

NOTICE OF CONTRACT RENEWAL

E194-574

PRINTING: VIRGINIA STATE POLICE VEHICLE INSPECTION STICKER BOOKS

(Master Agreement - E194 - 574)

Contract Number E194-574

Effective Begin Date: 6/1/2012

Expiration Date: 5/31/2013

Minimum Order Amount: \$100.00

Maximum Order Amount: N/A

Contract Officer: Kirby Battle

Phone: (804) 786-5414

Fax: (804) 786-0223

Email: kirby.Battle@dgs.virginia.gov

Authorized Departments: A-156, VIRGINIA STATE POLICE

Contractor R. R. Donnelley & Sons, Company
7202 Glen Forest Drive, Ste 100
Richmond, VA 23226

Contact Name: Mark Costanzo

Contact Phone: 804-281-1838

Contact Fax: 804-281-1863

Contact Email: mark.costanzo@rrd.com

Contractor eVA ID Number C2366

LINES

Line: 1

Line Type: Item

NIGP Code: 25570

Description: **SETS/ORDER, APPROVAL STICKER S.P. 131 (240,000 BOOKS /25 SETS EACH),
PER SPECIFICATIONS**

Quantity: 6000

Unit: thousand

Unit Price: **\$75.05**

Estimated Delivery: 9/1/2011

Delivery Type: Per Specifications

Free On Board Name: FOB Destination-Freight Prepaid

Ship To (Applies to all line items)

Attention:

Shipping Location: DEPARTMENT OF STATE POLICE-WAREHOUSE

Shipping Street Address 1: 7700 Midlothian Turnpike

Shipping City: Richmond

Shipping State: VA

Shipping Zip: 23235

Shipping Country: US

Shipping Instructions: See Specification

Free On Board Name: FOB Destination-Freight Prepaid

Shipping Method: Vendor

Bill To (Applies to all line items)

Billing Location: DEPARTMENT OF STATE POLICE Billing

Billing Street Address 1: PO BOX 27472

Billing City: RICHMOND

Billing State: VA

Line: 2

Line Type: Item

NIGP Code: 25570

Description: **ADDITIONAL 1,000'S RAST**

Quantity: 1

Unit: thousand

Unit Price: **\$75.04**

Estimated Delivery: 9/1/2012

Delivery Type: Per Specifications

Free On Board Name: FOB Destination-Freight Prepaid

Line: 3

Line Type: Item

NIGP Code: 25570

Description: **MONTHLY INSERT TABS FOR APPROVAL STICKER S.P. 131 PER SPECIFICATIONS, 500,000 PER MONTH/EACH (JANUARY THROUGH DECEMBER)**

Quantity: 6000

Unit: thousand

Unit Price: **\$7.42**

Estimated Delivery: 9/1/2012

Delivery Type: Per Specifications

Free On Board Name: FOB Destination-Freight Prepaid

Line: 4

Line Type: Item

NIGP Code: 25570

Description: **ADDITIONAL 1,000'S RAST**

Quantity: 1

Unit: thousand

Unit Price: **\$7.41**

Estimated Delivery: 9/1/2012

Delivery Type: Per Specifications

Free On Board Name: FOB Destination-Freight Prepaid

Line: 5

Line Type: Item

NIGP Code: 25570

Description: **YEARLY INSERT TABS FOR APPROVAL STICKER S.P. 131 PER SPECIFICATIONS**

Quantity: 8200

Unit: thousand

Unit Price: **\$7.36**

Estimated Delivery: 9/1/2012

Delivery Type: Per Specifications

Free On Board Name: FOB Destination-Freight Prepaid

Line: 6

Line Type: Item

NIGP Code: 25570

Description: **ADDITIONAL 1,000'S RAST**

Quantity: 1
Unit: thousand
Unit Price: **\$7.35**
Estimated Delivery: 9/1/2012
Delivery Type: Per Specifications
Free On Board Name: FOB Destination-Freight Prepaid

Line:7

Line Type: Item
NIGP Code: 25570
Description: **APPROVAL STICKERS FOR TRAILER (8,000 BOOKS /25 SETS EACH) PER SPECIFICATION**
Quantity: 200
Unit: thousand
Unit Price: **\$211.78**
Estimated Delivery: 9/1/2012
Delivery Type: Per Specifications
Free On Board Name: FOB Destination-Freight Prepaid

Line:8

Line Type: Item
NIGP Code: 25570
Description: **ADDITIONAL 1,000'S RAST**
Quantity: 1
Unit: thousand
Unit Price: **\$211.77**
Estimated Delivery: 9/1/2012
Delivery Type: Per Specifications
Free On Board Name: FOB Destination-Freight Prepaid

Line:9

Line Type: Item
NIGP Code: 25570
Description: **APPROVAL STICKERS FOR MOTORCYCLE (8,000 BOOKS /25 SETS EACH) PER SPECIFICATION**
Quantity: 200
Unit: thousand
Unit Price: **\$211.78**
Estimated Delivery: 9/1/2012
Delivery Type: Per Specifications

Free On Board Name: FOB Destination-Freight Prepaid

Line:10

Line Type: Item

NIGP Code: 25570

Description: **ADDITIONAL 1,000'S RAST**

Quantity: 1

Unit: thousand

Unit Price: **\$211.77**

Estimated Delivery: 9/1/2012

Delivery Type: Per Specifications

Free On Board Name: FOB Destination-Freight Prepaid

Line:11

Line Type: Item

NIGP Code: 25570

Description: **MONTHLY TRAILER /MOTORCYCLE INSERT TABS FOR APPROVAL STICKERS PER SPECIFICATION, 30,000 PER MONTH/EACH (JANUARY THROUGH DECEMBER)**

Quantity: 360

Unit: thousand

Unit Price: **\$38.93**

Estimated Delivery: 9/1/2012

Delivery Type: Per Specifications

Free On Board Name: FOB Destination-Freight Prepaid

Line:12

Line Type: Item

NIGP Code: 25570

Description: **ADDITIONAL 1,000 RAST**

Quantity: 1

Unit: thousand

Unit Price: **\$38.92**

Estimated Delivery: 9/1/2012

Delivery Type: Per Specifications

Free On Board Name: FOB Destination-Freight Prepaid

Line:13

Line Type: Item

NIGP Code: 25570

Description: **YEARLY TRAILER /MOTORCYCLE INSERT TABS FOR APPROVAL STICKERS PER SPECIFICATION**

Quantity: 375

Unit: thousand

Unit Price: **\$34.62**

Estimated Delivery: 9/1/2012

Delivery Type: Per Specifications

Free On Board Name: FOB Destination-Freight Prepaid

Line:14

Line Type: Item

NIGP Code: 25570

Description: **ADDITIONAL 1,000 RAST**

Quantity: 1

Unit: thousand

Unit Price: **\$34.61**

Estimated Delivery: 9/1/2012

Delivery Type: Per Specifications

Free On Board Name: FOB Destination-Freight Prepaid

Line:15

Line Type: Item

NIGP Code: 25570

Description: **AUTHOR ALTERATIONS**

Quantity: 1

Unit: hour

Unit Price: \$150.00000

Estimated Delivery: 9/1/2012

Delivery Type: Per Specifications

Free On Board Name: FOB Destination-Freight Prepaid

SPECIFICATION FOR VEHICLE INSPECTION STICKERS

APPROVAL STICKERS

S.P. 131

Quantity: 6,000,000 sets - 240,000 books.

Size: Each book of approval stickers shall measure at least 2-3/4" high x 4-3/4" wide. The maximum acceptable size of each book shall be 2.833" high x 4-3/4" wide.

Contractor's choice of size. However, all books furnished in fulfillment of this contract shall be the same size. Twenty-five (25) complete sets shall be bound in each book. Each set shall consist of three certificates (white, pink, and canary sheets) and one approval sticker. Each sheet (including the sticker) shall be perforated 3/4" from left.

Each book of approval stickers shall have a manila cover stamped/printed with the word "AUTO" 2 7/16" vertical and a chipboard back. Each book shall be side stitched with two heavy-duty stitches.

Copy: Contractor shall be responsible for all typesetting, paste-up and layout. See enclosed photocopies for style. All documents shall be reset. Typefaces will be chosen from contractor's available inventory. Front of white and canary certificates shall be common. There is a type change on the pink certificate. Additionally, back of the pink certificate shall be printed.

Proof: Velox, blueline, or acetate proof is required for all typeset pieces. Proofs will be received and reviewed only during normal working hours.

Should additional proof(s) be required due to contractors errors, such proofs shall be furnished at no additional charge. Delivery by the specified date shall be required.

Proofs shall be delivered to Captain R. B. Saunders, State Police Headquarters, 7700 Midlothian Turnpike, Richmond, VA 23235.

Stock: Cover - 125# manila cover.

Certificates - Ply 1 – White 16lb CB
Ply 2 – Pink 14.5lb CFB
Ply 3 – Yellow 15lb CF

Back - .040" - .045" chipboard with flap attached in the back to prevent any manifolding from taking place ply to ply.

Ink: Cover - Black ink, one side only.
White and canary sheets - Black ink, one side only.
Pink sheets - Black ink, two sides.

Stickers: The base material shall be a white material, coated on one side to impede moisture absorption. Stock shall be free of fluorescent brighteners. Stock shall be designed for multi-color face and back printing. Base material without adhesive shall be no thicker than .005" and no thinner than .0025".

