

STATE OF NEW HAMPSHIRE BID TRANSMITTAL LETTER

Date: _____

Bid Transmittal From (company name & address):

Re: Bid Title: **RDMV 342: Motorcycle Inspection Sticker**
Bid Number: **0802-12**
Bid Opening Date: **December 20, 2011**
Time of Bid Opening: **11:00 A.M. EST**

Attn: Daniel Ostroth, Creative Services Manager
NH Bureau of Graphic Services
12 Hills Ave.
Concord, NH 03301
Telephone (603) 271-3205
Fax (603) 271-1949

Dear Daniel Ostroth:

On behalf of the above-named company, I hereby submit an offer to the State of New Hampshire in response to **Request for Bid #0802-12, "RDVM 342: Motorcycle Inspection Sticker"**, as contained in the accompanying written bid submission ("Bid") and at the price(s) quoted herein in complete accordance with the bid. I affirm that:

1. I have reviewed the terms and conditions and all specifications set forth in the bid and agree that the above-mentioned company will be bound by these in the event that we are awarded the project.
2. I have not altered, nor allowed to be altered, any of the original language or any of the provisions to which we are agreeing in this Bid document.
3. My Bid offer is effective for a period of 45 days from the Bid submission deadline of **December 20, 2011**.
4. The prices I am quoting in the Bid have been established without collusion with other Vendors.
5. I have read and fully understand this Bid.
6. I am authorized by my company to sign this Bid and legally obligate my company in any printing contract issuing from it.

Authorized Signor's Name, Printed: _____

Authorized Signor's Signature: _____

Official point of contact (if other than Signor): _____

Telephone: _____ Fax: _____ Email: _____

NOTARIZATION (Only the winning bidder is required to notarize, after receipt of notification. All others may leave blank.)

County: _____ State: _____, to wit:

On the _____ day of _____, 2011, there appeared before me, in the state and county foresaid, a person who satisfactorily identified him/herself as

_____ ,

and I acknowledge that he/she executed this document indicated above.

In witness thereof, I hereunto set my hand and official seal:

(Notary Public/Justice of the Peace)

My commission expires: _____ (Date)

CONTRACT TERMS AND CONDITIONS

1. The State of New Hampshire engages the firm or individual ("the Vendor") to perform the services and/or sale of goods, described in the attached State Proposal and the Vendor's proposal, bid or quotation, any of which are incorporated herein by reference.

2. COMPLIANCE BY VENDOR WITH LAWS AND REGULATIONS. In connection with the performance of this agreement, the Vendor shall comply with all statutes, laws, regulations, and orders of federal, state, county or municipal authorities which shall impose any obligation or duty upon the Vendor, including, but not limited to civil rights and equal opportunity laws. In addition, the Vendor shall comply with all applicable copyright laws.

3. TERM. The contract and all obligations of the parties thereunder, shall become effective on a specified date and shall be completed in their entirety prior to a specified date. Any work undertaken by the Vendor prior to the effective date shall be at his sole risk and, in the event that the contract shall not become effective, the State shall be under no obligation to reimburse the Vendor for any such work.

4. CONTRACT PRICE. The contract price, a payment schedule and a maximum limitation of price shall be as specified by the proposal or bid invitation and the Vendor's response. All payments shall be conditioned upon receipt, and approval by the State, of appropriate vouchers and upon satisfactory performance by the Vendor, as determined by the State. The payment by the State of the Contract Price shall constitute complete reimbursement to the Vendor for all expenses of any nature incurred by the Vendor in the performance by the contractor and complete payment for the Services. The State shall have no other liability to the Vendor.

5. DELIVERY. If the Vendor fails to furnish items and/or services in accordance with all requirements, including delivery, the state may repurchase similar items from any other source without competitive process, and the original Vendor may be liable to the state for any excess costs.

