

BLANKET PURCHASE ORDER

STATE OF MARYLAND

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

BPO NO: 001B5400282

PRINT DATE: 10/31/15

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SHIP TO: AS SPECIFIED ON INDIVIDUAL ORDERS	
VENDOR ID: YORK IMAGING SERVICES LLC 120 N ST YORK, PA 17403 (717)718-1300	REFER QUESTIONS TO: IRIS LESTER (410)767-4612 IRIS.LESTER@MARYLAND.GOV
ITB:	EXPR DATE: 12/17/15 POST DATE: 12/16/14 DISCOUNT TERMS: . NET 30 DAY CONTRACT AMOUNT: .00

TERMS:

ARTICLES HEREIN ARE EXEMPT FROM MARYLAND SALES AND USE TAXES BY EXEMPTION CERTIFICATE NUMBER 3000256-3 AND FROM FEDERAL EXCISE TAXES BY EXEMPTION NUMBER 52-73-0358K. IT IS THE VENDOR'S RESPONSIBILITY TO ADVISE COMMON CARRIERS THAT AGENCIES OF THE STATE OF MARYLAND ARE EXEMPT FROM TRANSPORTATION TAX.

VENDOR: YORK IMAGING, LLC AGENCY: COMPTROLLER OFFICE
VENDOR CONTACT: KIM GRAIFFA CONTACT: MICHEAL HALL
VENDOR PHONE: 717 898 3146 PHONE: 410 260 7832

THIS CONTRACT IS FIRST (1ST) OF FOUR (4), ONE (1) YEAR RENEWAL OPTIONS.

***** AGENCY WIDE CONTRACT *****
FOR

FOR MARYLAND STATE COMPTROLLERS OFFICE
2015 TAX COUPON BOOKS

VENDOR SHALL PERFORM IN ACCORDANCE WITH AND SUBJECT TO ALL REQUIREMENTS OF SOLICITATION 001IT819330/MDDGS31011112, ATTACHMENT, TERMS, CONDITIONS, AND SPECIFICATIONS.

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<u>LINE #</u>	<u>STATE ITEM ID</u>	<u>U/M</u>	<u>UNIT COST</u>
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0001	86020-040104	LT	2.0000
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PRINTING OF TAX COUPON BOOKS 3 1/2 X 8 1/2 1 PART
2015 MARYLAND EMPLOYER WITHHOLDING MONTHLY COUPON BOOK.
QUANTITY 2,500. THESE QUANTITIES ARE ESTIMATES. ACTUAL FIGURES WILL
BE SUPPLIED WHEN KNOWN.

CONSIST OF TWELVE (12) PERSONALIZED MONTHLY FORMS, TWO (2) ANNUAL
RECONCILIATION REPORTS WITH BARCODE THAT WILL BE SUPPLIED BY THE
REVENUE ADMINISTRATION DIVISION. TWO (2) AMENDED ANNUAL RECONCILIATION
REPORTS, TWO (2) AMENDED EMPLOYER'S RETURN OF INCOME TAX WITHHELD,
FOUR (4) INSTRUCTION SHEETS, TWO (2) CHANGE OF ADDRESS OR OWNERSHIP
FORMS AND TWELVE (12) GREEN RETURN ENVELOPES WITH EARTH FIRST WINDOWS,
PER SAMPLE, WITH CHANGES. EACH COUPON BOOK WITH ENVELOPES IS TO BE
MAILED BY THE VENDOR IN A KRAFT CARRIER ENVELOPE PER SAMPLE CHANGES.
MATCH SAMPLE WITH CHANGES.

VENDOR SHALL WORK WITH DIVISION IN ORDER TO SELECT PRINT COLORS,
TYPESET FORM AND PROOF ALL FORMS. 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 ITS CONTRACTOR. ALL
FORMS, ENVELOPES, INSTRUCTIONS AND DATA PROOFS MUST BE PROVIDED BY
VENDOR FOR DIVISION APPROVAL AND RECEIVE DIVISION APPROVAL PRIOR TO
PRINTING AND MAILING. (NO EXCEPTIONS)

0002	86020-040104	LT	2.0600
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PRINTING OF TAX COUPON BOOKS 3 1/2 X 8 1/2 1 PART
2015 MARYLAND EMPLOYER WITHHOLDING QUARTERLY COUPON BOOK.
QUANTITY 10,000. THIS IS AN ESTIMATE. ACTUAL FIGURE WILL BE
SUPPLIED ONCE KNOWN.

