

BLANKET PURCHASE ORDER

STATE OF MARYLAND

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

BPO NO: 001B5400317

PRINT DATE: 10/31/15

PAGE: 01

SHIP TO:

AS SPECIFIED ON INDIVIDUAL ORDERS

VENDOR ID:

TALON PRINTING RESOURCES
2759 GREENE LANE

BALDWIN, MD 21013
(410)557-9086

REFER QUESTIONS TO:

STACEY HILL
(410)767-4032
STACEY.HILL@MARYLAND.GOV

ITB:

EXPR DATE: 02/08/16
POST DATE: 01/28/15

DISCOUNT TERMS: . NET 30 DAY
CONTRACT AMOUNT: .00

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.

AGENCY BLANKET PURCHASE ORDER
FOR
PRINTING OF EMPLOYEE LEAVE FORM 31
FOR
MARYLAND STATE POLICE - QUARTERMASTER DIVISION

THIS IS (2) TWO OF (3) THREE RENEWAL OPTIONS ON CONTRACT 001B3400399

THIS CONTRACT PERIOD: 02/08/2015 - 02/08/2016 (1 YEAR)

VENDOR: TALON PRINTING RESOURCES

VENDOR CONTACT: RICH CHAFFEE

VENDOR PHONE: 410-557-9086

.AGENCY: MARYLAND STATE POLICE

AGENCY CONTACT: MICHELE HELMS

AGENCY PHONE: 410-379-9079

THIS CONTRACT PERIOD: 02/08/2015 - 02/08/2016 (1 YEAR)

THIS CONTRACT MAY BE EXTENDED BY MUTUAL AGREEMENT WITH THE
VENDOR AND AGENCY FOR ONE (1) ADDITIONAL YEAR.

QUANTITY OF YEARS IS ESTIMATED FOR A FOUR YEAR PERIOD.

BLANKET PURCHASE ORDER

STATE OF MARYLAND

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BPO NO: 001B5400317

PRINT DATE: 10/31/15

PAGE: 02

LINE #	STATE ITEM ID	U/M	UNIT COST		
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0001	39580-FMSP31	MX	97.8000		
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FORM, EMPLOYEE WORK AND LEAVE REPORT

SPECIFICATION FOR SCANNABLE DOCUMENTS FOR SCANTRON SYSTEM 8200,
OPTICAL MARK READER 48 CHANNEL

I. PAPER:

A. PAPER MUST BE A 2 PART CARBONLESS OCR SCAN FORM, SIZE TO BE 14 X
9 1/8 INCHES INCLUDING A 5/8 INCH STUB AND TO BE MANUFACTURED AS
FOLLOWS:

1. PART ONE (1) - IS MANUFACTURED USING 26# WHITE SUPERIOR OCR CB
(COATED BACK). PART ONE (1) IS PRINTED WITH NON SCAN OCR RED S190
AND BLACK INKS ON THE FACE ONLY.
PART TWO (2) - IS MANUFACTURED USING 15# CANARY CF (COATED
FRONT). PART TWO IS PRINTED WITH NON SCAN OCR RED S190 ONLY ON
THE FACE, THUS MAKING PART TWO A CHANGE FROM PART ONE.

2. MUST BE RESISTANT TO CURL.

3. FREE OF ALL FOREIGN ELEMENTS CAUSING FALSE MARK DETECTION OR
MISSING OF LIGHT VALID MARKS.

4. SMOOTHNESS - SHAFFIELD - 100 - 200.

5. DIMENSIONAL STABILITY WITHIN AN 8.5 INCH LENGTH:
GRAIN DIRECTION - PLUS 0.010 INCH
MINUS 0.005 INCH
CROSS DIRECTION - PLUS 0.025 INCH
MINUS 0.010 INCH

6. MULLEN (MINIMUM) - 25

7. BRIGHTNESS - 81 TO 83 PERCENT, NO OPTICAL BRIGHTNESS.

8. OPACITY - 90 PERCENT

9. WAX PICK - 11 .

B. VENDOR MUST HAVE A MONITORED QUALITY CONTROL PROGRAM AT THE TIME
PAPER IS MANUFACTURED THAT ENSURES ITS UNIFORM READABILITY ON A
SCANTRON SYSTEM 8200.

