

BLANKET PURCHASE ORDER

STATE OF MARYLAND

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

BPO NO: 001B7400169

PRINT DATE: 10/25/16

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SHIP TO:

AS SPECIFIED ON INDIVIDUAL ORDERS

VENDOR ID:

MOORE WALLACE BCS RR DONNELLEY 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: 001IT820349

EXPR DATE: 10/31/19
POST DATE: 10/25/16

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.

AGENCY CONTRACT

FOR

LASER PRINT SECURITY PAPER FOR BIRTH AND DEATH CERTIFICATES

FOR

THE DEPARTMENT OF MENTAL HEALTH AND HYGIENE (DHMH)

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: NOVEMBER 1, 2016 THROUGH OCTOBER 31, 2019

THE TERM OF THE CONTRACT WILL BE A PERIOD OF THREE (3) YEARS BEGINNING FROM DATE OF AWARD. THE STATE RESERVES THE UNILATERAL OPTION TO RENEW THE CONTRACT FOR TWO (2) ONE-YEAR RENEWALS.

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 ***

STATE OF MARYLAND

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TERMS (cont'd):

CONDITIONS OF SOLICITATION #001IT820349/MDDGS31027869 INCORPORATED
HEREIN BY REFERENCE.

0001	90640-00000X	M	61.1200
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PRINTING, GENERAL

STATE ORF MARYLAND LASTER PRINT SECURITY PAPER
BIRTH CERTIFICATES
8.5 X 11
3 YEAR CONTRACT (SEE THE ATTACHED SPECS)

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PRINTING, GENERAL

STATE OF MARYLAND LASTER PRINT SECURITY PAPER
DEATH CERTIFICATES
8.5 X 14
3 YEAR CONTRACT (SEE THE ATTACHED SPECS)

END OF ITEM LIST

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AUTHORIZED BY: _____ **DATE:** _____

BUYER AUTHORIZED DESIGNEE