CONSIST OF FOUR (4) PERSONALIZED QUARTERLY FORMS, TWO (2) ANNUAL
RECONCILIATION REPORTS, WITH BARCODE SUPPLIED BY THE REVENUE ADMINIS-
TRATION DIVISION TWO (2) AMENDED ANNUAL RECONCILIATION REPORTS,
TWO (2) AMENDED EMPLOYER'S RETURN OF INCOME TAX WITHHELD, FOUR (4)
INSTRUCTION SHEETS, TWO (2) CHANGE OF ADDRESS OR OWNERSHIP FORMS WITH
CHANGES, AND FOUR (4) GREEN RETURN ENVELOPES WITH EARTH FIRST WINDOWS,
AS PER SAMPLE WITH CHANGES. EACH COUPON BOOK WITH ENVELOPES IS TO BE
MAILED BY VENDOR IN A KRAFT ENVELOPE PER SAMPLE WITH CHANGES.
MATCH SAMPLE WITH CHANGES.

VENDOR SHALL WORK WITH DIVISION IN ORDER TO SELECT PRINT COLORS,
TYPESET FORM AND PROOF ALL FORMS. ALL PERSONALIZED INFORMATION MUST BE
LASER PRINTED IN OCR A FONT, AND MUST BE READABLE BY THE DIVISION AND

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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 ITS CONTRACTOR. ALL FORMS, ENVELOPES, INSTRUCTIONS AND DATA PROOFS MUST BE PROVIDED BY VENDOR FOR DIVISION APPROVAL AND RECEIVE DIVISION APPROVAL PRIOR TO PRINTING AND MAILING. (NO EXCEPTIONS)

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PRINTING OF TAX COUPON BOOKS 3 1/2 X 8 1/2 1 PART
2015 MARYLAND EMPLOYER WITHHOLDING ACCELERATED FILER COUPON BOOK/
PACKET. QUANTITY 2,500. THESE QUANTITIES ARE ESTIMATES. ACTUAL
FIGURES WILL BE PROVIDED WHEN KNOWN.
CONSISTS OF FIFTY FIVE (55) PERSONALIZED FORMS, 3.5 X 8.5 INCHES
PRINTED TWO SIDED ON 24 LB. WHITE BOND. VENDOR SHALL WORK WITH
DIVISION IN ORDER TO SELECT PRINT COLORS, TYPESET FORM AND PROOF ALL
FORMS. ALL PERSONALIZED INFORMATION MUST BE LASER PRINTED IN OCR
A FONT, AND MUST BY READABLE BY THE DIVISION AND THEIR CONTRACTOR AT
A GUARANTEED RATE OF NO LESS THAN 99 PERCENT. FORMS MUST ALSO BE
READABLE BY THE DIVISION AND ITS CONTRACTOR.
FOUR (4) ANNUAL RECONCILIATION REPORTS - AS ABOVE, ITEM PERSONALIZED
FORMS WITH BARCODE PROVIDED BY REVENUE ADMINISTRATION DIVISION. FOUR
(4) AMENDED ANNUAL RECONCILIATION REPORT - AS ABOVE ITEM PERSONALIZED
FORMS. TWO (2) AMENDED CHANGE OF ADDRESS OR OWNERSHIP FORMS - AS
ABOVE ITEM PERSONALIZED FORMS.
SIX (6) INSTRUCTION SHEETS, EQUIVALENT TO 3.5 X 8.5 INCHES PRINTED TWO
SIDED ON 24LB WHITE BOND. VENDOR SHALL WORK WITH DIVISION TO TYPESET
AND PROOF ALL PAGES. FIFTY FIVE (55) CUSTOM PRINTED WINDOW ENVELOPES
WITH EARTH FIRST WINDOWS. 3.75 X 8.4375 INCHES, DIAGONAL SEAM, FULL
GUM COMMERCIAL FLAP. SUB 24 LB. WITH GREEN BORDER. PRINTS FRONT IN
BLACK CARBON BASED INK, WINDOW SIZE 1.25 X 4, PLACED 3.25 FROM LEFT
EDGE AND .9375 FROM BOTTOM EDGE.
VENDOR SHALL WORK WITH DIVISION IN ORDER TO SELECT COLOR, TYPESET
AND PROOF ENVELOPES. TO BE MAILED BY THE VENDOR IN A CARRIER ENVELOPE
APPROVED BY THE DIVISION.
ALL FORMS, ENVELOPES, INSTRUCTIONS AND DATA PROOFS MUST BE PROVIDED
BY VENDOR FOR DIVISION APPROVAL AND RECEIVE DIVISION APPROVAL PRIOR
TO PRINTING AND MAILING. (NO EXCEPTIONS)
VENDOR MUST PREPARE MAILING CARRIER ROUTE PRE-SORT IN THE MOST
ECONOMICAL WAY TO MAXIMIZE POSTAGE SAVINGS. VENDOR MUST DELIVER
MAILING TO US POSTAL FACILITY IN BALTIMORE, MARYLAND TO BE MAILED
PRE-SORT STANDARD. THE DIVISION HAS AN ACCOUNT AT THE MAIN POSTAL
OFFICE. DIVISION WILL PROVIDE VENDOR DATA CARTIDGE OF PERSONALIZED
ACCOUNT INFORMATION ON OR ABOUT DECEMBER 04, 2014, AND THE NAILING