The back side shall readily accept writing by ballpoint pen or pencil.

The sticker shall have a void feature in the areas outside the insert boxes which contact the windshield. This feature shall cause the bright yellow and black inks to separate from the base material and remain on the vehicle's windshield with any attempt to intentionally or manually remove the sticker. The void feature may be designed to cause the word *VOID* to appear or to cause all color and ink to remain on the vehicle's windshield. Sticker shall be printed on the face in bright yellow, with black lettering. The upper portion shall have two 1-7/8" X 1" boxes. The center of each box shall have the following wording in 1/8" lettering, printed in a 30% screen:

Left Border - "MONTH"

Right Border - "YEAR"

Stock must be compatible with stock used on the month and year insert stickers. The printed stickers must be colorfast to withstand any deterioration or fading for a *minimum* of one year after application.

Sticker shall print on back in black ink only. The adhesive used on this material must be a crystal, non-yellowing firm acrylic pressure sensitive adhesive, with high peel and good sheet strength. Adhesive must be long aging, giving a permanent bond to a flat or curved glass surface. *Once properly applied, the sticker/insert tab set must attain a sufficiently tight bond to the windshield so that it will remain affixed for at least one year under adverse temperature and humidity conditions, or until it is intentionally or manually removed.* The inks used must migrate into the adhesive, effectively making the ink an integral part of both base material and adhesive to further prevent unauthorized transfer.

Adhesive used on these stickers must be compatible with the adhesive used on the month and year insert stickers.

Insert tabs and stickers must have a guaranteed *minimum* application temperature of at least 40° Fahrenheit.

The liner, placed over the front of the sticker, must be so constructed of silicone-treated kraft as to permit easy removal by hand. *An opaque liner is not acceptable.* Liner must be translucent so that all face printing, numbering and colors can be easily discerned without removal or lifting of the liner. Both liner and sticker shall remain flat at all times, regardless of changes in humidity or temperature. The liner must be furnished with a clearing slit, vertically die cut between the two boxes.

Numbering:

Stickers shall be consecutively numbered on the face and reverse. *Guaranteed no missing or duplicate numbers on all certificates and stickers is required.*

Numbering shall be in the following format: H6000001. Beginning and ending numbers will be provided by the Department of State Police. Erasures, strikeovers,

and misprints will not be acceptable. Numerals on face shall be 3/16" and printed in bold black; numerals on back shall be 3/16" high and printed in bold black. Placement shall be either horizontally in the upper right corner or vertically on the lower right side.

Numbers shall be the same on the stickers and the corresponding certificates. Numerals on the certificates shall be 3/16" and printed in bold black.

Front cover of each book shall have *printed* on it the beginning and ending numbers of certificates and stickers within each book.

Packaging:

Inner boxes shall contain 10 books each, in numerical sequence. Each box shall be labeled on end as to contents and quantity/box. Label shall also include the beginning and ending numbers of certificates and stickers contained in each box. Boxes shall be 80# cardboard, minimum; .025" thick, constructed with taped corners. Each box shall measure approximately 5-1/4" long X 5" wide X 3" deep, with removable lid.

A security warning label, reading "ALWAYS STORE THESE DOCUMENTS IN A SECURE AREA TO PREVENT UNAUTHORIZED USE" must be printed on or securely affixed to each box. The security warning label shall be printed in red ink and at least 32-point, minimum, type shall be used.

20 inner boxes shall be boxed in each double-walled shipping case. Shipping cases shall be labeled as to contents and quantity/case. Cases shall be numbered from #1 through 1200 with minimum 3/8" lettering. Label shall also include the beginning and ending numbers of certificates and stickers contained in each case. Labels shall be on the end of each case facing out.

Cases shall be shrink wrapped or banded on 36" industry standard hardwood pallets with no bottom straps with 20 cases maximum per pallet.

Delivery: Inside delivery is required at the Safety Division, State Police Headquarters, 7700 Midlothian Turnpike, Richmond, VA 23235.

Dock will not accommodate trucks longer than 28 feet.
Delivery Trucks shall be equipped with lift gate.
Pallets shall not exceed 2,000lbs. and overall height shall not exceed 40" because of dock conditions at SPHQ.

Delivery hours are 8:30am – 2:00pm, Monday – Friday. Dockplate and pallet jack are available for contractors use.
Distance from dock to storage area is approximately 100 feet. **BILL AS SHIPPED.**

Delivery is required between September 1, 2012 and September 15, 2012.
Liquidated damages will be assessed for deliveries made after September 15, 2012.

MONTHLY INSERT TABS FOR APPROVAL STICKERS

Quantity: 6,000,000 each insert tabs. Specific quantity for each month shall be:

Month 1 (January)	–	500,000
Month 2 (February)	–	500,000
Month 3 (March)	–	500,000
Month 4 (April)	–	500,000
Month 5 (May)	–	500,000
Month 6 (June)	–	500,000
Month 7 (July)	–	500,000
Month 8 (August)	–	500,000
Month 9 (September)	–	500,000
Month 10 (October)	–	500,000
Month 11 (November)	–	500,000
Month 12 (December)	–	500,000

Size: 1-7/8" X 1" -- strip size of five tabs shall measure approximately 5" X 1-7/8".

Copy: Contractor shall be responsible for all typesetting, paste-up and layout. See enclosed photocopy for style. Copy on each tab insert shall be the appropriate month name vertical and month numeral which shall measure approximately 1-5/8" tall.

It is the responsibility of the bidder, upon notification of award, to contact the agency to arrange pickup of copy.

Proof: One velox, blueline, or acetate proof of a strip of 50 insert tabs, with perforations and kiss cuts marked. Proof will be received and reviewed only during normal working hours.

Should additional proof(s) be required due to contractors errors, such proofs shall be furnished at no additional charge. Delivery by the specified date shall be required.

Proofs shall be delivered to Captain R. B. Saunders, Safety Division, State Police Headquarters, 7700 Midlothian Turnpike, Richmond, VA 23235.

Stock: The base material shall be 1 mil clear polyester film treated with a pressure sensitive acrylic adhesive. **Insert tabs are attached by service station personnel to the approval stickers and stock and adhesive must be compatible with these stickers.**

The set of approval stickers and insert tabs must adhere to the windshield for a minimum period of one year under adverse temperature and humidity conditions. The adhesive shall not separate from the insert and must bond to the windshield until it is intentionally removed. Insert tabs and stickers must have a guaranteed *minimum* application temperature of at least 40° Fahrenheit.

Ink: Black sun-resistant ink is required. Excellent coverage is required. Numerals shall read right side up when viewed from the outside of the automobile. The printed tab inserts must be colorfast to withstand any deterioration or fading for a *minimum* of one year after application.

Binding: Contractor shall produce 50 tabs per strip. Each strip shall be kiss cut between tabs to facilitate quick and easy removal of each number from the backing sheet. Contractor shall perforate and fanfold the backing sheet after each fifth number so that each strip shall measure 1-7/8" X 5".

Each fan folded strip of 50 numbers shall be individually retained by a rubber band to identify each fan folded set as a group of 50 numbers. Backing paper shall face out.

Each case and box shall identify quantity, type, month, and number of strips contained within. Cases shall contain 10 boxes of 10,000 per box. Box size - 5 3/4" wide x 2 1/4" high x 14 3/4" deep.

Packaging: Ten (10) boxes of 10,000 totaling 100,000 1-7/8" X 1" tabs per case. End label boxes/double-walled cases with quantity, type, month, and number of strips contained within. Cases shall be double-walled and shrink wrapped to 36" industry-standard hardwood pallets with no bottom straps with 20 cases maximum per pallet.

Delivery: Inside delivery is required at the Safety Division, State Police Headquarters, 7700 Midlothian Turnpike, Richmond, VA 23235.

Dock will not accommodate trucks longer than 28 feet.
Delivery Trucks shall be equipped with lift gate.
Pallets shall not exceed 2,000lbs. and overall height shall not exceed 40" because of dock conditions at SPHQ.

Delivery hours are 8:30am – 2:00pm, Monday – Friday.
Dockplate and pallet jack are available for contractors use.
Distance from dock to storage area is approximately 100 feet. BILL AS SHIPPED.

Delivery is required between September 1, 2012 and September 15, 2012.
Liquidated damages will be assessed for deliveries made after September 15, 2012.

YEARLY INSERT TABS FOR APPROVAL STICKERS

- Quantity:** 8,200,000 each.
- Size:** 1-7/8" X 1" - strip size of five tabs shall measure approximately 5" X 1-7/8".
- Copy:** Contractor shall be responsible for all typesetting, pasteup and layout. See enclosed photocopy for style. Copy on each tab insert shall be the appropriate year numerals (i.e. "10") which shall measure approximately 1-5/8" tall.
- It is the responsibility of the bidder, upon notification of award, to contact the agency to arrange pickup of copy.
- Proof:** One velox, blueline, or acetate proof of a strip of five insert tabs, with perforations and kiss cuts marked. Proof will be received and reviewed only during normal working hours.
- Should additional proof(s) be required due to contractor's errors, such proofs shall be furnished at no additional charge. Delivery by the specified date shall be required.
- Proofs shall be delivered to Captain R. B. Saunders, Safety Division, State Police Headquarters, 7700 Midlothian Turnpike, Richmond, VA 23235.
- Stock:** The base material shall be 1 mil clear polyester film treated with a pressure sensitive acrylic adhesive. **Insert tabs are attached by service station personnel to the approval stickers and stock and adhesive must be compatible with these stickers.**
- The set of approval stickers and insert tabs must adhere to the windshield for a minimum period of one year under adverse temperature and humidity conditions. The adhesive shall not separate from the insert and must bond to the windshield until it is intentionally removed.
- Insert tabs and stickers must have a guaranteed *minimum* application temperature of at least 40° Fahrenheit.
- Ink:** Black and white sun-resistant inks are required. Strips shall print solid black; numerals shall reverse and print back in white. Excellent coverage is required. Numerals shall read right side up when viewed from the outside of the automobile. The printed tab inserts must be colorfast to withstand any deterioration or fading for a *minimum* of one year after application.
- Binding:** Contractor shall produce 50 tabs per strip. Each strip shall be kiss cut between tabs to facilitate quick and easy removal of each number from the backing sheet.

