

# BLANKET PURCHASE ORDER

## STATE OF MARYLAND

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

**BPO NO:** 001B0600069

**PRINT DATE:** 09/30/19

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### SHIP TO:

AS SPECIFIED ON INDIVIDUAL ORDERS

### VENDOR ID:

RR DONNELLEY & SONS COMPANY  
8401 CONNECTICUT AVE STE 500

CHEVY CHASE, MD 20815  
(410 )859-2841

### REFER QUESTIONS TO:

KIMBERLY HACKETT  
(410 )767-0788  
KIMBERLY.HACKETT@MARYLAND.GOV

### ITB:

**EXPR DATE:** 10/31/20  
**POST DATE:** 09/20/19

**DISCOUNT TERMS:** . NET 30 DAY  
**CONTRACT AMOUNT:** 127,836.98

### 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

LASER PRINT SECURITY PAPER FOR BIRTH AND DEATH CERTIFICATES  
FOR

THE DEPARTMENT OF MENTAL HEALTH AND HYGIENE (DHMH)

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THIS IS (1) ONE OF (2) RENEWALS AGAINST CONTRACT 001B7400169.

**VENDOR CONTACT:** BILL BROWN

**VENDOR ADDRESS:** 8401 CONNECTICUT AVENUE, SUITE 500  
CHEVY CHASE, MARYLAND 20815

**VENDOR PHONE:** 301-771-4359

**VENDOR E-MAIL:** BILL.H.BROWN@RRD.COM

**CONTRACT PERIOD:** BEGINNING NOVEMBER 01, 2019 THROUGH OCTOBER 31,  
2020, WITH THE SAME TERMS, CONDITIONS AND PRICE.

THIS IS THE FIRST RENEWAL OF TWO (2). THE STATE HAS UNILATERAL  
TO RENEW THIS CONTRACT FOR ONE MORE ONE-YEAR TERM.

RELEASES SHALL BE MADE AS REQUESTED BY THE USING AUTHORITY ON AN "AS  
REQUIRED" BASIS.

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### TERMS (cont'd):

QUANTITIES STATED ARE ESTIMATES ONLY AND ARE NOT TO BE CONSTRUED AS ANY MINIMUM OR MAXIMUM GUARANTEE. USAGE WILL BE FOR THE ACTUAL REQUIREMENTS OF THE AGENCY AND MAY VARY FROM THE ESTIMATED QUANTITIES.

THE CERTIFICATES MUST BE PACKED IN CARTONS, FACED DOWN, LOW NUMBERS ON TOP OF PACK. THE CERTIFICATES MUST BE SHRINK-WRAPPED, 500 PER PACK.

THE FOLLOWING LABEL TO APPEAR ON THE END OF EACH CARTON:

1. DOCUMENT:
2. QUANTITY:
3. STARTING AND ENDING NUMBERS, VENDOR'S NAME AND ADDRESS AND PURCHASE ORDER NUMBER
4. PACKAGING:

DELIVERY: ALL DOCUMENTS PRINTED WILL BE DELIVERED UNDER SECURE CONDITIONS AND CLEARLY MARKED FOR INSIDE DELIVERY, LIFT GATE NEEDED.

SHIPPED F.O.B. DESTINATION

CERTIFICATES ARE REQUESTED FROM THE DIVISION OF VITAL RECORDS BUSINESS OFFICE. THE CERTIFICATES MUST BE RECEIVED BY THE AGENCY NO LATER THAN SEVEN (7) BUSINESS DAYS AFTER THE REQUEST.

UPON AWARD, VENDOR MUST CONTACT MRS. SHARON KING AT THE DIVISION OF VITAL RECORDS (410-764-3191) FOR THE STARTING/ENDING NUMBER SEQUENCE. THE VENDOR WILL BE RESPONSIBLE FOR VERIFYING THAT ALL NUMBERS ARE ACCOUNTED FOR PRIOR TO DELIVERY.

DELIVERY:  
DIVISION OF VITAL RECORDS  
6764-B REISTERSTOWN ROAD  
BALTIMORE, MARYLAND 21215  
CONTACT: MRS. SHARON KING  
PHONE: 410-764-3191  
SHAROND.KING@MARYLAND.GOV

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

\*\*\* CONTINUED, NEXT PAGE \*\*\*