If a Vendor is unable to complete delivery by the date specified, he must contact the using branch and or agency. However, the branch and or agency is not required to accept a delay to the original delivery date. All deliveries are subject to inspection and receiving procedure rules as established by the State of New Hampshire. Deliveries are not considered accepted until compliance with these rules has been established. State personnel signatures on shipping documents shall signify only the receipt of shipment.

6. INVOICING. All invoices must be in triplicate showing Order Number, Unit and Extension Prices and discounts allowed. A separate invoice shall be submitted for each order. Unless otherwise noted on the proposal or purchase order, payment will not be due until thirty(30) days after all services have been completed, or all items have been delivered, inspected and accepted or the invoice has been received, whichever is later.

7. PERSONNEL.

7.1. The Vendor shall disclose in writing the names of all owners (5% or more), directors, officers, employees, agents or subcontractors who are also officials or employees of the State of New Hampshire. Any change in this information shall be reported in writing within fifteen (15) days of their occurrence.

7.2. The person signing this agreement on behalf of the State, or his or her delegee ("Contracting Officer") shall be the State's representative for purposes of this agreement. In the event of any dispute concerning the interpretation of this agreement, the Contracting Officer's decision shall be final.

8. EVENT OF DEFAULT; REMEDIES.

8.1. Any one or more of the following acts or omissions of the Vendor shall constitute an event of default hereunder ("Events of Default").

8.1.1. failure to deliver the goods or services satisfactorily or on schedule; or

8.1.2. failure to submit any report required hereunder; or

8.1.3. failure to perform any of the other covenants and conditions of this agreement.

8.2. Upon the occurrence of any Event of Default, the State may take any one, or more, or all, of the following actions:

8.2.1. give the Vendor a written notice specifying the Event of Default and requiring it to be remedied within, in the absence of a greater or lesser specification of time, thirty(30) days from the date of the notice; and if the Event of Default is not timely remedied, terminate this agreement, effective two (2) days after giving the Vendor notice of termination; and

8.2.2. give the Vendor a written notice specifying the Event of Default and suspending all payments to be made under this agreement and ordering that the portion of the Contract Price, which would otherwise accrue to the Vendor during the period from the date of such notice until such time as the State determines that the Vendor has cured the Event of Default, shall never be paid to the Vendor; and

8.2.3. set off against any other obligation the State may owe to the Vendor any damages the State suffers by reason of any Event of Default; and

8.2.4. treat the agreement as breached and pursue any of its remedies at law or in equity, or both.

9. WAIVER OF BREACH. No failure by the State to enforce any provisions hereof after any Event of Default shall be deemed a waiver of its rights with regard to that Event, or any subsequent Event. No express failure of any Event of Default shall be deemed a waiver of any provision hereof. No such failure or waiver shall be deemed a waiver of the right of the State to enforce each and all of the provisions hereof regarding any further or other default on the part of the Vendor.

10. VENDOR'S RELATION TO THE STATE. In the performance of this agreement the Vendor is in all respects an independent contractor, and is neither an agent nor an employee of the State. Neither the Vendor nor any of its officers, employees, agents or members shall have authority to bind the State nor are they entitled to any of the benefits, workmen's compensation or emoluments provided by the State to its employees.

11. ASSIGNMENT AND SUBCONTRACTS. The Vendor shall not assign, or otherwise transfer any interest in this agreement without the prior written consent of the State. No work required by this contract shall be subcontracted without the prior written consent of the State.

12. INDEMNIFICATION. The Vendor shall defend, indemnify and hold harmless the State, its officers and employees, from and against any and all losses suffered by the State, its officers and employees, and any and all claims, liabilities or penalties asserted against the state, its officers and employees, by or on behalf of any person, on account of, based on, resulting from, arising out of (or which may be claimed to arise out of) the acts or omissions of the Vendor. Notwithstanding the foregoing, nothing herein contained shall be deemed to constitute a waiver of the sovereign immunity of the State, which immunity is hereby reserved to the State. This covenant shall survive the termination of this agreement.