Contractor shall perforate and fanfold the backing sheet after each fifth number so that each strip shall measure 1-7/8" X 5".

Each fan folded strip of 50 numbers shall be individually retained by a rubber band to identify each fan folded set as a group of 50 numbers. Backing paper shall face out.

Each case and box shall identify quantity, type, year, and number of strips contained within. Cases shall contain 10 boxes of 10,000 per box. Box size - 5 3/4" wide x 2 1/4" high x 14 3/4" deep.

Packaging: Ten (10) boxes of 10,000 totaling 100,000 1-7/8" X 1" tabs per case. Box size – 5 3/4" wide x 2 1/4 " high x 14 3/4" deep. End label boxes/double-walled cases with quantity, type, year, and number of strips contained within. Cases shall be double-walled and shrink wrapped to 36" industry-standard hardwood pallets with no bottom straps and with 20 cases maximum per pallet.

Delivery: Inside delivery is required at the Safety Division, State Police Headquarters, 7700 Midlothian Turnpike, Richmond, VA 23235.

Dock will not accommodate trucks longer than 28 feet.
Delivery Trucks shall be equipped with lift gate.
Pallets shall not exceed 2,000lbs. and overall height shall not exceed 40" because of dock conditions at SPHQ.

Delivery hours are 8:30am – 2:00pm, Monday – Friday.
Dockplate and pallet jack are available for contractors use.
Distance from dock to storage area is approximately 100 feet. BILL AS SHIPPED.

Delivery is required between September 1, 2012 and September 15, 2012.
Liquidated damages will be assessed for deliveries made after September 15, 2012.

APPROVAL STICKERS TRAILER:

Quantity: 200,000 sets - 8,000 books.

Size: Each book of approval stickers shall be 2-3/4" high X 4-3/4" wide. 25 complete sets shall be bound in each book. Each set shall consist of three certificates (white, pink, and canary sheets) and one approval sticker. Each sheet (including the sticker) shall be perforated 3/4" from left.

Each book of stickers shall have a white cover stamped/printed with the word "TRAILER" 2 7/16" vertical and a chipboard back. Each book shall be side stitched with two heavy-duty stitches.

Copy: Contractor shall be responsible for all typesetting, paste-up, and layout. See enclosed photocopies for style. All documents shall be reset. Typefaces will be chosen from contractor's available inventory.

Front of white and canary certificates shall be common. There is a type change on the pink certificate. Additionally, back of the pink certificate shall be printed.

Proof: Velox, blueline, or acetate proof is required for all typeset pieces. Proofs will be received and reviewed only during normal working hours.

Should additional proof(s) be required due to contractor's errors, such proofs shall be furnished at no additional charge. Delivery by the specified date shall be required.

Proofs shall be delivered to Captain R B. Saunders, Safety Division, State Police Headquarters, 7700 Midlothian Turnpike, Richmond, VA 23235.

Stock: Cover - 125# white index.

Certificates - Ply 1 – White 16lb CB
Ply 2 – Pink 14.5lb CFB
Ply 3 – Yellow 15lb CF

Back - .040" - .045" chipboard with flap attached in the back to prevent any manifolding from taking place ply to ply.

Ink: Cover -- Black ink, one side only.
White and canary sheets -- Black ink, one side only.
Pink sheets -- Black ink, two sides.

Stickers: The stickers shall be a pressure sensitive, destructible vinyl manufactured to be suitable for exterior application on surfaces of bare or painted metal, vitreous enamel, glass and painted wood. Soft vinyl will NOT be acceptable. Base material without adhesive shall be no thicker than .004" and no thinner than .0025".

The adhesive used shall be permanent and shall not require water, solvent, or other wetting agent for activation. When properly applied to a suitable surface, this product shall withstand temperatures of -60 to 250° Fahrenheit. Stock and adhesive used on these stickers must be compatible with the adhesive used on the month and year insert stickers. Sticker shall print with bleed blue border. Two 1-7/8" X 1-3/4" boxes shall reverse, being separated from the blue background by a black border. The center of each box shall have the following wording in 1/8" lettering, printed in a 30% screen:

Left Border - "MONTH"

Right Border - "YEAR"

Black type shall overprint the blue background. A 1/4" X 1-3/4" box shall reverse the background into which consecutive numbers shall be printed.

After printing and numbering, the entire surface of each sticker shall be covered with a high gloss transparent clear coating.

The printed stickers must be sun resistant and colorfast. Stickers and inserts shall show no signs of cracking, fading, excessive chalking or other signs of deterioration for a *minimum* of one year after application.

Once properly applied, the sticker/insert tab set must attain a sufficiently tight bond so that it will remain affixed for at least one year under adverse temperature and humidity conditions, or until it is intentionally or manually removed. If any attempt is made to transfer the sticker, it shall self destruct through tearing or distortion.

Insert tabs and stickers must have a guaranteed *minimum* application temperature of at least 40° Fahrenheit.

The sticker shall have a protective liner placed over the adhesive which will serve as a carrier sheet. Both liner and sticker shall remain flat at all times, regardless of changes in humidity or temperature. The liner must be furnished with a clearing slit, vertically die cut 1" from the right edge.

The sticker shall have a security feature which shall safeguard the commonwealth against counterfeiting. This shall be accomplished by incorporating into the sticker a secret mark known only to the manufacturer and to authorized personnel of the commonwealth.

Numbering:

Stickers shall be consecutively numbered. *Guaranteed no missing or duplicate numbers on all certificates and stickers is required.*

Numbering shall be **T/G 690001** through **T/G 890000**.

Erasures, strikeovers, and misprints will not be acceptable.

Numerals on face shall be 3/16" and printed in bold black.

Numbers shall be the same on the stickers and the corresponding certificates.

Numerals on the certificates shall be 3/16" and printed in bold black. Front cover of each book shall have *printed* on it the beginning and ending numbers of certificates and stickers within each book.

Packaging:

Inner boxes shall contain 10 books each, in numerical sequence. Each box shall be labeled on end as to contents and quantity/box. Label shall also include the beginning and ending numbers of certificates and stickers contained in each box. Boxes shall be 80# cardboard, minimum; .025" thick, constructed with taped

corners. Each box shall measure approximately 5-1/4" long X 5" wide X 3" deep, with removable lid.

A security warning label, reading "ALWAYS STORE THESE DOCUMENTS IN A SECURE AREA TO PREVENT UNAUTHORIZED USE" must be printed on or securely affixed to each box. The security warning label shall be printed in red ink and at least 32-point, minimum, type shall be used.

20 inner boxes shall be boxed in each double-walled shipping case. Shipping cases shall be labeled as to contents and quantity/case. Label shall also include the beginning and ending numbers of certificates and stickers contained in each case. Labels shall be on the end of each case facing out.

Cases shall be shrink wrapped or banded on 36" industry standard hardwood pallets with no bottom straps and with 20 cases maximum per pallet.

Delivery: Inside delivery is required at the Safety Division, State Police Headquarters, 7700 Midlothian Turnpike, Richmond, VA 23235.

Dock will not accommodate trucks longer than 28 feet.
Delivery Trucks shall be equipped with lift gate.
Pallets shall not exceed 2,000lbs. and overall height shall not exceed 40" because of dock conditions at SPHQ.

Delivery hours are 8:30am – 2:00pm, Monday – Friday. Dockplate and pallet jack are available for contractor's use.
Distance from dock to storage area is approximately 100 feet. BILL AS SHIPPED.

Delivery is required between September 1, 2012 and September 15, 2012.
Liquidated damages will be assessed for deliveries made after September 15, 2012.

APPROVAL STICKERS MOTORCYCLE:

Quantity: 200,000 sets - 8,000 books.

Size: Each book of approval stickers shall be 2-3/4" high X 4-3/4" wide. 25 complete sets shall be bound in each book. Each set shall consist of three certificates (white, pink, and canary sheets) and one approval sticker. Each sheet (including the sticker) shall be perforated 3/4" from left.

Each book shall have a white cover stamped/printed with the word 'MOTORCYCLE' 2 7/16" vertical and chipboard back. Each book shall be side stitched with two heavy-duty stitches.

Copy: Contractor shall be responsible for all typesetting, pasteup, and layout. See enclosed photocopies for style. All documents shall be reset. Typefaces will be chosen from contractor's available inventory.

Front of white and canary certificates shall be common. There is a type change on the pink certificate. Additionally, back of the pink certificate shall be printed.

