

BLANKET PURCHASE ORDER

STATE OF MARYLAND

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

BPO NO: 001B4400606

PRINT DATE: 10/31/15

PAGE: 01

SHIP TO: AS SPECIFIED ON INDIVIDUAL ORDERS		
VENDOR ID: SINGLE POINT SOURCING 230 GETTYSBURG ST DILLSBURG, PA 17019 (414)303-9682	REFER QUESTIONS TO: MANOLI, ROBIN (410)260-7702 RMANOLI@COMP.STATE.MD.US	
ITB: 001IT819444	EXPR DATE: 05/15/17 POST DATE: 05/15/14	DISCOUNT TERMS: . NET 30 DAY CONTRACT AMOUNT: 68,040.00

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 CONTRACT FOR

PRINTING OF SALES AND USE TAX COUPON BOOKS

DESIGNATED AGENCY: REVENUE ADMINISTRATION DIVISION OF THE
COMPTROLLER OF MARYLAND.

AGENCY CONTACT: STEVEN GAUL (410) 260-7605
SGAUL@COMP.STATE.MD.US

VENDOR: SINGLE POINT SOURCING

VENDOR FEIN: 90-0645936

VENDOR PHONE: (717) 516-5210

VENDOR CONTACT: RICH MILLER (410) 303-9682
RICHM111@VERIZON.NET

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TERMS (cont'd):

CONTRACT PERIOD: MAY 14, 2014 THROUGH MAY 16, 2017. THIS CONTRACT IS FOR A THREE (3) YEAR PERIOD WITH NO RENEWAL OPTIONS.

CONTRACT SCOPE: TO PRINT, PROCESS, IMAGE, AND MAIL THE MARYLAND SALES AND USE TAX FORM 202 BOOKS, INCLUDING QUARTERLY AND MONTHLY FORMS, FOR THE COMPTROLLER OF MARYLAND/REVENUE ADMINISTRATION DIVISION.

PRICE ESCALATION: THIS IS A FIRM FIXED PRICE CONTRACT WITH NO PRICE ESCALATION ALLOWED. HOWEVER, IN THE EVENT OF ANY SUCH DECREASE IN PRICE DUE TO MARKET CHANGE OR OTHER CONDITIONS, THE STATE OF MARYLAND WILL BE NOTIFIED PROMPTLY AND RECEIVE SUCH DECREASE.

CONTRACT TERMINATION: CONTRACTS SHALL REMAIN IN EFFECT FOR THE TIME PERIOD AND QUANTITY SPECIFIED UNLESS THE CONTRACT IS TERMINATED BY THE STATE. THE STATE MAY TERMINATE ANY CONTRACT WITHOUT SHOWING CAUSE, UPON THIRTY (30) DAYS WRITTEN NOTICE.

OPEN MARKET CLAUSE: ANY ITEM LISTED HEREIN THAT IS NOT DELIVERED IN A TIMELY MANNER OR DOES NOT CONFORM TO THE REQUIREMENTS OF THE CONTRACT, MAY BE PURCHASED ON THE OPEN MARKET BY THE USING AGENCY. THE VENDOR WILL BE CHARGED FOR ANY PRODUCT COST INCURRED BY THE STATE THAT IS IN EXCESS OF THE CONTRACTED PRICE.

BASIS OF AWARD: THIS PROCUREMENT WAS CONDUCTED AS A COMPETITIVE SEALED BID. AWARD WAS TO THE LOWEST, RESPONSIVE AND RESPONSIBLE VENDOR FOR A LOT AWARD (ALL OR NOTHING).