12.1. PATENT PROTECTION. The Vendor agrees to indemnify and defend the State of New Hampshire from alleged and actual patent infringements and further agrees to hold the State of New Hampshire harmless from any liability arising under RSA 382-A:2-312(3). (Uniform Commercial Code).

13. TOXIC SUBSTANCES. In compliance with RSA 277-A known as the Workers Right to Know Act, the Vendor shall provide Material Safety Data Sheets with the delivery of any and all products covered by said law.

14. NOTICE. Any notice by a party hereto to the other party shall be deemed to have been duly delivered or given at the time of mailing by certified mail, postage prepaid, in a United States Post Office addressed to the parties at the addresses given below.

15. AMENDMENT. This agreement may be amended, waived or discharged only by an instrument in writing signed by the parties hereto.

16. CONSTRUCTION OF AGREEMENT AND TERMS. This agreement shall be construed in accordance with the laws of the State of New Hampshire, and is binding upon and inures to the benefit of the parties and their respective successors and assigns.

17. ADDITIONAL PROVISIONS. The additional provisions (if any) have been set forth as Exhibit "A" hereto.

18. ENTIRE AGREEMENT. This agreement, which may be executed in a number of counterparts, each of which shall be deemed an original, constitutes the entire agreement and understanding between the parties, and supersedes all prior agreements and understandings relating hereto.



STATE OF NEW HAMPSHIRE
DEPARTMENT OF ADMINISTRATIVE SERVICES

BUREAU OF GRAPHIC SERVICES

12 HILLS AVENUE
CONCORD, NH 03301
PHONE: 603-271-3205
FAX: 603-271-1949

INSTRUCTIONS FOR CORRECT BID SUBMISSION

- 1) **BE AN AUTHORIZED VENDOR TO NH STATE GOVERNMENT** – For any particular bid, only vendors who have completed our vendor application and Alternate W-9 form by the date and closing time of the bid may have their bids considered. You can apply to become an authorized vendor online at: http://admin.state.nh.us/purchasing/bids_posteddte.asp . Contact us at (603) 271-3205 or write to Jill.Roy@nh.gov if you need assistance.
- 2) **BE REGISTERED WITH THE NH SECRETARY OF STATE** – This is a different registration than the one discussed in point #1 above. By law, a person or persons conducting business in New Hampshire under any name other than his or her own legal name must register with the NH Secretary of State. This registration is not a prerequisite to have your bid considered, but it is a prerequisite to receive a project award and get paid. Visit the Secretary of State’s website to find out more about requirements and filing fees and to download forms. <http://www.sos.nh.gov/corporate/index.html> . Or call their Corporate Division office at (603) 271-3246.
- 3) **SUBMIT YOUR BID ON TIME** – The date and time given for the submission deadline is a hard and fast cutoff. If your bid arrives one minute after that time, it will definitely be disqualified.
- 4) **INCLUDE A SIGNED COPY OF THE “STATE OF NEW HAMPSHIRE BID TRANSMITTAL LETTER”** – To be considered, your bid must include this form, filled out with your company’s name and address and signed by an official who has the authority to obligate the company in a binding contract. When this completed form accompanies your bid, it signifies that your company agrees to be contractually bound by the listed terms and conditions, as well as all particulars of the project specifications, in the event that we make an award to you. This form does not have to be notarized as part of your initial bid submission, but the winning bidder will have to notarize upon receipt of our notification so that we have “live” signatures and notarization in support of a binding contract.
- 5) **SUBMIT YOUR BID ON OUR FORM** – Your bid proposal must be made on our “Vendor’s Bid Proposal” page. A house quote sheet will not be accepted in lieu of a properly executed bid.
- 6) **DO NOT STIPULATE TERMS AND CONDITIONS** – We are unable to accept a bid that stipulates any terms and conditions other than our own or that takes exception to any of ours.
- 7) **BID ON THE SPECIFICATIONS** – We can only award on a bid proposal that offers compliance to the official specifications. Alternate bids will not have standing to be considered alongside compliant bids. We welcome suggestions of cost-saving alternate constructions, but be advised that we cannot adopt an alternate construction without first publishing an addendum or doing a re-bid to give all bidders the same opportunity.