C. SAMPLES OF PAPER STOCK TO BE USED, MUST BE AVAILABLE FOR

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BLANKET PURCHASE ORDER

STATE OF MARYLAND

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BPO NO: 001B5400317

PRINT DATE: 10/31/15

PAGE: 03

<u>LINE #</u>	<u>STATE ITEM ID</u>	<u>U/M</u>	<u>UNIT COST</u>	
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INSPECTION.

II. REGISTRATION

A. VENDOR MUST GUARANTEE THE FOLLOWING TOLERANCES FOR REGISTER AND IMAGE SIZE:

GUIDE EDGE IN RELATION TO TIMING TRACE AND
RESPONSE POSITION - PLUS OR MINUS 0.010 INCH.

PRINTING: COLOR TO COLOR AND FRONT-TO-BACK IN
RELATION TO GUIDE EDGE AND READ HEAD - PLUS OR
MINUS 0.005 INCH.

III. INK - RED - SCANTRON #S-190

IV. VENDOR REQUIREMENTS

A. VENDOR GUARANTEES A WELL DEFINED AND EXECUTED QUALITY CONTROL PROGRAM AT THE MANUFACTURING PLANT THAT ENSURES THAT THE FORMS PRODUCED WILL EFFECTIVELY READ ON A SCANTRON 8200, OPTICAL MARK READER, 48 CHANNEL, PRIOR TO SHIPMENT. .

B. VENDOR MUST HAVE PRINTING PROCEDURES, PERSONNEL AND MAINTENANCE PROGRAMS THAT CAN GUARANTEE THE TOLERANCES REQUIRED BY THE SCANTRON SCANNER.

C. SAMPLE FORMS MUST BE REGULARLY TESTED DURING THE COURSE OF PRODUCTION AND VERIFIED FOR THE FOLLOWING:

VISUAL - APPEARANCE, COLOR, REGISTER AND TRIM.

SIZE (PRINTED IMAGE LENGTH) - SIZE IN RELATIONSHIP TO THE READ HEAD.
- SIZE IN RELATIONSHIP TO A LINE-PRINTER.

SCANNER READINGS - PAPER VOLTAGE, TIMING MARKS VOLTAGE, MARKS
VOLTAGE, FORM IDENTIFICATION.

QUALITY CONTROL CHECKLISTS FOR AN INDIVIDUAL ORDER, SHOULD BE
AVAILABLE UPON REQUEST.

D. VENDOR MUST GUARANTEE FORMS TO RUN ON A SCANTRON 8200 SCANNER WITH NO MORE THAN A .01% ERROR RATE.

E. NEW VENDORS ARE REQUESTED TO SUPPLY THE NAMES AND PHONE NUMBERS OF AT LEAST THREE (3) CUSTOMERS FOR WHOM THEY HAVE SUCCESSFULLY PRINTED AT LEAST THREE (3) SCANTRON SCANNABLE DOCUMENT ORDERS

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BLANKET PURCHASE ORDER

STATE OF MARYLAND

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BPO NO: 001B5400317

PRINT DATE: 10/31/15

PAGE: 04

<u>LINE #</u>	<u>STATE ITEM ID</u>	<u>U/M</u>	<u>UNIT COST</u>	
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OVER A PERIOD OF TWO (2) YEARS. VENDOR MUST SUBMIT REPRESENTATIVE SAMPLES OF SAID FORM UPON REQUEST.

F. VENDOR GUARANTEES THE SCANNABILITY OF THE FORM, INCLUDING A COMMITMENT TO REPLACE ANY UNSCANNABLE DOCUMENTS OR TO ASSUME THE COST OF ALTERNATIVE DATA CAPTURE.