USAGE REPORT: A REPORT MUST BE FURNISHED BY THE SUCCESSFUL VENDOR EVERY SIX (6) MONTHS DETAILING THE PURCHASE OF ALL ITEMS ON THE CONTRACT. THE REPORTS SHALL BE SUBMITTED ELECTRONICALLY IN EXCEL FORMAT. AT A MINIMUM, THE REPORT SHALL REFLECT THE CONTRACT NUMBER, CONTRACT ITEM BY COMMODITY CODE, ITEM DESCRIPTION, THE DOLLAR VOLUME PURCHASED OF EACH ITEM, AGENCY IDENTIFICATION NUMBER AND THE CONTRACT

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TERMS (cont'd):

TOTAL. THE REPORT MUST BE FILED WITHIN THIRTY (30) DAYS AFTER THE END OF EACH REPORTING PERIOD. ANY EXCEPTION TO THIS MANDATORY REQUIREMENT MAY RESULT IN THE CANCELLATION OF THE AWARD. FAILURE TO PROVIDE THE REPORT WITH THE MINIMUM REQUIRED INFORMATION MAY ALSO NEGATE ANY RENEWAL CLAUSES. REPORT SHALL BE EMAILED TO THE PROCUREMENT OFFICER AT CHRISTINE.VASILIAU@MARYLAND.GOV.

QUANTITIES: QUANTITIES REPRESENTED ARE ESTIMATED AND ARE NOT WARRANTED OR GUARANTEED BY THE STATE OF MARYLAND. THE CONTRACT SHALL BE FOR THE ACTUAL NEEDS OF THE AGENCY AND MAY VARY APPRECIABLY FROM THE STATED ESTIMATE(S). VENDOR WILL BE ENTITLED TO NO CHANGE IN CONTRACT PRICE IF QUANTITIES ORDERED OR DELIVERED ARE MORE OR LESS THAN THE QUANTITIES ESTIMATED IN THE SOLICITATION.

PAYMENTS: VENDOR IS TO SUBMIT INVOICES IN TRIPLICATE, SHOW PURCHASE ORDER NUMBER ON ALL INVOICES, PACKING LISTS, SHIPPING LABELS AND ALL CORRESPONDENCE.

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

CORPORATE "P" CARDS MAY BE USED FOR PAYMENT FOR ALL INDIVIDUAL AGENCY PURCHASES OF \$5,000.00 OR LESS.

CONTRACT ACCEPTANCE: THIS BLANKET PURCHASE ORDER (BPO) IS ISSUED AS A RESULT OF THE INVITATION TO BID (ITB #001IT819444 / MDDGS31014070) AND ANY SUBSEQUENT AMENDMENTS, MODIFICATIONS, OR OPTIONS ISSUED RELEVANT TO THE ITB OR BPO, SHALL COMPLY WITH ALL OF THE TERMS, CONDITIONS, AND SPECIFICATIONS ISSUED WITH THE ITB (#001IT819444) AND ARE INCORPORATED HEREIN AND MADE A PART OF THIS BPO.

CONFIDENTIALITY OF IRS AND STATE TAX INFORMATION: THIS WILL CLARIFY THE CONTRACTOR'S RESPONSIBILITIES AS REQUIRED BY THE COMPTROLLER OF MARYLAND AND INTERNAL REVENUE SERVICE AS IT RELATES TO THE PRIVACY ACT OF 1974, 5 U.S.C. 552A.

A. IN PERFORMANCE OF THIS CONTRACT, THE CONTRACTOR AGREES TO COMPLY WITH AND ASSUME RESPONSIBILITY FOR COMPLIANCE BY HIS OR HER EMPLOYEES WITH THE FOLLOWING REQUIREMENTS:

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TERMS (cont'd):

1. ALL WORK WILL BE DONE UNDER THE SUPERVISION OF THE CONTRACTOR OR THE CONTRACTOR'S EMPLOYEES.

2. ANY RETURN OR RETURN INFORMATION MADE AVAILABLE IN ANY FORMAT SHALL BE USED ONLY FOR THE PURPOSE OF CARRYING OUT THE PROVISIONS OF THIS CONTRACT. INFORMATION CONTAINED IN SUCH MATERIAL WILL BE TREATED AS CONFIDENTIAL AND WILL NOT BE DIVULGED OR MADE KNOWN IN ANY MANNER TO ANY PERSON EXCEPT AS MAY BE NECESSARY IN THE PERFORMANCE OF THIS CONTRACT. DISCLOSURE TO ANYONE OTHER THAN AN OFFICER OR EMPLOYEE OF THE CONTRACTOR WILL BE PROHIBITED.