ADDITIONAL INFORMATION

- ❖ **BROKERING/SUBCONTRACTING** – Bids based on brokering or subcontracting for print or bindery services will be accepted unless explicitly ruled out in the specifications. However in all cases the awarded bidder shall be fully accountable to the State to meet all terms and conditions, specifications, deadlines and reasonable product quality expectations inherent in the contract, regardless of who is doing the work.
- ❖ **APPROVED BID TRANSMISSION METHODS** – Fax is the recommended method of transmitting your bid to us. Bids may also be hand-delivered, or sent by US mail, UPS, FedEx or other common carrier. E-mailed bids will only be accepted in exceptional circumstances by prior arrangement on a one-time-only basis. A hard copy original is only ever required of the winning bidder, upon notification, so that we have “live” signatures and notarization on the bid transmittal letter.
- ❖ **LATE BIDS** – All bids that arrive late will be irrevocably disqualified, no matter the reason. We will not accommodate late deliveries caused by couriers stuck in traffic jams, lost mail, slow carriers, nor fax bids delayed by busy telephone lines (ours or yours) or other technical glitches outside our control. In the event of a discrepancy between our fax machine’s date and time stamp and yours, ours prevails. We will, of course, make every effort to keep our fax machine set to the correct time.
- ❖ **ATTENDING THE BID OPENING** – Bids will be opened and reviewed at the offices of NH Bureau of Graphic Services, 12 Hills Ave., Concord, NH, at the date and time given as the close of the bidding period. Interested parties may attend these openings; however, only the identities of the bidders will be made public at the bid openings. Bid amounts will not be disclosed. We are prohibited by NH State Law from revealing bid amounts before the award is made.
- ❖ **CONFIRMATION OF PRICE** – Upon opening and reviewing all bids, we contact the apparent low bidder to request a confirmation of price. This is an opportunity for the bidder to double-check their print estimate, if they wish, before affirming their readiness to proceed at the price indicated in their bid. At this point, the client has not heard and accepted the price, so contract award is not yet a certainty. Vendors are cautioned not to buy materials or begin chargeable work on the project until an award has been made.
- ❖ **CONTRACT AWARD** – After the price is confirmed, we contact the client agency for approval to award the contract. The agency may elect to cancel, or to re-bid with changed specs, or to award the order, as best suits their purposes and budget. If they choose to award, we will issue a purchase order. Only a purchase order from us officially certifies that we have awarded you the contract, and that you may begin chargeable work with full confidence of remuneration.
- ❖ **RIGHT TO CANCEL A BID** – The State reserves the right to cancel a bid at any time. Neither initiating nor completing a RFB process obligates the State in any way to make a purchase.
- ❖ **BID RESULTS** – A tabulation of the bidding will be posted at our website after the contract is awarded. Bid results will not be given over the telephone at any time.



