STATE OF UTAH "BEST VALUE" COOPERATIVE CONTRACT

CONTRACT NUMBER: PD2278

Revision number: 

Purchasing Agent: Mark Parry
Phone #: (801) 537-9243
Email: mparry@utah.gov

June 30, 2015

Item: Security Paper for Vital Records

Vendor: 06122FD RR Donnelley
136 East South Temple, Ste 1025
Salt Lake City, UT 84111

Internet Homepage: www.rrdonnelley.com

General Contact: Brad Nicholes
Telephone: (801) 355-5131
Fax number:
Email: brad.a.nicholes@rrd.com

Usage Report Contact: Same

Reporting Type: Item-Line
Brand/trade name: N/A

Price: See cost detail below
Terms: Net 30
Effective dates: 11/18/2015 to 11/17/2020
Potential renewal options remaining: None
Days required for delivery: 3-4 weeks
Price guarantee period: See cost detail below

Freight: FOB Destination
Minimum order: N/A
Min shipment without charges: N/A
Other conditions:

This is a new contract.

Solicitation #: MP16006-1
Administrative Fee: The administrative fee for this contract is (0.0%) and is already included in the contract price.

This contract covers only those procurement items listed. When placing orders, make sure to identify your organization as a government entity and provide the contract number. It is the responsibility of the ordering agency to ensure that the vendor is given the correct delivery and billing address. Agencies should return to the vendor any invoice which reflects incorrect pricing. Other items ordered that are not listed on the contract must be invoiced separately.

State agencies are to place orders directly with the vendor creating a PRC in Finet.

This contract information sheet is subject to change. State Purchasing doesn’t recommend that you print a copy due to the potential to change. Always view contract information online at www.purchasing.utah.gov
STATE OF UTAH "BEST VALUE" COOPERATIVE CONTRACT
CONTRACT NUMBER: PD2278

June 30, 2015

Please contact the Purchasing Agent listed above if you have questions or concerns.

Attachment C- Cost Detail

Cost per M (1000 sheets): $117.7139

The “Cost per 1000 sheets” includes all prepress, electronic file manipulation, order preparation, negatives, dies, plates, plate changes, proofs, packaging, shipping, delivery and other services or supply needed to print and deliver paper in accordance with specifications.

Pricing is guaranteed for two (2) years from the effective date of the contract. Following the initial 2 year guarantee period, any request for price adjustment will be for an equal guarantee period and will be made at least 30 days prior to the effective date. Requests for price adjustments will include sufficient documentation supporting the request and demonstrating a logical mathematical link between the current price and the proposed price.

1.16 Eligible Users

The following Eligible Users are allowed to use the awarded contract: State of Utah’s government departments, institutions, agencies, political subdivisions (i.e., colleges, school districts, counties, cities, etc.), and, as applicable, nonprofit organizations, agencies of the federal government, or any other entity authorized by the laws of the State of Utah to participate in State Cooperative Contracts will be allowed to use this Contract.

Each Eligible User is considered an individual customer. Each Eligible User will be responsible to follow the terms and conditions of this RFP. Contractor agrees that each Eligible User will be responsible for their own charges, fees, and liabilities. Contractor shall apply the charges to each Eligible User individually. The State is not responsible for any unpaid invoice.

2.1 SCOPE OF WORK AND ASSOCIATED REQUIREMENTS

A. PAPER STOCK

• Size: Trimmed size of 8-1/2” x 11”

• Pages: Single sheet printed one side, numbers and matching bar code on front.

• Weight: 28# offset. White offset paper compatible with lithographic process, neutral acid free pH paper, no optical brighteners, UV Dull (dead) paper.

B. PAPER SECURITY FEATURES

• Background Security Design: Background security design such as a genuine multi-tone watermark (Fourdrinier or mold) visible though use of transmitted light. This
should be a true watermark that is an overall design embedded into the paper at the paper mill. The watermark must not be reproducible on a scanner, color copier or black and white copier or able to be removed, corrupted or easily replicated.

- **Toner Retention**: Toner-retention coating against tampering.
- **Security Fibers**: Overt and covert security fibers integrated into the paper. Visible and invisible fluorescent fibers randomly distributed and instantly detectable under black ultraviolet (UV) light. Visible fluorescent fibers will be red and blue, and invisible fluorescent fibers will be yellow.