3. ALL RETURNS AND RETURN INFORMATION WILL BE ACCOUNTED FOR UPON RECEIPT AND PROPERLY STORED BEFORE, DURING, AND AFTER PROCESSING. IN ADDITION, ALL RELATED OUTPUT WILL BE GIVEN THE SAME LEVEL OF PROTECTION AS REQUIRED FOR THE SOURCE MATERIAL.

4. THE CONTRACTOR CERTIFIES THAT THE DATA PROCESSED DURING THE PERFORMANCE OF THIS CONTRACT WILL BE COMPLETELY PURGED FROM ALL DATA STORAGE COMPONENTS OF HIS OR HER COMPUTER FACILITY, AND NO OUTPUT SHALL BE RETAINED BY THE CONTRACTOR AT THE TIME THE WORK IS COMPLETED. IF IMMEDIATE PURGING OF ALL DATA STORAGE COMPONENTS IS NOT POSSIBLE, THE CONTRACTOR CERTIFIES THAT ANY IRS OR STATE DATA REMAINING IN ANY STORAGE COMPONENT WILL BE SAFEGUARDED TO PREVENT UNAUTHORIZED DISCLOSURES.

5. ANY SPOILAGE OF ANY INTERMEDIATE HARD COPY PRINTOUT THAT MAY RESULT DURING THE PROCESSING OF IRS OR STATE DATA WILL BE GIVEN TO THE STATE OR HIS OR HER DESIGNEE. WHEN THIS IS NOT POSSIBLE, THE CONTRACTOR WILL BE RESPONSIBLE FOR THE DESTRUCTION OF THE SPOILAGE OR ANY INTERMEDIATE HARD COPY PRINTOUTS, WILL PROVIDE THE STATE OR HIS OR HER DESIGNEE WITH A STATEMENT CONTAINING THE DATE OF DESTRUCTION, DESCRIPTION OF MATERIAL DESTROYED, AND THE METHOD USED.

6. ALL COMPUTER SYSTEMS PROCESSING, STORING, OR TRANSMITTING FEDERAL OR STATE TAX INFORMATION MUST MEET THE REQUIREMENTS DEFINED IN IRS PUBLICATION 1075. TO MEET FUNCTIONAL AND ASSURANCE REQUIREMENTS, THE SECURITY FEATURES OF THE ENVIRONMENT MUST PROVIDE FOR THE MANAGERIAL, OPERATIONAL, AND TECHNICAL CONTROLS. ALL SECURITY FEATURES MUST BE AVAILABLE AND ACTIVATED TO PROTECT AGAINST UNAUTHORIZED USE OF AND ACCESS TO FEDERAL OR STATE TAX INFORMATION.

7. NO WORK INVOLVING FEDERAL OR STATE TAX INFORMATION FURNISHED UNDER THIS CONTRACT WILL BE SUBCONTRACTED WITHOUT PRIOR WRITTEN APPROVAL OF THE STATE.

8. THE CONTRACTOR WILL MAINTAIN A LIST OF EMPLOYEES AUTHORIZED ACCESS. SUCH LIST WILL BE PROVIDED TO THE STATE AND, UPON REQUEST, TO

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TERMS (cont'd):

THE IRS REVIEWING OFFICE.