NEW HAMPSHIRE BUREAU OF GRAPHIC SERVICES

REQUEST FOR BID FOR NH STATE PRINTING PROJECT #0802-12

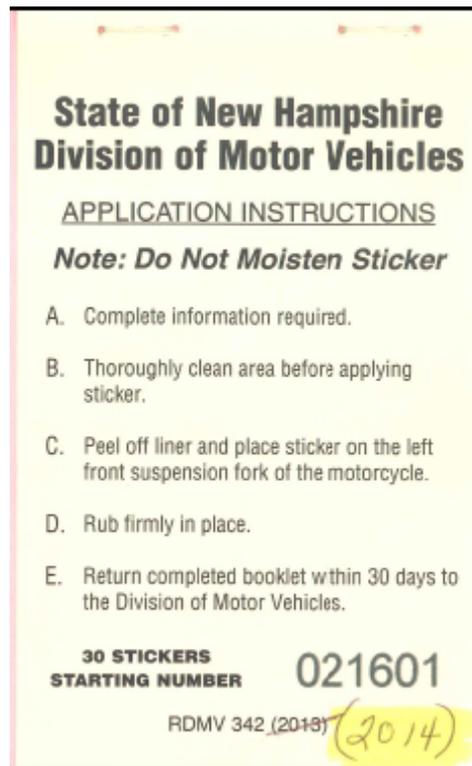
Project Specifications

PROJECT: RDMV 342: MOTORCYCLE INSPECTION DECALS FOR 2014

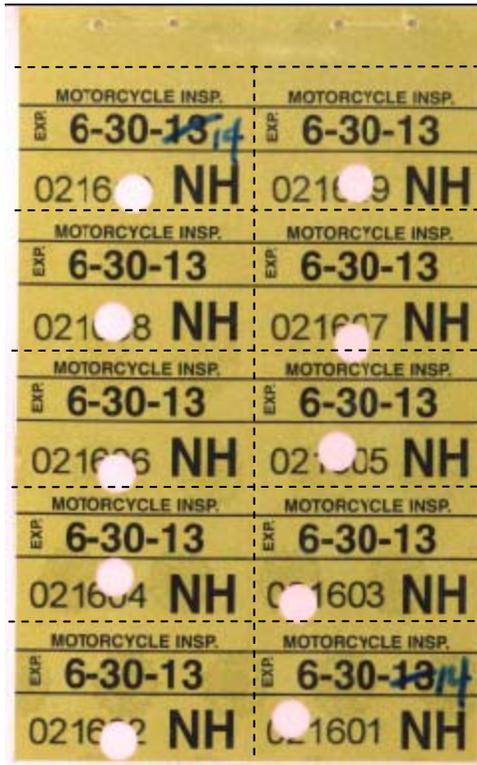
BID SUBMISSION DEADLINE: 11:00 a.m. EST Tuesday, December 20, 2011.

- QUANTITY:**
- 1) 5,834 booklets, each containing 30 numbered decals and 30 matching-numbered inspection reports, for a total of 175,020 decal/report sets.
 - 2) No overrun. Up to 1% underrun allowed.
 - 3) Please also quote pricing and lead time for reorder of additional booklets after delivery of the initial order, as requested on the "Vendor's Bid Proposal" page following these specs.

- CONSTRUCTION:**
- 1) This is a 3" x 4-7/8" booklet bound by two heavy duty staples. Page size will be 3" x 4-7/8", which includes the 1/2" perforated binding stub found on the decal pages and the inspection report pages. Staples, stub perforations and printing must be correctly positioned so all staples are on one side of the stub perf and all printing is on the other side.
 - 2) Each booklet shall be made up of the following parts, listed in order from top to bottom:
 - A) A top cover:



B) One sheet of 10 inspection decals with serial numbers, separable from the main sheet by tearing on perforations (sticker color for this sticker year will be orange):



C) Ten leaves of paper inspection reports, each one separable from the book by tearing off on a stub perforation. Each inspection report page shall be imprinted with a unique serial number that corresponds to a serially numbered decal on the preceding decal sheet:

27577

Inspection Sticker No. 021601

Owner _____
Address _____

Mileage _____
Registration No. _____
Station No. _____
MOTORCYCLE
V.I.N. _____
Year Mfg. _____ Date _____

Check Only
Items Corrected

V.I.N.
Rear View Mirror
Horn
Directional Signals
Brakes
Rear Lights
Stop Lights
Front Lights
Steering & Front End
Exhaust System
Tires
Obscured Plate
Speedometer
Fuel Res.

I hereby certify this vehicle to be the same vehicle described in the registration certificate and that it now is properly equipped and in good mechanical condition.

