

BLANKET PURCHASE ORDER

STATE OF MARYLAND

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

BPO NO: 001B6400230

PRINT DATE: 12/04/15

PAGE: 01

| | | |
|--|---|--|
| SHIP TO: | | |
| AS SPECIFIED ON INDIVIDUAL ORDERS | | |
| VENDOR ID: PEMCOR PRINTING LLC 2100 STATE ROAD LANCASTER, PA 17601 (717)898-1555 | REFER QUESTIONS TO: IRIS LESTER (410)767-4612 IRIS.LESTER@MARYLAND.GOV | |
| ITB: | EXPR DATE: 12/17/16 POST DATE: 12/04/15 | 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.

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

FOR

2015 TAX COUPON BOOKS

FOR MARYLAND STATE COMPTROLLERS OFFICE

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

ORIGINAL: 001B4400269

1ST RENEWAL: 001B5400282

2ND RENEWAL: 001B6400230

THIS IS THE 2ND OF (4) FOUR RENEWAL OPTIONS WITH THE SAME TERMS, CONDITIONS, AND PRICES.

VENDOR: PEMCOR
 VENDOR CONTACT: ANGIE FILIZIANI
 VENDOR PHONE: 717 898 1555
 X 3022

AGENCY: COMPTROLLER OFFICE
 CONTACT: MICHEAL HALL
 PHONE: 410 260 7832

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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 | 3.3163 |
|------|--------------|----|--------|

PRINTING OF TAX COUPON BOOKS 3 1/2 X 8 1/2 1 PART
 2014 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 | 2.2375 |
|------|--------------|----|--------|

PRINTING OF TAX COUPON BOOKS 3 1/2 X 8 1/2 1 PART
 2014 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
 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 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)

| | | | |
|------|--------------|----|--------|
| 0003 | 86020-040104 | LT | 8.8369 |
|------|--------------|----|--------|

PRINTING OF TAX COUPON BOOKS 3 1/2 X 8 1/2 1 PART
 2014 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 NOVEMBER 04, 2013,

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AND THE MAILING MUST TAKE PLACE NO LATER THAN NOVEMBER 25, 2013.
VENDOR MUST RETURN TO DIVISION AN ELECTRONIC VERSION OF ALL FORMS.
(PDF FORMAT)

_____ END OF ITEM LIST _____

***** LAST PAGE *****

AUTHORIZED BY:

Lris Gester

BUYER AUTHORIZED DESIGNEE

DATE:

12/4/15

State of Maryland
Contract until
2016.

GENERAL INSTRUCTIONS
Maryland Form MW506

- A. Steven Gaul of the Revenue Administration Division in Annapolis, (410) 260-7605, is to be contacted for further information and details.
- B. Color proofs, trimmed to finished size (2 sets required) must be approved by the Revenue Administration Division before printing may begin.
- C. Successful bidder shall furnish performance bond in form satisfactory to state the full amount of the contract for contracts that exceed \$50,000.00.
- D. A 2% maximum overrun will be allowed on packets. No under runs.
- E. Strict compliance with all delivery dates must be made, including the delivery of booklets to the Postal Service, in accordance with U.S. Postal Service regulations, unless otherwise requested by the Revenue Administration Division at least 3 days in advance. Performance bond will be invoked for failure of vendor to comply with schedule.
- F. The scope of this contract is limited to final delivery of the goods (assuming the goods are of proper quantity and satisfactory quality). Any reprints, except for the reasons stipulated herein, will not be covered by this contract.
- G. All materials and workmanship to be contracted according to these specifications must be first-class in every respect. The Revenue Administration Division reserves the right to reject goods not meeting this requirement, including goods damaged upon delivery due to the Vendor's negligence in providing adequate protection in transit, and when such rejection results in the loss of a substantial quantity of goods, the vendor shall replace the rejected goods within ten (10) days of rejection. The Revenue Administration Division also reserves the right to review the vendor's quality control procedures before approval. The Agency may request a higher degree of sampling to insure the expected quality of the finished forms is met.
- H. The contract price(s) of the items listed in these specifications will be firm until final delivery of all goods herein. Artwork supplied by the Revenue Administration Division will be returned by the printer upon completion of the press run. All other preparatory material needed to reprint all documents (e.g., negatives and positives) become the property of the Revenue Administration Division upon completion of the press run, but will be retained by the printer for two (2) years unless requested by the Division. After that time, the printer may dispose of the material upon authorization of the Revenue Administration Division.
- I. The Revenue Administration Division reserves the right to have two or more of their representatives at the vendor's printing facilities to approve press signatures of the booklets during the printing process and for bind start up. The vendor will bear the expense of this inspection by the using agency's representative. The expense includes transportation and lodging if necessary due to vendor location.
- J. Vendor will be required to comply with Section 13-205 of the Tax-General Article of the Annotated Code of Maryland, which provides that the Vendor may not release any information whatsoever from any magnetic tapes or resultant labels furnished by the Revenue Administration Division. Failure to comply will subject the vendor to the fines and penalties as provided by law. Vendor will be required to sign a statement of confidentiality.

- K. This contract may be renewed for a contract period of no more than twelve (12) months at a time, by mutual consent of the contractor and the Department of General Services in consultation with the Comptroller of Maryland, Revenue Administration Division. This contract may be renewed four (4) times for similar one-year periods. Notice to contractor of the State's desire to renew shall be given at least ninety (90) days prior to the annual expiration date. Notice to the State of contractor's intent not to renew shall be given, in writing, at least one hundred twenty (120) days before the expiration date. For purposes of calculating the notice-giving requirements of this section, the expiration date shall be June of each year. At the time of each renewal, the contract prices then prevailing are subject to an increase which is not to exceed the current rate of inflation as determined by the Consumer Price Index (CPI) prevailing at the time of renewal. No other price increases shall be permitted. All other items, conditions and specifications will remain the same.