9. THE STATE WILL HAVE THE RIGHT TO VOID THE CONTRACT IF THE CONTRACTOR FAILS TO PROVIDE THE SAFEGUARDS DESCRIBED ABOVE.

B. CRIMINAL/CIVIL SANCTIONS:

1. EACH OFFICER OF EMPLOYEE OR ANY PERSON TO WHOM RETURNS OR RETURN INFORMATION IS OR MAY BE DISCLOSED WILL BE NOTIFIED IN WRITING BY SUCH PERSON THAT RETURNS OR RETURN INFORMATION DISCLOSED TO SUCH OFFICER OR EMPLOYEE CAN BE USED ONLY FOR A PURPOSE AND TO THE EXTENT AUTHORIZED HEREIN, AND THAT FURTHER DISCLOSURE OF ANY SUCH RETURNS OR RETURN INFORMATION FOR A PURPOSE OR TO AN EXTENT UNAUTHORIZED HEREIN CONSTITUTES A FELONY PUNISHABLE UPON CONVICTION BY A FINE OF AS MUCH AS \$5,000 OR IMPRISONMENT FOR AS LONG AS 5 YEARS, OR BOTH, TOGETHER WITH THE COSTS OF PROSECUTION. SUCH PERSON SHALL ALSO NOTIFY EACH SUCH OFFICER AND EMPLOYEE THAT ANY SUCH UNAUTHORIZED FURTHER DISCLOSURE OF RETURNS OR RETURN INFORMATION MAY ALSO RESULT IN AN AWARD OF CIVIL DAMAGES AGAINST THE OFFICER OR EMPLOYEE IN AN AMOUNT NOT LESS THAN \$1,000 WITH RESPECT TO EACH INSTANCE OF UNAUTHORIZED DISCLOSURE. THESE PENALTIES ARE PRESCRIBED BY IRC SECTIONS 7213 AND 7431 AND SET FORTH AT 26 CRS301.6103(N)-1. STATE PENALTIES MAY ALSO BE PRESCRIBED.

2. EACH OFFICER OR EMPLOYEE OF ANY PERSON TO WHOM RETURNS OR RETURN INFORMATION IS OR MAY BE DISCLOSED SHALL BE NOTIFIED IN WRITING BY SUCH PERSON THAT ANY RETURN OR RETURN INFORMATION MADE AVAILABLE IN ANY FORMAT SHALL BE USED ONLY FOR THE PURPOSE OF CARRYING OUT THE PROVISIONS OF THIS CONTRACT. INFORMATION CONTAINED IN SUCH MATERIAL SHALL BE TREATED AS CONFIDENTIAL AND SHALL NOT BE DIVULGED OR MADE KNOWN IN ANY MANNER TO ANY PERSON EXCEPT AS MAY BE NECESSARY IN THE PERFORMANCE OF THE CONTRACT. INSPECTION BY OR DISCLOSURE TO ANYONE WITHOUT AN OFFICIAL NEED TO KNOW CONSTITUTES A CRIMINAL MISDEMEANOR PUNISHABLE UPON CONVICTION BY A FINE OF AS MUCH AS \$1,000 OR IMPRISONMENT FOR AS LONG AS 1 YEAR, OR BOTH, TOGETHER WITH THE COSTS OF PROSECUTION. SUCH PERSON SHALL ALSO NOTIFY EACH SUCH OFFICER AND EMPLOYEE THAT ANY SUCH UNAUTHORIZED INSPECTION OR DISCLOSURE OF RETURNS OR RETURN INFORMATION MAY ALSO RESULT IN AN AWARD OF CIVIL DAMAGES AGAINST THE OFFICER OR EMPLOYEE (UNITED STATES FOR FEDERAL EMPLOYEES) IN AN AMOUNT EQUAL TO THE SUM OF THE GREATER OF \$1,000 FOR EACH ACT OF UNAUTHORIZED INSPECTION OR DISCLOSURE WITH RESPECT TO WHICH SUCH DEFENDANT IS FOUND LIABLE OR THE SUM OF THE ACTUAL DAMAGES SUSTAINED BY THE PLAINTIFF AS A RESULT OF SUCH UNAUTHORIZED INSPECTION OR DISCLOSURE PLUS IN THE CASE OF A WILLFUL INSPECTION OR DISCLOSURE WHICH IS THE RESULT OF GROSS NEGLIGENCE, PUNITIVE DAMAGES, PLUS THE COSTS OF THE ACTION. THESE PENALTIES ARE PRESCRIBED BY IRC SECTION 7213A AND 7431.