G. VENDOR WILL ASSUME ALL COSTS INCURRED FOR SERVICE CALLS CAUSED BY FORMS NOT PERFORMING PROPERLY ON SCANTRON EQUIPMENT.

H. VENDOR IS REQUIRED TO SEND 1,000 LIVE SAMPLES FOR TESTING BEFORE AWARD IS MADE. **NOTE - THIS IS A BID REQUIREMENT.

I. VENDOR IS REQUIRED TO MAKE ANY CHANGES TO THE FORM WHEN REQUESTED. DUE TO POTENTIAL CHANGE, IT IS HIGHLY RECOMMENDED THAT AWARDED VENDOR DOES NOT RUN MORE THAN THE ACTUAL REQUIREMENT. EX: 10,000 - 25,000 - 50,000 PER ORDER

J. RUN DATE AND JOB NUMBER, LOCATED AT LEFT EDGE OF FORM AND WITHIN THE STUB, WILL CHANGE EACH TIME AN ORDER IS PLACED. EXAMPLE: JULY 2008, 30XXXXX ON LEFT EDGE OF FORM AND WITHIN 3/4" STUB AT THE TOP OF THE FORM.

V. CONTRACT CONDITIONS:

THIS CONTRACT IS FOR TWO (2) YEARS AND MAY BE EXTENDED FOR TWO (2) ADDITIONAL ONE (1) YEAR PERIODS BY MUTUAL AGREEMENT OF THE VENDOR AND AGENCY.

THE CONTRACT SHALL BE FOR THE ACTUAL NEEDS OF THE AGENCY AND MAY VARY APPRECIABLE FROM THE STATED ESTIMATE(S). QUANTITY STATED IS AN ESTIMATE ONLY AND SHOULD NOT BE CONSTURED AS A MINIMUM OR MAXIMUM GUARANTEE.

360M IS AN ESTIMATE FOR THE ENTIRE 4 YEAR CONTRACT. MULTIPLE ORDERS ARE USUALLY PLACED SEVERAL TIMES EACH YEAR TOTALING 90M ANNUALLY MORE OR LESS. THERE MAY BE TIMES A REQUIREMENT OCCURS TO PLACE SMALLER ORDERS IN ADDITION TO THE LARGE ORDER.

ORDERS PLACED WILL REQUIRE A PURCHASE ORDER AND ARE TO BE DELIVERED F.O.B. DESTINATION TO THE ADDRESS LISTED ABOVE WITHIN 60 DAYS AFTER RECEIPT OF THE PURCHASE ORDER.

FORM ARE TO BE POLYWRAP 100 PER PACK

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PAGE: 05

<u>LINE #</u>	<u>STATE ITEM ID</u>	<u>U/M</u>	<u>UNIT COST</u>	
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APPROXIMATE OVERALL SIZE OF THE FORM IS 14" X 9 1/8" (INCLUDING THE STUB)

EACH CASE MUST BE MARKED WITH THE VENDOR'S NAME PURCHASE ORDER NUMBER.

PALLET SIZE MUST BE 40 X 48

MSP 31 EMPLOYEE WORK AND LEAVE REPORT (SCANABLE FORM)

END OF ITEM LIST

THIS PROCUREMENT WAS CONDUCTED AS A COMPETITIVE SEALED BID. THE AWARD WAS MADE TO THE LOWEST RESPONSIVE AND RESPONSIBLE BIDDER.

VENDOR MUST INCLUDE THE 9-DIGIT ZIP CODE OF COMPANY ADDRESS ON ALL INVOICES. FAILURE TO DO SO MAY RESULT IN DELAY OF PAYMENT.

ALL PRODUCTS USED IN PACKING TO CUSHION AND PROTECT DURING THE SHIPMENT OF COMMODITIES ARE TO BE MADE OF RECYCLED, RECYCLABLE, AND/OR BIODEGRADABLE MATERIALS.

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AUTHORIZED BY: _____ **DATE:** _____

BUYER AUTHORIZED DESIGNEE