Proof: Velox, blueline, or acetate proof is required for all typeset pieces. Proofs will be received and reviewed only during normal working hours.

Should additional proof(s) be required due to contractor's errors, such proofs shall be furnished at no additional charge. Delivery by the specified date shall be required.

Proofs shall be delivered to Captain R B. Saunders, Safety Division, State Police Headquarters, 7700 Midlothian Turnpike, Richmond, VA 23235.

Stock: Cover - 125# white index.

Certificates - Ply 1 – White 16lb CB
Ply 2 – Pink 14.5lb CFB
Ply 3 – Yellow 15lb CF

Back - .040" - .045" chipboard with flap attached in the back to prevent any manifolding from taking place ply to ply.

Ink: Cover - Black ink, one side only.
White and canary sheets - Black ink, one side only.
Pink sheets - Black ink, two sides.

Stickers: The stickers shall be a pressure sensitive, destructible vinyl manufactured to be suitable for exterior application on surfaces of bare or painted metal, vitreous enamel, glass and painted wood. Soft vinyl will NOT be acceptable. Base material without adhesive shall be no thicker than .004" and no thinner than .0025".

The adhesive used shall be permanent and shall not require water, solvent, or other wetting agent for activation. When properly applied to a suitable surface, this product shall withstand temperatures of -60 to 250° Fahrenheit. Stock and adhesive used on these stickers must be compatible with the adhesive used on the month and year insert stickers. Sticker shall print with bleed orange border. Two 1-7/8" X 1-3/4" boxes shall reverse, being separated from the blue background by a black border. The center of each box shall have the following wording in 1/8" lettering, printed in a 30% screen:

Left Border - "MONTH"

Right Border - "YEAR"

Black type shall overprint the orange background. A 1/4" X 1-3/4" box shall reverse the background into which consecutive numbers shall be printed. After printing and numbering, the entire surface of each sticker shall be covered with a high gloss transparent clear coating.

The printed stickers must be sun resistant and colorfast. Stickers and inserts shall show no signs of cracking, fading, excessive chalking or other signs of deterioration for a *minimum* of one year after application.

Once properly applied, the sticker/insert tab set must attain a sufficiently tight bond so that it will remain affixed for at least one year under adverse temperature and humidity conditions, or until it is intentionally or manually removed. If any attempt is made to transfer the sticker, it shall self-destruct through tearing or distortion.

Insert tabs and stickers must have a guaranteed *minimum* application temperature of at least 40° Fahrenheit.

The sticker shall have a protective liner placed over the adhesive which will serve as a carrier sheet. Both liner and sticker shall remain flat at all times, regardless of changes in humidity or temperature. The liner must be furnished with a clearing slit, vertically die cut 1" from the right edge.

The sticker shall have a security feature which shall safeguard the commonwealth against counterfeiting. This shall be accomplished by incorporating into the sticker a secret mark known only to the manufacturer and to authorized personnel of the commonwealth.

Numbering:

Stickers shall be consecutively numbered. *Guaranteed no missing or duplicate numbers on all certificates and stickers is required.*

Numbering shall be **M/A 600001** through **M/A 800000**.

Erasures, strikeovers, and misprints will not be acceptable.

Numerals on face shall be 3/16" and printed in bold black.

Numbers shall be the same on the stickers and the corresponding certificates.

Numerals on the certificates shall be 3/16" and printed in bold black. Front cover of each book shall have *printed* on it the beginning and ending numbers of certificates and stickers within each book.

Packaging:

Inner boxes shall contain 10 books each, in numerical sequence. Each box shall be labeled on end as to contents and quantity/box. Label shall also include the beginning and ending numbers of certificates and stickers contained in each box. Boxes shall be 80# cardboard, minimum; .025" thick, constructed with taped

corners. Each box shall measure approximately 5-1/4" long X 5" wide X 3" deep, with removable lid.

A security warning label, reading "ALWAYS STORE THESE DOCUMENTS IN A SECURE AREA TO PREVENT UNAUTHORIZED USE" must be printed on or securely affixed to each box. The security warning label shall be printed in red ink and at least 32-point, minimum, type shall be used.

20 inner boxes shall be boxed in each double-walled shipping case. Shipping cases shall be labeled as to contents and quantity/case. Label shall also include the beginning and ending numbers of certificates and stickers contained in each case. Label shall be on the end of each case facing out.

Cases shall be shrink wrapped or banded on 36" industry standard hardwood pallets with no bottom straps and with 20 cases maximum per pallet.

Delivery: Inside delivery is required at the Safety Division, State Police Headquarters, 7700 Midlothian Turnpike, Richmond, VA 23235.

Dock will not accommodate trucks longer than 28 feet.
Delivery Trucks shall be equipped with lift gate.
Pallets shall not exceed 2,000 lbs. and overall height shall not exceed 40" because of dock conditions at SPHQ.

Delivery hours are 8:30am – 2:00pm, Monday – Friday.
Dockplate and pallet jack are available for contractor's use.
Distance from dock to storage area is approximately 100 feet. BILL AS SHIPPED.

Delivery is required between September 1, 2012 and September 15, 2012.
Liquidated damages will be assessed for deliveries made after September 15, 2012.

YEARLY INSERT TABS FOR T/M APPROVAL STICKERS

Quantity: 375,000 each insert tabs.

Size: 1-3/4"W X 1-7/8"H - strip size of five tabs shall measure approximately 8-3/4"W X 1-7/8"H.

Copy: Contractor shall be responsible for all typesetting, paste-up, and layout. See enclosed photocopy for style. Copy on each tab insert shall be the following: "T/M Expires 10".

It is the responsibility of the bidder, upon notification of award, to contact the agency to arrange pickup of copy.

Proof: One velox, blueline, or acetate proof of a strip of five insert tabs, with and kiss cuts marked. Proof will be received and reviewed only during normal working hours.

Should additional proof(s) be required due to contractor's errors, such proofs shall be furnished at no additional charge. Delivery by the specified date shall be required.

Proofs shall be delivered to Captain R B. Saunders, Safety Division, State Police Headquarters, 7700 Midlothian Turnpike, Richmond, VA 23235.

Stock: The base material shall be pressure sensitive 2 mil destructible white vinyl - same material as used on the trailer and motorcycle approval stickers - suitable for exterior application. *Mylar is not acceptable.*

The adhesive used shall be permanent and shall not require water, solvent, or other wetting agent for activation. When properly applied to a suitable surface, this product shall withstand temperatures of -60 to 250° Fahrenheit. Stock and adhesive used on these insert tabs must be compatible with the adhesive used on the approval stickers and the year insert tabs.

The sticker shall have a protective liner placed over the adhesive which will serve as a carrier sheet. Both liner and sticker shall remain flat at all times, regardless of changes in humidity or temperature.

The printed insert tabs must be sun resistant and colorfast. Stickers and inserts shall show no signs of cracking, fading, excessive chalking or other signs of deterioration for a *minimum* of one year after application.

Once properly applied, the sticker/insert tab set must attain a sufficiently tight bond so that it will remain affixed for at least one year under adverse temperature and humidity conditions, or until it is intentionally or manually removed. If any attempt is made to transfer the insert tab, it shall self destruct through tearing or distortion.

Insert tabs and stickers must have a guaranteed *minimum* application temperature of at least 40° Fahrenheit.

Ink: Black sun-resistant ink is required. Excellent coverage is required.

Binding: Contractor shall produce five tabs per strip. Each strip shall be kiss cut between tabs to facilitate quick and easy removal of each number from the liner.

Packaging: All strips shall be packaged with 5000 inserts (1000 strips of 5 inserts per strip) per box. Each case and box shall be labeled on end to identify quantity, type, month, and number of strips contained within. Cases shall be shrink wrapped or banded on

36" industry-standard hardwood pallets with no bottom straps and with 20 cases maximum per pallet.

Delivery: Inside delivery is required at the Safety Division, State Police Headquarters, 7700 Midlothian Turnpike Richmond, VA 23235.

Dock will not accommodate trucks longer than 28 feet. Delivery Trucks shall be equipped with lift gate. Pallets shall not exceed 2,000 lbs. and overall height shall not exceed 40" because of dock conditions at SPHQ.

Delivery hours are 8:30am – 2:00pm, Monday – Friday.
Dockplate and pallet jack are available for contractors use.
Distance from dock to storage area is approximately 100 feet. **BILL AS SHIPPED.**

Delivery is required between September 1, 2012 and September 15, 2012. Liquidated damages will be assessed for deliveries made after September 15, 2012.

MONTHLY INSERT TABS FOR T/M APPROVAL STICKERS

Quantity: 410,000 each insert tabs. Specific quantity for each month shall be:

Month 1 (January)	--	30,000 tabs
Month 2 (February)	--	30,000 tabs
Month 3 (March)	--	30,000 tabs
Month 4 (April)	--	30,000 tabs
Month 5 (May)	--	30,000 tabs
Month 6 (June)	--	30,000 tabs
Month 7 (July)	--	30,000 tabs
Month 8 (August)	--	30,000 tabs
Month 9 (September)	--	30,000 tabs
Month 10 (October)	--	30,000 tabs
Month 11 (November)	--	30,000 tabs
Month 12 (December)	--	30,000 tabs

Size: 1-3/4"W X 1-7/8"H -- strip size of five tabs shall measure approximately 8-3/4"W X 1-7/8"H.