### C. PRINTING SECURITY FEATURES

- **Fine-line banknote steel plate printing**: One color face to include fine-line lathe work border. Lathe work border to be consistent with vital records issued by the State of Utah (Intaglio printing is not required. Offset lithographic printing is acceptable using a fine-line detailed border)
- **Engraving**: Engraving to include latent-image letters “V” to the left and “R” to the right, in positive-negative treatment, to appear only when viewed from a prescribed angle.
- **Engraved Border**: Engraved border to also include the words “UTAH CERTIFICATION OF VITAL RECORD” on top edge of the border above the title line. The “UTAH CERTIFICATION OF VITAL RECORD” line must be incorporated into the lithograph printing without exception.
- **State of Utah Seal Engraved**: State of Utah Seal MUST BE ENGRAVED in the lower left corner for added security. Seal to appear in the lower right-hand corner will be the Seal of the State Registrar for state paper and local health departments that opt to also use the state paper. For those local health departments that opt to purchase their own paper, the seal in the lower-right corner will be the local health department or county seal. This will be overprinted by the lithograph process.  
  - 12 of the 13 local health departments (LHDs) have their own seal located on the bottom right corner of the front side of the paper. The state seal and local health department seal are the same size: 1 1/4 inch in diameter. Each LHD seal is different and the vendor is responsible to use a die to print these on the paper. A hand held seal is not used. The lithographic process should be completed before the seal/engraving die process.

  - The state and county seals are to be printed and embossed.
- **Border ink color**: Blue
- **Micro-printing**: A line of lithograph micro-printing of the words “VITAL RECORD” repeated to appear as a ruled line when viewed without magnification.
- **Prismatic Undertint**: Overall prismatic under tint to be printed with fluorescent erasure-sensitive oil-based ink with a “VOID” feature to deter color copier reproduction
and to rend evident any attempts to alter by mechanical or chemical means.

- **Revision date**: Revision date to be printed on paper.
- Embossing with security watermark paper can be substituted as a security feature with an embedded security thread.
- SEClipse feature will not be used in order to provide the ability to copy the VR with only having the "void" appear.

**D. COMPOSITION**

- **One format** will be used for State and Local Health Department paper (with the exception of seals as stated above), per sample provided to successful solicitor.
- **Obverse side of paper** will be printed with a copy of our affidavit form.

**E. NUMBERING**

- **Control Number**: Consecutive 9-digit control number with a corresponding 3-of-9 bar code. Numbers will be printed on the lower right corner on the front of the form in red ink. Bar Code is to be printed in black ink. Number series for each Local Health Department or State office will be provided with each order. Offeror must inform the Utah Office of Vital Records and Statistics when a Local Health Department places an order.
- **Missing, Duplicate Numbers, and Over-runs**: Contractor must ensure there are no missing or duplicate numbers. Contractor must also ensure that there will be no over runs of paper. Only the exact number of sheets of paper ordered is to be run.

**F. PACKAGING**

- **Shrink-wrap**: Shrink-wrap 200 sheets per package. The sheets will be appear in each package in ascending order according to the unique number assigned to each sheet.
- **Cartons**: Cartons must be packed no more than 2,000 sheets per carton. Cartons must be packed horizontally, full and uniformly so documents remain stable inside boxes. Boxes will be sealed with a tamper resistant tape that will leave signs of tampering when opened.
- **Labels**: The following label to appear on each end of carton:
  - Document by agency name
  - Quantity
  - Starting and ending numbers
G. STORAGE

- Contractor must be able to provide secure locked-vault storage for approximately 75,000 documents for four to six months after printing.

H. DELIVERY

- All documents will be delivered under secure conditions and clearly marked for inside delivery. UPS/Fed Ex can be used and tracked to monitor deliveries. Contractor will contract with shipper to ensure that product will be delivered to separate locations with an inside delivery. (No delivery docked needed)
  - Free on Board (FOB) destination.
  - Contactor will replace any paper damaged in shipment (damage to be determined by state or local office).
  - Contractor will ship paper directly to state and local offices.
  - Once an order is placed by a state or local office, proposer must be able to ship the paper within 3-4 weeks.
  - Contractor will make 1 direct shipment to the State and each County office upon completion of production.