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3. ADDITIONALLY, IT IS INCUMBENT UPON THE CONTRACTOR TO INFORM ITS OFFICERS AND EMPLOYEES OF THE PENALTIES FOR IMPROPER DISCLOSURE IMPOSED BY THE PRIVACY ACT OF 1974, 5 U.S.C.552A SPECIFICALLY, 5 U.S.C. 552A(I)(1), WHICH IS MADE APPLICABLE TO CONTRACTORS BY 5 U.S.C. 552A(M)(1), PROVIDES THAT ANY OFFICER OR EMPLOYEE OF A CONTRACTOR, WHO BY VIRTUE OF HIS/HER EMPLOYMENT OR OFFICIAL POSITION, HAS POSSESSION OF OR ACCESS TO AGENCY RECORDS WHICH CONTAIN INDIVIDUALLY IDENTIFIABLE INFORMATION, THE DISCLOSURE OF WHICH IS PROHIBITED BY THE PRIVACY ACT OR REGULATIONS ESTABLISHED THEREUNDER, AND WHO KNOWING THAT DISCLOSURE OF THE SPECIFIC MATERIAL IS PROHIBITED, WILLFULLY DISCLOSES THE MATERIAL IN ANY MANNER TO ANY PERSON OR AGENCY NOT ENTITLED TO RECEIVE IT, SHALL BE GUILTY OF A MISDEMEANOR AND FINED NOT MORE THAN \$5,000.

C. INSPECTION: THE INTERNAL REVENUE SERVICE (IRS) AND THE STATE OF MARYLAND WILL HAVE THE RIGHT TO SEND ITS OFFICERS AND EMPLOYEES INTO THE OFFICES AND PLANTS OF THE CONTRACTOR FOR INSPECTION OF THE FACILITIES AND OPERATIONS PROVIDED FOR THE PERFORMANCE OF ANY WORK UNDER THIS CONTRACT. ON THE BASIS OF SUCH INSPECTION, SPECIFIC MEASURES MAY BE REQUIRED IN CASES WHERE THE CONTRACTOR IS FOUND TO BE NONCOMPLIANT WITH CONTRACT SAFEGUARDS.

<u>LINE #</u>	<u>STATE ITEM ID</u>	<u>U/M</u>	<u>UNIT COST</u>		
0001	86020-070404	MX	1.1000		

SALES TAX COUPON BOOKS 3 11/16 X 8 1/2
SALES TAX COUPON BOOKS 9" X 11" / QTY: 8,400 / THIS FIGURE IS AN ESTIMATE. ACTUAL QUANTITIES WILL BE PROVIDED WHEN KNOWN.
MONTHLY ACCOUNT COUPON BOOKS, 12 PERSONALIZED FORMS, 2 SUPPLIED INSERTS, 12 DAVAC WET ACTIVATED GUM LABELS, MAILED BY VENDOR AS PER SPECIFICATIONS.
ALL PERSONALIZED INFORMATION MUST BE LASER PRINTED IN OCR A FONT, AND MUST BE READABLE BY THE DIVISION AND THEIR CONTRACTOR AT A GUARANTEED

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RATE OF NO LESS THAN 99 PERCENT, WITH BARCODE PROVIDED BY REVENUE ADMINISTRATION DIVISION. FORMS MUST ALSO BE READABLE BY THE DIVISION AND THEIR CONTRACTOR.

ALL FORMS, BOOKS, INSTRUCTIONS, AND DATA PROOFS MUST BE PROVIDED BY VENDOR FOR DIVISION APPROVAL PRIOR TO PRINTING AND MAILING.