Copy: Contractor shall be responsible for all typesetting, paste-up, and layout. See enclosed photocopy for style. Copy on each tab insert shall be the appropriate month numeral which shall measure approximately 1-3/4" tall.

It is the responsibility of the bidder, upon notification of award, to contact the agency to arrange pickup of copy.

Proof: One velox, blueline, or acetate proof of a strip of five insert tabs, with and kiss cuts marked. Proof will be received and reviewed only during normal working hours.

Should additional proof(s) be required due to contractor's errors, such proofs shall be furnished at no additional charge. Delivery by the specified date shall be required.

Proofs shall be delivered to Captain R. B. Saunders, Safety Division, State Police Headquarters, 7700 Midlothian Turnpike, Richmond, VA 23235.

Stock: The base material shall be pressure sensitive 2 mil destructible white vinyl -- same material as used on the trailer and motorcycle approval stickers -- suitable for exterior application. *Mylar is not acceptable.*

The adhesive used shall be permanent and shall not require water, solvent, or other wetting agent for activation. When properly applied to a suitable surface, this product shall withstand temperatures of -60 to 250° Fahrenheit. Stock and adhesive used on these insert tabs must be compatible with the adhesive used on the approval stickers and the year insert tabs.

The sticker shall have a protective liner placed over the adhesive which will serve as a carrier sheet. Both liner and sticker shall remain flat at all times, regardless of changes in humidity or temperature. The printed insert tabs must be sun resistant and colorfast. Stickers and inserts shall show no signs of cracking, fading, excessive chalking or other signs of deterioration for a *minimum* of one year after application.

Once properly applied, the sticker/insert tab set must attain a sufficiently tight bond so that it will remain affixed for at least one year under adverse temperature and humidity conditions, or until it is intentionally or manually removed. If any attempt is made to transfer the insert tab, it shall self destruct through tearing or distortion.

Insert tabs and stickers must have a guaranteed *minimum* application temperature of at least 40° Fahrenheit.

Ink: Black sun-resistant ink is required. Excellent coverage is required.

Binding: Contractor shall produce five tabs per strip. Each strip shall be kiss cut between tabs to facilitate quick and easy removal of each number from the liner.

Packaging: All strips shall be packaged with 5000 inserts (1000 strips of 5 inserts per strip) per box. Each case and box shall be labeled on end to identify quantity, type, month, and number of strips contained within. Cases shall be shrink wrapped or banded on

36" industry-standard hardwood pallets with no bottom straps and with 20 cases maximum per pallet.

Delivery:

Inside delivery is required at the Safety Division, State Police Headquarters, 7700 Midlothian Turnpike, Richmond, VA 23235.

Dock will not accommodate trucks longer than 28 feet. Delivery Trucks shall be equipped with lift gate. Pallets shall not exceed 2,000lbs. and overall height shall not exceed 40" because of dock conditions at SPHQ.

Delivery hours are 8:30am – 2:00pm, Monday – Friday. Dockplate and pallet jack are available for contractor use. Distance from dock to storage area is approximately 100 feet. **BILL AS SHIPPED.**

Delivery is required between September 1, 2012 and September 15, 2012. Liquidated damages will be assessed for deliveries made after September 15, 2012.

GENERAL REQUIREMENTS

The commonwealth has the right to enter the contractor's production facility at any time during the fulfillment of this contract to inspect the methods of production to insure full compliance with all provisions of the contract.

No imprint of the contractor shall appear on the printed material.

Contractor shall meet with representatives at the Department of State Police at the Department's Safety Division Headquarters in Richmond, Virginia after award, but prior to commencement of work on the contract to discuss in detail all aspects of this contract. Such meeting shall be held at no additional expense to the Commonwealth of Virginia.

All art and negatives shall be returned to the agency before final invoice will be processed.

Contractor shall store the forms in a warehouse secured by generally accepted locking devices and protected by a full security alarm system. The contractor shall only process orders received, in writing (fax is acceptable), from those persons authorized in writing by the Department of State Police. The contractor shall maintain an inventory control log which documents the total number of forms manufactured, each distribution of the forms, and the on-hand inventory balance. These documents shall be available upon request of the department. With the last invoice, contractor shall deliver the original inventory control log and all supporting documentation to the Department of State Police. **WARRANTY:** All materials and equipment shall be fully guaranteed against defects in material and workmanship for a period of 365 calendar days following date of vehicle inspection. Should any defect be noted by the owner, the purchasing office will notify the contractor of such defect or non conformance. Notification will state either (1) that

the contractor shall replace or correct, or (2) the owner does not require replacement or correction, but an equitable adjustment to the contract price will be negotiated. If the contractor is required to correct or replace, it shall be at no cost to the Commonwealth and shall be subject to all provisions of this clause to the same extent as materials initially delivered. If the contractor fails or refuses to replace or correct the deficiency, the office issuing the purchase order may have the materials corrected or replaced with similar items and charge the contractor the costs occasioned thereby or obtain an equitable adjustment in the contract price.

SPECIAL TERMS AND CONDITIONS

SCOPE

The purpose of this invitation is to solicit SEALED bids, from qualified responsible and responsive bidders, that will result in an initial one year term contract (with 4 possible additional renewal options) to print and supply VEHICLE INSPECTION STICKERS as described herein to the Virginia State Police according to terms, conditions and specifications provided in this Invitation For Bid (IFB). IF SUBMITTING BID RESPONSE IN THE FORM OF A PAPER SUBMISSION, SEE SECTION 2 OF THE ATTACHED SPECIAL TERMS AND CONDITIONS.

QUANTITIES

Quantities set forth in this solicitation are estimates only, and the contractor shall supply at bid prices actual quantities as ordered, regardless of whether such total quantities are more or less than those shown.

DELIVERY POINT

Except when otherwise specified herein, all items shall be F.O.B. delivered any point within the Commonwealth of Virginia as directed by ordering department, institution or agency of the Commonwealth or Public bodies of the Commonwealth as defined in Section 11-37 of the Virginia Public Procurement Act.

AUDIT

The contractor shall retain all books, records, and other documents relative to this contract for five (5) years after final payment, or until audited by the Commonwealth of Virginia, whichever is sooner. The agency, its authorized agents, and/or state auditors shall have full access to and the right to examine any of said materials during said period.

CANCELLATION OF CONTRACT

The purchasing agency reserves the right to cancel and terminate any resulting contract, in part or in whole, without penalty, upon 60 days written notice to the contractor. In the event the initial contract period is for more than 12 months, the resulting contract may be terminated by either party, without penalty, after the initial 12 months of the contract period upon 60 days written notice to the other party. Any contract cancellation notice shall not relieve the contractor of the obligation to deliver and/or perform on all outstanding orders issued prior to the effective date of cancellation.

ADDITIONAL INFORMATION:

The Commonwealth reserves the right to ask any bidder to submit information missing from its bid, to clarify its bid, and to submit additional information which the Commonwealth deems desirable.

AVAILABILITY OF FUNDS

It is understood and agreed between the parties herein that the agency shall be bound hereunder only to the extent of the funds available or which may hereafter become available for the purpose of this agreement.

AWARD:

AWARD TO OTHER THAN THE LOWEST PRICED BIDDER(S): An award will be made to the lowest responsive and responsible bidder however; the award may be made to a reasonably priced DMBE-certified small business bidder that is other than the lowest priced bidder. Evaluation will be based on net prices. Unit prices, extensions and grand total must be shown. In case of arithmetic errors, the unit price will govern. If cash discount for prompt payment is offered, it must be clearly shown in the space provided. Discounts for prompt payment will not be considered in making awards. The right is reserved to make a separate award of each item, a group of items or all items, and to make an award either in whole or in part, whichever is deemed in the best interest of the Commonwealth. The State reserves the right to reject any and all bids in whole or in part, to waive any informality, and to delete items prior to making an award.

PRINT QUALITY REQUIRED

CLASS 2 - EXCELLENT QUALITY PRINTING: This class shall be used when good clean, crisp reproduction is required. One color or multiple color jobs may be classified as "Class 2." Four-color process subjects shall have pleasing color matches with good skin tones; some color correction may be necessary. PMS color matches may be required. Very fine lines and drawings may be required. Normally halftones or screentints will require 133, 150 or 200 line screens. There is to be large reverse areas, and/or large solid areas where good even ink coverage is necessary. Because of the overall design, very accurate registration is required. Camera-ready copy is generally furnished. Metallic inks may be used. Finishing and bindery operations shall be the same excellent quality.

RENEWALS

This is the FINAL RENEWAL OPTION for this contract.

CHANGES TO THE CONTRACT

Any change (s) to the specifications, whether they are the suggestion of the agency or the contractor must be approved by the Agency and the Division of Purchases and Supply prior to execution of the change (s).

INSIDE DELIVERY

Prices quoted shall allow for "INSIDE DELIVERY". IT IS THE CONTRACTOR'S RESPONSIBILITY TO ASCERTAIN THE DELIVERY AND RECEIVING REQUIREMENT AT EACH LOCATION AND TO PROVIDE SUFFICIENT PERSONNEL TO UNLOAD SHIPMENTS AND PLACE ORDER IN PROPER LOCATION.