Mechanic's Signature _____ # _____

Signed under penalty of unsworn falsification pursuant to RSA 641:3

- D) Another sheet of 10 inspection decals.
- E) Ten more leaves of paper inspection reports with corresponding serial numbers.
- F) Another sheet of 10 decals.
- G) Ten more leaves of inspection reports with corresponding serial numbers.
- H) A bottom cover.
- 3) Sizes of the above component parts shall be as follows:
 - A) Top cover and bottom cover: 3" X 4-7/8", with no stub perforation.
 - B) Decal pages: 3" X 4-7/8" including a 1/2" perforated binding stub.
 - C) Inspection reports: 3" X 4-7/8" including a 1/2" perforated binding stub.
- 4) Individual Decals:
 - A) Size of a single decal will be 1-1/2" wide x 7/8" high.
 - B) Decals shall be arranged 10-up on a sheet with two abreast, five rows deep, plus a 1/2" binding stub for a total sheet size of 3" x 4-7/8".

STOCK:

- 1) Cover: White 90 lb. index or equivalent having 30% postconsumer waste content.
- 2) Decals: See below under "DECAL STOCK".
- 3) Inspection Reports: white 20 lb. bond, having 30% postconsumer waste content.
- 4) **NOTE**: According to New Hampshire RSA Chapter 9-C: 9, I, effective September 9, 2008, "uncoated printing and writing paper purchased by or for state agencies shall contain not less than 30% recycled material and coated printing paper purchased by or for state agencies shall contain not less than 10% recycled material." In this context, "recycled material" shall be construed to mean "postconsumer waste material", as given in the definitions under RSA Chapter 9-C: 2, IV. If NH Bureau of Graphic Services determines that this standard can be met without special-making the paper, then any bid based on a lower level of recycled content may be disqualified.
- 5) For each of the three stock types required by this project, vendors must identify with their bid the stock they are proposing to use and its percentage of postconsumer waste content where applicable. If any proposed stock is unfamiliar to NH Dept. of Safety, vendor may be required subsequently to provide samples for confirmation of acceptability.

DECAL STOCK:

- 1) The decals shall be made of weather resistant, pressure-sensitive, retro-reflective 3M Scotchlite 5464ER (**ORANGE**) Validation Security Sheeting, or an equivalent material approved by NH Division of Motor Vehicles.
If bidding on any other material than Scotchlite 5464ER, please send with your bid at least four sample sheets of the proposed material for examination and approval by NH Dept. of Safety.
- 2) Decal physical characteristics:
 - A) The sheeting shall be free of ragged edges, cracks and blisters and be moisture resistant and readily cut without cracking, checking or flaking.
 - B) The thickness of the decal shall permit stacking of up to three (3) decals high on a standard motorcycle front fork.
 - C) When individual sheets of decals are trimmed, there shall be no blocking or oozing of adhesive causing edge damage to the decal.
- 3) Decal optical characteristics:
 - A) The unprinted reflective sheeting shall have the following minimum brightness at .1 and .5 divergence expressed as average candlepower per foot-candle per square foot of material (candles per lux per square meter). Measurements shall be conducted in accordance with the photometric testing procedures for reflective sheeting specified in Federal Specifications L-S-300B. Sheeting and Tape, Reflective, Non-Exposed Lens, Adhesive Backing, Paragraph 4.3.7., or as amended.

<u>Incidence Angle</u>	<u>Silver-White</u>	
	<u>.2</u>	<u>.5</u>
-4	50	10
30	20	10
50	3.5	2

- B) The brightness of the reflective material, totally wet by rain, shall not be less than 90% of the above values. Wet performance measurements shall be conducted in conformance with the Standard Rainfall Test specified in Federal Specifications L-S-300B, or as amended.

