OF THE FORM.  
AN ACTUAL CHECK DIMENSION OF 8 1/2" X 3 2/3" AT THE BOTTOM OF THE FORM ( BELOW THE LIGHT PERFORATION, THAT CAN WITHSTAND PRINT AND POST PRINT HANDLING).

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<u>LINE #</u>	<u>STATE ITEM ID</u>	<u>U/M</u>	<u>UNIT COST</u>
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TWO (2) USABLE CHECKS ON EACH SHEET OF CHECK STOCK. THE CHECKS WILL BE ADJACENT TO EACH OTHER AND LOCATED BETWEEN THE LEFT & RIGHT PIN FEED.

THE TERM OF THIS CONTRACT FOR SIDE-BY-SIDE TWO-UP CHECKS IS FIVE YEARS

YEAR 1: 750,000 TWO-UP CHECKS  
UNIT OF MEASURE: (U/M) - ROLL  
SPECIFICATIONS - TWO-UP CHECK STOCK 37,500 CHECKS PER ROLL.

YEAR 2: 750,000 TWO-UP CHECKS  
UNIT OF MEASURE: (U/M) - ROLL  
SPECIFICATIONS - TWO-UP CHECK STOCK 37,500 CHECKS PER ROLL.

YEAR 3: 750,000 TWO-UP CHECKS  
UNIT OF MEASURE: (U/M) - ROLL  
SPECIFICATIONS - TWO-UP CHECK STOCK 37,500 CHECKS PER ROLL.

YEAR 4: 750,000 TWO-UP CHECKS  
UNIT OF MEASURE: (U/M) - ROLL  
SPECIFICATIONS - TWO-UP CHECK STOCK 37,500 CHECKS PER ROLL.

YEAR 5: 750,000 TWO-UP CHECKS  
UNIT OF MEASURE: (U/M) - ROLL  
SPECIFICATIONS - TWO-UP CHECK STOCK 37,500 CHECKS PER ROLL.

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0002	64536-100000	M	64.3700
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PAPER, ROLL 18" WIDE, 40" DIAMETER, SUB. 28, WHITE MICR STAIN BOND

CENTRAL PAYROLL BUREAU (CPB) CHECKS.

ONE-UP CHECKS: 9 1/2" X 11"

1/2" PIN FEED ON THE LEFT AND RIGHT SIDE OF THE FORM.

AN ACTUAL CHECK DIMENSION OF 8 1/2" X 3 2/3" AT THE BOTTOM OF THE FORM, BELOW THE LIGHT PERFORATION, THAT CAN WITHSTAND PRINT AND POST PRINT HANDLING.

YEAR 1: 180,000 ONE-UP CHECKS  
UNIT OF MEASURE: (U/M) - ROLL  
SPECIFICATIONS - ONE-UP CHECK STOCK 18,000 CHECKS PER ROLL.

YEAR 2: 180,000 TWO-UP CHECKS  
UNIT OF MEASURE: (U/M) - ROLL  
SPECIFICATIONS - ONE-UP CHECK STOCK 18,000 CHECKS PER ROLL.

YEAR 3: 180,000 ONE-UP CHECKS  
UNIT OF MEASURE: (U/M) - ROLL  
SPECIFICATIONS - ONE-UP CHECK STOCK 18,000 CHECKS PER ROLL.

YEAR 4: 180,000 ONE-UP CHECKS  
UNIT OF MEASURE: (U/M) - ROLL  
SPECIFICATIONS - ONE-UP CHECK STOCK 18,000 CHECKS PER ROLL.

YEAR 5: 180,000 ONE-UP CHECKS  
UNIT OF MEASURE: (U/M) - ROLL  
SPECIFICATIONS - ONE-UP CHECK STOCK 18,000 CHECKS PER ROLL.

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0003	90634-000006	EA	500.0000		
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EMERGENCY DELIVERY CHARGE

DISASTER RECOVERY DELIVERY (EMERGENCY) AS OUTLINED IN THE DISASTER RECOVERY DELIVERY SPECIFICATIONS CONTAINED IN THE CONTRACT.

THIS IS A PER INCIDENT PRICE.

\_\_\_\_\_ END OF ITEM LIST \_\_\_\_\_

\*\*\*\*\* LAST PAGE \*\*\*\*\*

**AUTHORIZED BY:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

BUYER AUTHORIZED DESIGNEE