LIQUIDATED DAMAGES, GOODS AND

Delivery is required not later than that allowed for in the specification. It is hereby understood and agreed by the bidder that time is of the essence in the delivery of supplies, services, materials or equipment of the character and quality specified in the bid document. In the event these specified supplies, services, materials or equipment are not delivered by the date specified, there will be deducted, not as a penalty but as liquidated damages, the sum of \$100 per day for each and every day of delay beyond the time specified; except that if the delivery be delayed by any act, negligence or default on the part of the Commonwealth, public enemy, war, embargo and fire or explosion not caused by the negligence or intentional act of the contractor or his supplier(s), or by riot, sabotage or labor trouble that results from a cause or causes entirely beyond the control or fault of the contractor or his supplier(s), a reasonable extension of time as the procuring public body deems appropriate may be granted. Upon receipt of a written request and justification for an extension from the contractor, the purchasing office may extend the time for performance of the contract or delivery of goods herein specified at the purchasing office's sole discretion for good cause shown.

OWNERSHIP OF PRINTING MATERIAL

All artwork, camera-ready copy, negatives, dies, photos, and similar materials used to produce a printing job shall become the property of the Commonwealth. Any furnished materials shall remain the property of the Commonwealth. All such items and materials shall be delivered to the ordering agency.

PURCHASE DOLLAR REPORT

The contractor shall furnish the Division of Purchases and Supply a statement covering the total dollar volume of purchases made under this contract at approximately 90 days prior to the contract expiration.

PURCHASE VOLUME REPORT

The contractor shall furnish the Division of Purchases and Supply a report of the total number of each contract item delivered under this contract at approximately 90 days prior to the contract expiration.

PRINTING PICK UPS/DELIVERIES:

Contractor shall be responsible for all pick ups and deliveries of all materials.

PRICE ESCALATION/DE-ESCALATION

PRICE ESCALATION/DE-ESCALATION: Price adjustments may be permitted for changes in the contractor's cost of paper only not to exceed the increase in the following index/indices: PPI. No price increases will be authorized for one (1) year after the effective date of the contract. Price escalation may be

permitted only at the end of this period and each 180 days thereafter and only where verified to the satisfaction of the purchasing office. However, "across the board" price decreases are subject to implementation at any time and shall be immediately conveyed to the Commonwealth.

Contractor shall give not less than 30 days advance notice of any price increase to the purchasing office. Any approved price changes will be effective only at the beginning of the calendar month following the end of the full 30 day notification period. The contractor shall document the amount and proposed effective date of any general change in the price of materials. Documentation shall be supplied with the

contractor's request for increase which will: (1) verify that the requested price increase is general in scope and not applicable just to the Commonwealth of Virginia; and (2) verify the amount or percentage of increase which is being passed on to the contractor by the contractor's suppliers.

The purchasing office will notify the using agencies and contractor in writing of the effective date of any increase which it approves. However, the contractor shall fill all purchase orders received prior to the effective date of the price adjustment at the old contract prices. The contractor is further advised that decreases which affect the cost of materials are required to be communicated immediately to the purchasing office.

FINANCIAL WARRANTY: Contractor shall ensure that the prices, discounts, incentives, and other financial terms (collectively, the "financial deal") applicable to purchases under this Contract is always at least as favorable to the purchaser as the financial deal that the Contractor or its affiliates make available to any public body in Virginia for the same good(s)/service(s) outside this Contract. Throughout the term of this Contract, if Contractor (or any affiliate) makes a better financial deal available to a public body in Virginia for any good(s)/service(s) available under this Contract, Contractor shall immediately notify DGS of the details and, at DGS's option, sign an amendment to this Contract, so that an equivalent financial deal for the affected good(s)/service(s) is also available as an option under this Contract. Contractor may request exemption if the better financial deal was for a spot purchase, and DGS shall grant such request if DGS in good faith finds that the spot purchase involved special circumstances affecting cost that would make it unfair to apply an equivalent financial deal outside of that spot purchase. Upon DGS's request (and annually on August 1), Contractor shall submit to DGS an affidavit certifying full compliance with this Section. The Contractor (and any affiliate) shall waive any contractual or other right that inhibits any public body in Virginia from disclosing to DGS or others the financial terms made available to the public body, and upon request from DGS, Contractor shall ensure that a signed confirmation of the waiver is provided to the public body and DGS. As used in this Section, an affiliate is any entity that controls, is controlled by, or is under common control with, the Contractor.

GENERAL TERMS AND CONDITIONS

VENDORS MANUAL: This solicitation is subject to the provisions of the Commonwealth of Virginia Vendors Manual and any changes or revisions thereto, which are hereby incorporated into this contract in their entirety. The procedure for filing contractual claims is in section 7.19 of the Vendors Manual. A copy of the manual is normally available for review at the purchasing office and is accessible on the Internet at www.dgs.state.va.us/dps under "Manuals."

APP. LAWS AND COURTS

APPLICABLE LAWS AND COURTS: This solicitation and any resulting contract shall be governed in all respects by the laws of the Commonwealth of Virginia and any litigation with respect thereto shall be brought in the courts of the Commonwealth. The agency and the contractor are encouraged to resolve any issues in controversy arising from the award of the contract or any contractual dispute using Alternative Dispute Resolution (ADR) procedures (Code of Virginia, § 2.2-4366). ADR procedures are described in Chapter 9 of the Vendors Manual. The contractor shall comply with all applicable federal, state and local laws, rules and regulations.

ANTI-DISCRIMINATION (1 of 2)

ANTI-DISCRIMINATION (part 1 of 2): By submitting their (bids/proposals), (bidders/offerors) certify to the Commonwealth that they will conform to the provisions of the Federal Civil Rights Act of 1964, as amended, as well as the Virginia Fair Employment Contracting Act of 1975, as amended, where applicable, the Virginians With Disabilities Act, the Americans With Disabilities Act and § 2.2-4311 of the Virginia Public Procurement Act (VPPA). If the award is made to a faith-based organization, the organization shall not discriminate against any recipient of goods, services, or disbursements made pursuant to the contract on the basis of the recipient's religion, religious belief, refusal to participate in a religious practice, or on the basis of race, age, color, gender or national origin and shall be subject to the same rules as other organizations that contract with public bodies to account for the use of the funds provided; however, if the faith-based organization segregates public funds into separate accounts, only the accounts and programs funded with public funds shall be subject to audit by the public body. (Code of Virginia, § 2.2-4343.1E). (continued on part 2)

ANTI-DISCRIMINATION (2 of 2)

ANTI-DISCRIMINATION (part 2 of 2): In every contract over \$10,000 the provisions in 1. and 2. below apply: 1.) During the performance of this contract, the contractor agrees as follows: (a.) The contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment, except where there is a bona fide occupational qualification reasonably necessary to the normal operation of the contractor. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause. (b.) The contractor, in all solicitations or advertisements for employees placed by or on behalf of the contractor, will state that such contractor is an equal opportunity employer. (c.) Notices, advertisements and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient for the purpose of meeting these requirements. 2.) The contractor will include the provisions of 1. above in every subcontract or purchase order over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.

ETHICS IN PUBLIC CONTRACTING

ETHICS IN PUBLIC CONTRACTING: By submitting their (bids/proposals), (bidders/offerors) certify that their (bids/proposals) are made without collusion or fraud and that they have not offered or received any kickbacks or inducements from any other (bidder/offeror), supplier, manufacturer or subcontractor in connection with their (bid/proposal), and that they have not conferred on any public employee having official responsibility for this procurement transaction any payment, loan, subscription, advance, deposit of money, services or anything of more than nominal value, present or promised, unless consideration of substantially equal or greater value was exchanged.

IMMIGRATION REFORM

IMMIGRATION REFORM AND CONTROL ACT OF 1986: By submitting their (bids/proposals), (bidders/offerors) certify that they do not and will not during the performance of this contract employ illegal alien workers or otherwise violate the provisions of the federal Immigration Reform and Control Act of 1986.

DEBARMENT STATUS

DEBARMENT STATUS: By submitting their (bids/proposals), (bidders/offerors) certify that they are not currently debarred by the Commonwealth of Virginia from submitting bids or proposals on contracts for the type of goods and/or services covered by this solicitation, nor are they an agent of any person or entity that is currently so debarred.

ANTITRUST

ANTITRUST: By entering into a contract, the contractor conveys, sells, assigns, and transfers to the Commonwealth of Virginia all rights, title and interest in and to all causes of action it may now have or hereafter acquire under the antitrust laws of the United States and the Commonwealth of Virginia, relating to the particular goods or services purchased or acquired by the Commonwealth of Virginia under said contract.

MANDATORY USE OF STATE FORM

MANDATORY USE OF STATE FORM AND TERMS AND CONDITIONS FOR IFB's: Failure to submit a bid on the official state form provided for that purpose shall be a cause for rejection of the bid. Modification of or additions to any portion of the Invitation for Bids may be cause for rejection of the bid; however, the Commonwealth reserves the right to decide, on a case by case basis, in its sole discretion, whether to reject such a bid as nonresponsive. As a precondition to its acceptance, the Commonwealth may, in its sole discretion, request that the bidder withdraw or modify nonresponsive portions of a bid which do not affect quality, quantity, price, or delivery. No modification of or addition to the provisions of the contract shall be effective unless reduced to writing and signed by the parties.

CLARIFICATION OF TERMS

CLARIFICATION OF TERMS: If any prospective (bidder/offeror) has questions about the specifications or other solicitation documents, the prospective (bidder/offeror) should contact the buyer whose name appears on the face of the solicitation no later than five working days before the due date. Any revisions to the solicitation will be made only by addendum issued by the buyer.