PAPER SPECIFICATIONS

24# white bond.

PRINTING

Covers, coupons and instructions print front and back, 9" x 3.5". Cover and instructions print black ink only, no perfs. Coupons print black and 1 PMS color ink to be determined by Revenue Administration Division, with perfs. PMS color numbers will be provided.

Carrier Envelope, #11 (4.5" x 10.375") prints front and back, black ink, white Kraft, single left Earth First Window envelope.

Reply Envelope, #9 (3.875" x 8.875") prints front, black ink, green Kraft, single right Earth First Window envelope.

BINDING

Coupons are to be bound in a manner, which will guarantee that the booklets will not separate through normal handling.

PERFORATIONS

All coupons to be vertically perforated for easy removal. **NET SIZE OF COUPONS 8.5" x 3.5" AFTER DETACHED.** All coupons must be exactly the same size.

COMPOSITION

Camera-ready copy will be furnished to the vendor. This may consist of PDFs and/or diskettes sent via e-mail and/or FTP. All artwork must be printed full size (i.e., copy may not be photographically reduced or distorted unless instructions call for minor reduction). Registration of duplicate forms to be within the tolerance of plus or minus 1/32 of an inch, total 1/32 of an inch. No printer's imprint.

**Comptroller of Maryland
Revenue Administration Division
Maryland Form MW506**

FORM REQUIREMENTS and SPECIFICATIONS

**** Printing of Tax Coupon booklet (Finished Size 9" x 3.5") 1 part with perfs of 2015 Maryland Employer Withholding Monthly Coupon Book (NET SIZE OF COUPONS 8.5" x 3.5" AFTER DETACHED).** Quantity is 2,500. This quantity is an estimate; actual figures will be supplied when known.

Consists of twelve (12) personalized monthly forms (MW506), one (1) Annual Reconciliation Report, one (1) Amended Annual Reconciliation report, one (1) Amended Employer's Return of Income Tax Withheld, four (4) Instruction sheets, one (1) Change of Address or Ownership form, one (1) Final Return Form and twelve (12) #9 (3 7/8" x 8 7/8") green color return envelopes with Earth First Windows. 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% 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.)

**** Printing of Tax Coupon booklet (Finished Size 9" x 3.5") 1 part with perfs of 2015 Maryland Employer Withholding Quarterly Coupon Book (NET SIZE OF COUPONS 8.5" x 3.5" AFTER DETACHED).** Quantity is 10,000. This quantity is an estimate; actual figures will be supplied when known.

Consists of four (4) personalized quarterly forms (MW506), one (1) Annual Reconciliation Report, one (1) Amended Annual Reconciliation report, one (1) Amended Employer's Return of Income Tax Withheld, four (4) Instruction sheets, one (1) Change of Address or Ownership form, one (1) Final Return Form and four (4) 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% 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.)

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 file of personalized account information on or about November 4, 2014, and the mailing must take place no later than November 24, 2014. Vendor must return to Division an electronic version of all forms.

LAYOUT: per form MW506 (form layout is based on 6 x 10 grid with coupon positioned on the bottom of the page.)

| MW 506 | Field Name | Start Row | Start Column | End Row | End Column | Field Size |
|--------|------------------------|-----------|--------------|---------|------------|------------|
| | Period Ending | 47 | 17 | 47 | 48 | 31 |
| | Due Date | 48 | 17 | 48 | 31 | 15 |
| | FEIN | 51 | 12 | 51 | 20 | 9 |
| | Scanline* | 51 | 25 | 51 | 40 | 16 |
| | Company Name | 59 | 13 | 59 | 42 | 30 |
| | Company Address | 60 | 13 | 60 | 42 | 30 |
| | Company Address | 61 | 13 | 61 | 42 | 30 |
| | MD Income Tax Withheld | 54 | 66 | 54 | 80 | 15 |
| | Remitted Amount | 56 | 66 | 56 | 80 | 15 |

SCAN LINE:

1. 2-1/2" from bottom of form
2. 62 positions to the left of the right edge. Scan line reads from left to right only the first 16 positions.

Positions

- 1 – 8 8 digit Central Registration (CR) number – must be numeric and start with 0 or 1. Can not be all 0's or 1's. Can not read APPLIED FOR or N/A.
- 9 blank
- 10-11 2 digit month
- 12 blank
- 13-16 4 digit year

Scan line print must be laser print using OCR "A" font at 10 characters per inch.

FINISHED COUPON SIZE: 3.5" x 8.5"

1D BARCODE

The Division uses bar codes on scannable tax return forms. The format is as follows:

- 1 Digit start code (*)
- 2 Digit year (e.g. 15)
- 3 Digit form number (e.g. 506)
- 1 Digit form version - enter zero (0)
- 1 Digit page – starting at 0 (e.g. page 1 should read 0)
- 2 Digit vendor code (assigned)
- 1 Digit stop code (*)

The bar code must be placed in the upper right- corner of the form with the left edge of the barcode no more than 4.25 inches from the right edge of the form. The bar code shall be 3" x 1/2" with at least 1/4 inch of whitespace around the barcode.

The return address for this form is:

Revenue Administration Division
P.O. Box 17132
Baltimore, MD 21297-0175