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MUST TAKE PLACE NO LATER THAN DECEMBER 25, 2014. VENDOR MUST RETURN VENDOR MUST RETURN TO DIVISION AN ELECTRONIC VERSION OF ALL FORMS. (PDF FORMAT)

END OF ITEM LIST

THIS PROCUREMENT WAS CONDUCTED AS A COMPETITIVE SEALED BID. THE AWARD WILL BE TO THE LOWEST RESPONSIVE AND RESPONSIBLE BIDDER (BASIS FOR AWARD).

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

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

THERE IS NO SPECIFIC PERCENTAGE REQUIREMENT FOR MBE PARTICIPATION IN THIS BID, THE COMMODITY PROCUREMENT/PURCHASING BUREAU WOULD LIKE TO KNOW IF YOU WILL HAVE MBE PARTICIPATION IN THE BID? PLEASE INDICATE ON LINE 001 OF YOUR BID EITHER YES OR NO FOR MINORITY PARTICIPATION.

A PREFERENCE WILL BE GIVEN TO THE RESPONSIVE AND RESPONSIBLE BID FROM A MARYLAND FIRM OVER THAT OF A NONRESIDENT FIRM IF THE STATE IN WHICH THE NONRESIDENT FIRM IS LOCATED GIVES A RESIDENT BUSINESS PREFERENCE. WHERE SUCH A BUSINESS PREFERENCE IS PROVIDED, THE PREFERENCE SHALL BE THE SAME AS THAT PROVIDED BY THE STATE IN WHICH THE NONRESIDENT FIRM IS LOCATED. A NONRESIDENT BIDDER SUBMITTING A PROPOSAL FOR A STATE PROJECT SHALL ATTACH TO THE PROPOSAL A COPY OF THE CURRENT STATUTE, RESOLUTION, POLICY PROCEDURE OR EXECUTIVE ORDER OF THE RESIDENT STATE OF THE NONRESIDENT BIDDER THAT PERTAINS TO THAT STATE'S TREATMENT OF NONRESIDENT BIDDERS.

C O N T R A C T

AVAILABLE TO: DESIGNATED AGENCY ONL0 (X)
ALL STATE OF MARYLAND AGENCIES ()
STATE AGENCIES AMD POLITICAL SUBDIVISIONS ()

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AUTHORIZED BY: _____ DATE: _____
BUYER AUTHORIZED DESIGNEE