PAYMENT (1 of 3)

PAYMENT (part 1 of 3): To Prime Contractor: a.) Invoices for items ordered, delivered and accepted shall be submitted by the contractor directly to the payment address shown on the purchase order/contract. All invoices shall show the state contract number and/or purchase order number; social security number (for individual contractors) or the federal employer identification number (for proprietorships, partnerships, and corporations). b.) Any payment terms requiring payment in less than 30 days will be regarded as requiring payment 30 days after invoice or delivery, whichever occurs last. This shall not affect offers of discounts for payment in less than 30 days, however. c.) All goods or services provided under this contract or purchase order, that are to be paid for with public funds, shall be billed by the contractor at the contract price, regardless of which public agency is being billed. d.) The following shall be deemed to be the date of payment: the date of postmark in all cases where payment is made by mail, or the date of offset when offset proceedings have been instituted as authorized under the Virginia Debt Collection Act. e.) Unreasonable Charges. Under certain emergency procurements and for most time and material purchases, final job costs cannot be accurately determined at the time orders are

placed.(Continued on part 2)

PAYMENT (2 of 3)

PAYMENT (part 2 of 3): In such cases, contractors should be put on notice that final payment in full is contingent on a determination of reasonableness with respect to all invoiced charges. Charges which appear to be unreasonable will be researched and challenged, and that portion of the invoice held in abeyance until a settlement can be reached. Upon determining that invoiced charges are not reasonable, the Commonwealth shall promptly notify the contractor, in writing, as to those charges which it considers unreasonable and the basis for the determination. A contractor may not institute legal action unless a settlement cannot be reached within thirty (30) days of notification. The provisions of this section do not relieve an agency of its prompt payment obligations with respect to those charges which are not in dispute (Code of Virginia, § 2.2-4363). 2. To Subcontractors: a.) A contractor awarded a contract under this solicitation is hereby obligated: (1) To pay the subcontractor(s) within seven (7) days of the contractor's receipt of payment from the Commonwealth for the proportionate share of the payment received for work performed by the subcontractor(s) under the contract; or (2) To notify the agency and the subcontractor(s), in writing, of the contractor's intention to withhold payment and the reason. (continued on part 3)

PAYMENT (3 of 3)

PAYMENT (part 3 of 3): b.) The contractor is obligated to pay the subcontractor(s) interest at the rate of one percent per month (unless otherwise provided under the terms of the contract) on all amounts owed by the contractor that remain unpaid seven (7) days following receipt of payment from the Commonwealth, except for amounts withheld as stated in (2) above. The date of mailing of any payment by U. S. Mail is deemed to be payment to the addressee. These provisions apply to each sub-tier contractor performing under the primary contract. A contractor's obligation to pay an interest charge to a subcontractor may not be construed to be an obligation of the Commonwealth. 3.) Each prime contractor who wins an award in which provision of a SWAM procurement plan is a condition to the award, shall deliver to the contracting agency or institution, on or before request for final payment, evidence and certification of compliance (subject only to insubstantial shortfalls and to shortfalls arising from subcontractor default) with the SWAM procurement plan. Final payment under the contract in question may be withheld until such certification is delivered and, if necessary, confirmed by the agency or institution, or other appropriate penalties may be assessed in lieu of withholding such payment.

PRECEDENCE OF TERMS

PRECEDENCE OF TERMS: The following General Terms and Conditions VENDORS MANUAL, APPLICABLE LAWS AND COURTS, ANTI-DISCRIMINATION, ETHICS IN PUBLIC CONTRACTING, IMMIGRATION REFORM AND CONTROL ACT OF 1986, DEBARMENT STATUS, ANTITRUST, MANDATORY USE OF STATE FORM AND TERMS AND CONDITIONS, CLARIFICATION OF TERMS, PAYMENT shall apply in all instances. In the event there is a conflict between any of the other General Terms and Conditions and any Special Terms and Conditions in this solicitation, the Special Terms and Conditions shall apply.

QUALIFICATIONS

QUALIFICATIONS OF (BIDDERS/OFFERORS): The Commonwealth may make such reasonable investigations as deemed proper and necessary to determine the ability of the (bidder/offeror) to perform

the services/furnish the goods and the (bidder/offeror) shall furnish to the Commonwealth all such information and data for this purpose as may be requested. The Commonwealth reserves the right to inspect (bidder's/offeror's) physical facilities prior to award to satisfy questions regarding the (bidder's/offeror's) capabilities. The Commonwealth further reserves the right to reject any (bid/proposal) if the evidence submitted by, or investigations of, such (bidder/offeror) fails to satisfy the Commonwealth that such (bidder/offeror) is properly qualified to carry out the obligations of the contract and to provide the services and/or furnish the goods contemplated therein.

TESTING AND INSPECTION

TESTING AND INSPECTION: The Commonwealth reserves the right to conduct any test/inspection it may deem advisable to assure goods and services conform to the specifications.

ASSIGNMENT OF CONTRACT

ASSIGNMENT OF CONTRACT: A contract shall not be assignable by the contractor in whole or in part without the written consent of the Commonwealth.

CHANGES TO CONTRACT (1 of 2)

CHANGES TO THE CONTRACT (part 1 of 2): Changes can be made to the contract in any of the following ways: (1.) The parties may agree in writing to modify the scope of the contract. An increase or decrease in the price of the contract resulting from such modification shall be agreed to by the parties as a part of their written agreement to modify the scope of the contract. (2.) The Purchasing Agency may order changes within the general scope of the contract at any time by written notice to the contractor. Changes within the scope of the contract include, but are not limited to, things such as services to be performed, the method of packing or shipment, and the place of delivery or installation. The contractor shall comply with the notice upon receipt. The contractor shall be compensated for any additional costs incurred as the result of such order and shall give the Purchasing Agency a credit for any savings. Said compensation shall be determined by one of the following methods: (2a.) By mutual agreement between the parties in writing; or (2b.) By agreeing upon a unit price or using a unit price set forth in the contract, if the work to be done can be expressed in units, and the contractor accounts for the number of units of work performed, subject to the Purchasing Agency's right to audit the contractor's records and/or to determine the correct number of units independently; or (continued on part 2)

CHANGES TO CONTRACT (2 of 2)

CHANGES TO THE CONTRACT (part 2 of 2): (2c.) By ordering the contractor to proceed with the work and keep a record of all costs incurred and savings realized. A markup for overhead and profit may be allowed if provided by the contract. The same markup shall be used for determining a decrease in price as the result of savings realized. The contractor shall present the Purchasing Agency with all vouchers and records of expenses incurred and savings realized. The Purchasing Agency shall have the right to audit the records of the contractor as it deems necessary to determine costs or savings. Any claim for an adjustment in price under this provision must be asserted by written notice to the Purchasing Agency within thirty (30) days from the date of receipt of the written order from the Purchasing Agency. If the parties fail to agree on an amount of adjustment, the question of an increase or decrease in the contract price or time for performance shall be resolved in accordance with the procedures for resolving disputes provided by the Disputes Clause of this contract or, if there is none, in accordance with the disputes provisions of the

Commonwealth of Virginia Vendors Manual. Neither the existence of a claim nor a dispute resolution process, litigation or any other provision of this contract shall excuse the contractor from promptly complying with the changes ordered by the Purchasing Agency or with the performance of the contract generally.

DEFAULT

DEFAULT: In case of failure to deliver goods or services in accordance with the contract terms and conditions, the Commonwealth, after due oral or written notice, may procure them from other sources and hold the contractor responsible for any resulting additional purchase and administrative costs. This remedy shall be in addition to any other remedies which the Commonwealth may have.

TAXES

TAXES: Sales to the Commonwealth of Virginia are normally exempt from State sales tax. State sales and use tax certificates of exemption, Form ST-12, will be issued upon request. Deliveries against this contract shall usually be free of Federal excise and transportation taxes. The Commonwealth's excise tax exemption registration number is 54-73-0076K.

USE OF BRAND NAMES

USE OF BRAND NAMES: Unless otherwise provided in this solicitation, the name of a certain brand, make or manufacturer does not restrict (bidders/offerors) to the specific brand, make or manufacturer named, but conveys the general style, type, character, and quality of the article desired. Any article which the public body, in its sole discretion, determines to be the equal of that specified, considering quality, workmanship, economy of operation, and suitability for the purpose intended, shall be accepted. The (bidder/offeror) is responsible to clearly and specifically identify the product being offered and to provide sufficient descriptive literature, catalog cuts and technical detail to enable the Commonwealth to determine if the product offered meets the requirements of the solicitation. This is required even if offering the exact brand, make or manufacturer specified. Normally in competitive sealed bidding only the information furnished with the bid will be considered in the evaluation. Failure to furnish adequate data for evaluation purposes may result in declaring a bid nonresponsive. Unless the (bidder/offeror) clearly indicates in its (bid/proposal) that the product offered is an equal product, such (bid/proposal) will be considered to offer the brand name product referenced in the solicitation.

TRANSPORTATION AND PACKAGING

TRANSPORTATION AND PACKAGING: By submitting their (bids/proposals), all (bidders/offerors) certify and warrant that the price offered for FOB destination includes only the actual freight rate costs at the lowest and best rate and is based upon the actual weight of the goods to be shipped. Except as otherwise specified herein, standard commercial packaging, packing and shipping containers shall be used. All shipping containers shall be legibly marked or labeled on the outside with purchase order number, commodity description, and quantity.