0002	86020-070404	MX	1.0000
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SALES TAX COUPON BOOKS 3 11/16 X 8 1/2
QUARTERLY FORM BOOKS SALES TAX COUPON BOOKS 9" X 11" / QTY: 5,100 / THIS FIGURE IS AN ESTIMATE. ACTUAL QUANTITIES WILL BE PROVIDED WHEN KNOWN. QUARTERLY ACCOUNT COUPON BOOKS, 4 PERSONALIZED FORMS, 2 SUPPLIED INSERTS, 4 DAVAC WET ACTIVATED GUM LABELS, MAILED BY VENDOR AS PER SPECIFICATIONS. ALL PERSONALIZED INFORMATION MUST BE LASER PRINTED IN OCR A FONT, AND MUST BE READABLE BUT THE DIVISION AND THEIR CONTRACTOR AT A GUARANTEED RATE OF NO LESS THAN 99 PERCENT, WITH BARCODES PROVIDED BY REVENUE ADMINISTRATION DIVISION. FORMS MUST ALSO BE READABLE BY THE DIVISION AND THEIR CONTRACTOR.
ALL FORMS, BOOKS, INSTRUCTIONS, AND DATA PROOFS MUST BE PROVIDED BY VENDOR FOR DIVISION APPROVAL PRIOR TO PRINTING AND MAILING.

0003	86020-070404	MX	1.0000
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SALES TAX COUPON BOOKS 3 11/16 X 8 1/2
SALES TAX COUPON BOOKS 9" X 11" / QTY: 4,800 / THIS FIGURE IS AN ESTIMATE. ACTUAL QUANTITIES WILL BE PROVIDED WHEN KNOWN. SEMI ANNUAL ACCOUNT COUPON BOOKS, 4 PERSONALIZED FORMS, 2 SUPPLIED INSERTS, 12 DAVAC WET ACTIVATED GUM LABELS, MAILED BY VENDOR AS PER SPECIFICATIONS.
ALL PERSONALIZED INFORMATION MUST BE LASER PRINTED IN OCR A FONT, AND MUST BE READABLE BY THE DIVISION AND THEIR CONTRACTOR AT A GUARANTEED RATE OF NO LESS THAN 99 PERCENT, WITH BARCODE PROVIDED BY REVENUE ADMINISTRATION DIVISION. FORMS MUST ALSO BE READABLE BY THE DIVISION AND THEIR CONTRACTOR.
ALL FORMS, BOOKS, INSTRUCTIONS, AND DATA PROOFS MUST BE PROVIDED BY VENDOR FOR DIVISION APPROVAL PRIOR TO PRINTING AND MAILING.

0004	86020-070404	MX	2.9500
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SALES TAX COUPON BOOKS 3 11/16 X 8 1/2

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SALES TAX COUPON BOOKS 9" X 11" / QTY 1,200 / THIS FIGURE IS AN ESTIMATE. ACTUAL QUANTITIES WILL BE PROVIDED WHEN KNOWN. ANNUAL ACCOUNT COUPON BOOKS, 4 PERSONALIZED FORMS, 2 SUPPLIED INSERTS, 4 DAVAC WET ACTIVATED GUM LABELS, MAILED BY VENDOR AS PER SPECIFICATIONS.

ALL PERSONALIZED INFORMATION MUST BE LASER PRINTED IN OCR A FONT, AND MUST BE READABLE BY THE DIVISION AND THEIR CONTRACTOR AT A GUARANTEED RATE OF NO LESS THAN 99 PERCENT, WITH BARCODES PROVIDED BY REVENUE ADMINISTRATION DIVISION. FORMS MUST ALSO BE READABLE BY THE DIVISION AND THEIR CONTRACTOR

ALL FORMS, BOOKS, INSTRUCTIONS, AND DATA PROOFS MUST BE PROVIDED BY VENDOR FOR DIVISION APPROVAL PRIOR TO PRINTING AND MAILING.

_____ END OF ITEM LIST _____

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AUTHORIZED BY: _____ **DATE:** _____

BUYER AUTHORIZED DESIGNEE