- C) The daytime color of the reflective surface and the light reflected shall conform to a color sample to be approved by the agency.
- 4) Decal adhesive characteristics:
 - A) A crystal clear, non-yellowing, firm, pressure sensitive adhesive shall be used, providing high peel and good sheer strength, with a thickness of .0001 inches (+/-10%).
 - B) The adhesive shall **NOT** contain additives that require moisture, heat or other preparations for application.
 - C) The adhesive shall form a durable, vandal-resistant bond when applied to a clean, dry, properly finished or painted motorcycle or previously applied decal, for the life of the decals (see Part A of "Decal Longevity Characteristics" below).
 - D) The liner shall be removable from any corner or center line of the decal, without damage to the decal, and adhesion of the decal shall be guaranteed within a temperature range of -10° to 100° F.
- 5) Decal longevity characteristics:
 - A) Inspection stickers shall last well and in good condition for a service life of at least two (2) years installed.
 - B) Fading of color, fading of numbering, loss of adhesive properties, "blocking" of stickers, etc., prior to the expiration of this period shall be grounds for application of the provisions of the "latent defect" clause below.

COMPOSING:

- 1) Electronic files from the previous year's decal booklets will be furnished to printer by NH Dept. of Safety at time of award. Vendor to compose changes as specified below under "MODIFICATIONS" using matching-style typography. Integrate with previous imaging.
- 2) Upon conclusion of this printing project, all electronic files associated with it, whether provided to or created by the printer, shall be the property of the State of New Hampshire and MUST be returned to the Department of Safety before invoicing.

MODIFICATIONS:

- 1) On the front cover: change the year following the form number at bottom center to "(2014)".
- 2) On each decal: change the year of the expiration date so it reads: "6-30-14".
- 3) On the stub for each sticker, add "2014" over the words "Inspection Sticker No." that runs horizontally along each stub.

PROOFING:

- 1) Vendor shall provide one PDF proof each of the front cover, decal page and inspection report page, with size, color and perforations indicated.
- 2) Send or deliver proofs to: Attn: Bonnie Goudreau, NH Dept. of Safety Warehouse, 41 Hazen Drive, Concord, NH 03305. Phone (603) 271-1065. Bonita.Goudreau@dos.nh.gov
- 3) Refer to "RDMV 342: Motorcycle Inspection Decals" on outside of envelope.
- 4) No production run shall be made until all materials and proofs have been approved by the NH Division of Motor Vehicles.

FILM:

By vendor, if applicable.

INK:

- 1) Front cover: 1/0 in black ink.
- 2) Decals: 1/0 in black ink. Ink must be compatible with and recommended by the reflective sheeting manufacturer and must last in good condition for an installed service life of two (2) years or more.
- 3) Inspection reports: 1/0 in black ink.
- 4) Back cover: no printing on either side.

SERIAL NUMBERING:

- 1) Each decal and its associated inspection report will have a unique six digit serial number printed in indelible black.
- 2) Individual decals in the 10-up decal sheets shall be numbered consecutively with the lowest number in the bottom right position (furthest from the stub), the next number in the bottom left position, and then in ascending sequence from right to left in each succeeding row, moving toward the stub. This is to allow removal of decals in numerical sequence.
- 3) Inspection reports with the corresponding serial numbers are to be placed in consecutive numerical order immediately following their associated decal sheet.
- 4) Each booklet front cover is to have a number showing the lowest-number decal contained in that booklet.

- 5) Numbering will begin at "000001". Print leading zeroes. Six digits are required, as the computers are set up to accept this format only.
- 6) **NO SKIPS OR DUPLICATES IN SERIAL NUMBER SEQUENCE ARE PERMITTED.** Any deviation from this requirement will result in implementation of the "Latent Defects" provision (see below).

- DECAL COATING:**
- 1) After all decal imaging and numbering is completed, the entire surface of the decals shall be coated with a high gloss transparent clear coat.
 - 2) This clear coat shall protect the decal (including serial numbers) from harsh detergents and abrasion during hand washing.
 - 3) The clear coat utilized shall be a minimum of one mil (.001 inch) thick.
 - 4) The clear coat shall be formulated as recommended by the manufacturer of the reflective decal stock.