INSURANCE (1 of 3)

INSURANCE (part 1 of 3): By signing and submitting a bid or proposal under this solicitation, the bidder or offeror certifies that if awarded the contract, it will have the following insurance coverage at the time the contract is awarded. For construction contracts, if any subcontractors are involved, the subcontractor

will have workers' compensation insurance in accordance with §§ 2.2-4332 and 65.2-800 et seq. of the Code of Virginia. The bidder or offeror further certifies that the contractor and any subcontractors will maintain these insurance coverage during the entire term of the contract and that all insurance coverage will be provided by insurance companies authorized to sell insurance in Virginia by the Virginia State Corporation Commission. (continued in part 2)

INSURANCE (2 of 3)

INSURANCE (part 2 of 3) MINIMUM INSURANCE COVERAGES AND LIMITS REQUIRED FOR MOST CONTRACTS: 1) Workers' Compensation - Statutory requirements and benefits. Coverage is compulsory for employers of three or more employees, to include the employer. Contractors who fail to notify the Commonwealth of increases in the number of employees that change their workers' compensation requirements under the Code of Virginia during the course of the contract shall be in noncompliance with the contract. 2). Employer's Liability - \$100,000. 3) Commercial General Liability - \$1,000,000 per occurrence. Commercial General Liability is to include bodily injury and property damage, personal injury and advertising injury, products and completed operations coverage. The Commonwealth of Virginia must be named as an additional insured and so endorsed on the policy 4). Automobile Liability - \$1,000,000 per occurrence. (Only used if motor vehicle is to be used in the contract.). (continued in part 3)

INSURANCE (3 of 3)

INSURANCE (part 3 of 3): NOTE: In addition, various Professional Liability/Errors and Omissions coverage are required when soliciting those services as follows: Profession/Service /Limits, Accounting /\$1,000,000 per occurrence, \$3,000,000 aggregate Architecture/\$2,000,000 per occurrence, \$6,000,000 aggregate, Asbestos Design, Inspection or Abatement Contractors/ \$1,000,000 per occurrence, \$3,000,000 aggregate, Health Care Practitioner (to include Dentists, Licensed Dental, Hygienists, Optometrists, Registered or Licensed, Practical Nurses, Pharmacists, Physicians, Podiatrists, Chiropractors, Physical Therapists, Physical ,Therapist Assistants, Clinical Psychologists, Clinical Social Workers, Professional Counselors, Hospitals, or Health Maintenance Organizations.) \$1,750,000 per occurrence, \$3,000,000 aggregate, (Limits increase each July 1 through fiscal year 2008, as follows: July 1, 2005 - \$1,800,000, July 1, 2006 - \$1,850,000, July 1, 2007 - \$1,925,000, July 1, 2008 - \$2,000,000. This complies with §8.01-581.15 of the Code of Virginia. Insurance/Risk Management /\$1,000,000 per occurrence, \$3,000,000 aggregate, Landscape/Architecture/\$1,000,000 per occurrence, \$1,000,000 aggregate, Legal/\$1,000,000 per occurrence, \$5,000,000 aggregate. Professional Engineer/\$2,000,000 per occurrence, \$6,000,000 aggregate, Surveying/\$1,000,000 per occurrence, \$1,000,000 aggregate

ANNOUNCEMENT OF AWARD

ANNOUNCEMENT OF AWARD: Upon the award or the announcement of the decision to award a contract over \$50,000, as a result of this solicitation, the purchasing agency will publicly post such notice on the DGS/DPS eVA website (www.eva.virginia.gov) for a minimum of 10 days.

DRUG-FREE WORKPLACE

DRUG-FREE WORKPLACE: During the performance of this contract, the contractor agrees to (i) provide a drug-free workplace for the contractor's employees; (ii) post in conspicuous places, available to employees and applicants for employment, a statement notifying employees that the unlawful

manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana is prohibited in the contractor's workplace and specifying the actions that will be taken against employees for violations of such prohibition; (iii) state in all solicitations or advertisements for employees placed by or on behalf of the contractor that the contractor maintains a drug-free workplace; and (iv) include the provisions of the foregoing clauses in every subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each subcontractor or vendor. For the purposes of this section, "drug-free workplace" means a site for the performance of work done in connection with a specific contract awarded to a contractor, the employees of whom are prohibited from engaging in the unlawful manufacture, sale, distribution, dispensation, possession or use of any controlled substance or marijuana during the performance of the contract.

NONDISCRIMINATION

NONDISCRIMINATION OF CONTRACTORS: A bidder, offeror, or contractor shall not be discriminated against in the solicitation or award of this contract because of race, religion, color, sex, national origin, age, disability, faith-based organizational status, any other basis prohibited by state law relating to discrimination in employment or because the bidder or offeror employs ex-offenders unless the state agency, department or institution has made a written determination that employing ex-offenders on the specific contract is not in its best interest. If the award of this contract is made to a faith-based organization and an individual, who applies for or receives goods, services, or disbursements provided pursuant to this contract objects to the religious character of the faith-based organization from which the individual receives or would receive the goods, services, or disbursements, the public body shall offer the individual, within a reasonable period of time after the date of his objection, access to equivalent goods, services, or disbursements from an alternative provider.

eVA REGISTRATION (1 of 2)

eVA BUSINESS-TO-GOVERNMENT VENDOR REGISTRATION: The eVA Internet electronic procurement solution, web site portal www.eVA.virginia.gov streamlines and automates government purchasing activities in the Commonwealth. The eVA portal is the gateway for vendors to conduct business with state agencies and public bodies. All vendors desiring to provide goods and/or services to the Commonwealth shall participate in the eVA Internet e-procurement solution either through the eVA Basic Vendor Registration Service or eVA Premium Vendor Registration Service. All bidders or offerors must register in eVA; failure to register will result in the bid/proposal being rejected.

eVA REGISTRATION (2 of 2)

a.) eVA Basic Vendor Registration Service: \$25 Annual Fee plus the appropriate order Transaction Fee specified below. eVA Basic Vendor Registration Service includes electronic order receipt, vendor catalog posting, on-line registration, electronic bidding and the ability to research historical procurement data available in the eVA purchase transaction data warehouse. b.) eVA Premium Vendor Registration Service: \$25 Annual Fee plus the appropriate Transaction Fee specified below. eVA Premium Vendor Registration Service includes all benefits of the eVA Basic Vendor Registration Service plus automatic email or fax notification of solicitations and amendments. c.) For orders issued prior to August 16, 2006 the Vendor Transaction Fee is 1% capped at a maximum of \$500 per order. d.) For orders issued August 16, 2006 and after, the Vendor Transaction Fee is: (i) DMBE-certified Small Businesses: 1% capped at \$500 per order. (ii) Businesses that are not DMBE-certified Small Businesses: 1% capped at \$1,500 per order.

AVAILABILITY OF FUNDS

It is understood and agreed between the parties herein that the agency shall be bound hereunder only to the extent of the funds available or which may hereafter become available for the purpose of this agreement.

SET ASIDES

This solicitation is set-aside for DMBE-certified small business participation only when designated “SET-ASIDE FOR SMALL BUSINESSES” in the solicitation. Small businesses must be certified by the Virginia Department of Minority Business Enterprise not later than the solicitation due date and time. DMBE-certified women- and minority-owned businesses are also considered small businesses when they have received DMBE small business certification.

SMALL PURCHASE CHARGE CARD

Mandatory Acceptance of Small Purchase Charge Card: Purchasing charge cards offer State agencies and Institutions the opportunity to streamline their procedures for procuring and paying for small dollar goods and services. Vendors responding to this solicitation should note that acceptance of payment by purchase card is mandatory (unless waived by DPS) within 90 days of contract award. For current contracts where acceptance of the purchasing card is not in effect, Contractors must (unless waived by DPS) accept purchase card payments within 90 days of contract renewal.

Payment for orders issued against the contract(s) resulting from this solicitation must allow for the Purchase Order Number to be passed at the time of charge so that the Purchase Order Number is received by the card platform and passed to the Card provider. This can be accomplished by vendors establishing their card account at Level 2, which is mandatory or Level 3 which is optional. Information on the various levels for the GE MasterCard is indicated below.

Charge Card Levels:

The amount of data passed for each charge card payment depends on the level at which the charge card is established. The levels are delineated below and the preferred level by the Commonwealth is level 2.

Level 1 vendors provide basic credit card purchase information, including but not limited to the data listed below. By passing “Basic Data”, the vendor has a standard interchange cost.

- Supplier Name
- Merchant Category Code
- Date
- Total Purchase Amount

Level 2 vendors provide additional information to the Level 1 elements, including, but not limited to the data listed below. By passing level 2 detail, the vendor will receive lower interchange costs. Level 2 is mandatory for any vendors who do business with the Commonwealth of Virginia and accept GE MasterCard.

- Customer Code (PCO Number from eVA)

- Vendor eVA ID Number

Level 3 vendors provide line item detail, in addition to the Level 1 and Level 2 elements, including, but not limited to the data listed below. By passing Level 3 (which is optional) data which is considered Superior data, the vendor will receive the lowest interchange costs.

- Item Description
- Item Quantity
- Item Unit of Measure
- Product Code
- Freight Amount
- Extended line Item Amount