- BINDING & FINISHING:**
- 1) Perforate between decals and at the stub to allow separate tear-off of each decal, together with its liner.
 - 2) Make scalloped kiss-cuts through the liner to permit easy removal of the liner from each individual decal after it has been torn off from the decal page.
 - 3) Perforate each inspection report page to create a ½" binding stub.
 - 4) Collate the covers, decal pages and inspection reports in proper order with corresponding serial numbers as described elsewhere in these specifications, and bind with two heavy duty staples in the stub. Staples must be well-clinched with no protruding points. All stapling must be fully on the stub side of the stub perforation.

- PACKING:**
- 1) Pack in cartons sized for one person handling, weighing not more than 40 lbs.
 - 2) Pack in numerical order for consecutive usage out of the carton, lowest numbers first.
 - 3) Cartons must be clearly marked with form name, form number, revision date, serial numbers contained and quantity per carton.
 - 4) If shipped on pallets, cartons must be stacked to facilitate use in lowest-number-first numerical order off the pallet.
 - 5) A fully stacked pallet, including skid, must not exceed any of the following dimensions: 40" width, 48" depth and 52" height.

LATENT DEFECTS: In the event that latent defects are discovered in this product, even after delivery has been accepted, the State reserves the right to reject the order and require replacement, or cancel the contract and surcharge the contractor for any expense to the State incurred by the cancellation of the contract and procurement of satisfactory replacements elsewhere.

- DELIVERY:**
- 1) Deliver or ship FOB Destination to the loading dock at: NH Dept. of Safety Warehouse, 41 Hazen Drive, Concord, NH 03305. This is a tan building with green roof just east of the James H. Hayes Dept. of Safety main building (33 Hazen Drive).
 - 2) Bid amount must include delivery or shipping.

- SCHEDULE:**
- 1) Delivery of order required by February 15, 2012. Ability to meet this date will be a qualifying factor in the award of this project.
 - 2) Please quote turnaround as indicated on the "Vendor's Bid Proposal" page.

MAKE BID ON NEXT PAGE

NEW HAMPSHIRE BUREAU OF GRAPHIC SERVICES

REQUEST FOR BID

Project #0802-12: RDMV 342: Motorcycle Inspection Stickers for 2013

NH Dept. of Safety

VENDOR'S BID PROPOSAL

Vendor: _____

Contact: _____ **Phone:** _____

OWNERSHIP OF MATERIALS: All price proposals shall be based upon subsequent State ownership of all master materials for the project, whether provided to or created by the vendor. These materials are to be returned to the client agency upon completion of project and prior to invoicing, unless arranged otherwise with that agency. In the case of storage by vendor, materials shall be returned to the agency at no charge whenever requested for purposes of reprinting elsewhere, or whenever they would otherwise be discarded under an archive cleanout. For these purposes, "master materials" shall include manuscripts, mockups, mechanicals, photos, art, disks, vendor-revised digital files, negatives, flats, foil stamping dies, engraving dies, embossing dies, custom cutting dies and any other reusable image carrier custom-made for this project; they shall not include litho printing plates or commonly used standard cutting dies.

Proposed Pricing: No overrun. Up to 1% underrun allowed. Prices must be in U.S. dollars, less federal excise tax, and must include delivery.

Price per booklet of 30: _____ x 5,834 booklets = _____ TOTAL

Turnaround: Working Days ARO to Proof: _____ Working days from approved proof to delivery: _____

Able to meet February 15, 2012 delivery? _____

Proposed Stock: (Please note postconsumer waste content of proposed stock where applicable)

Index front & back cover: _____

Decal pages: _____

Inspection Report Pages: _____

Additional Comments: _____

BID RESULTS WILL BE POSTED AT OUR WEBSITE AFTER A PURCHASE ORDER HAS BEEN ISSUED.