I. MANUFACTURING SECURITY

- All paper manufacturing and printing must be done in a facility in the continental United States or Canada.
  - All work, plates and materials will be kept in a locked vault.
  - All spoilage will be securely destroyed by shredding on premises of the Contractor.
  - Contractor must provide the following security measures:
    - Outside Perimeter
      - Fire door has break-alarm bell for alert in the event of exit (e.g. burglar alarm system). Uniform locking devices on all outside doors.
      - A log kept for all visitors entering office or manufacturing area
      - Receiving and loading platform arranged to prohibit truck drivers or delivery personnel from entering plant.
      - All production areas have limited access (at minimum--employees only during work hours).
    - Inside Plant
      - Plant guarded by full-time armed-guard force 24 hours per day, 7 days a week.
Printing plates produced only under maximum security conditions and stored in vaults when not in use.
- Work stored in locked vaults requiring dual-access entry.
- Shipping manifest: Cartons pulled in sequential order and carried on pallets directly to the trucks.
- Inks not commercially available are formulated, mixed and excess destroyed on premises.

J. TRANSITION PLAN IN CASE OF PRODUCTION SHUTDOWN

- Contractor will have written transition plan in the event that production should cease prior to end of contract.

K. ORDERING

- All State and County print orders will be entered at the same time based on annual quantities for each location and 1 print run per year.

- Subsequent production orders can be placed 9-12 months from the previous production run. All State and County print orders will be entered at the same time based on annual quantities for each location and 1 print run per year.

L. LOCAL HEALTH DEPARTMENTS

<table>
<thead>
<tr>
<th>Bear River District</th>
<th>Tooele County</th>
</tr>
</thead>
<tbody>
<tr>
<td>655 E 1300 N</td>
<td>151 N Main</td>
</tr>
<tr>
<td>Logan UT 84341</td>
<td>Tooele, UT 84074</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Central Utah District</th>
<th>Tri-County</th>
</tr>
</thead>
<tbody>
<tr>
<td>70 Westview Dr</td>
<td>133 S 500 E</td>
</tr>
<tr>
<td>Richfield, UT 84701</td>
<td>Vernal, UT 84078</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Davis County</th>
<th>Utah County</th>
</tr>
</thead>
<tbody>
<tr>
<td>22 S State St</td>
<td>151 S University Ave Ste 1110</td>
</tr>
<tr>
<td>Clearfield, UT 84015</td>
<td>Provo, UT 84601</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Salt Lake Valley</th>
<th>Wasatch County</th>
</tr>
</thead>
<tbody>
<tr>
<td>610 S 200 E</td>
<td>55 S 500 E</td>
</tr>
<tr>
<td>Salt Lake City, UT 84111</td>
<td>Heber City, UT 84032</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Southeast District</th>
<th>Weber-Morgan Counties</th>
</tr>
</thead>
<tbody>
<tr>
<td>28 S 100 E</td>
<td>477 23rd St</td>
</tr>
<tr>
<td>Price, UT 84501</td>
<td>Ogden, UT 84401</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Southwest District</th>
<th>San Juan Public Health</th>
</tr>
</thead>
<tbody>
<tr>
<td>620 S 400 E #400</td>
<td>196 East Center, PO Box E</td>
</tr>
</tbody>
</table>
STATE OF UTAH "BEST VALUE" COOPERATIVE CONTRACT
CONTRACT NUMBER: PD2278

June 30, 2015

<table>
<thead>
<tr>
<th>St George, UT 84770</th>
<th>Blanding, UT 84511</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summit County</td>
<td></td>
</tr>
<tr>
<td>85 N 50 E</td>
<td></td>
</tr>
<tr>
<td>Coalville, UT 84017</td>
<td></td>
</tr>
</tbody>
</table>

Note: 12 of the 13 LHDs order security paper with their local seal and local health officer signature. At this time, San Juan County is the only county that does not order security paper with their local seal and local health officer signature.
M. UTAH REGIONS
FINET COMMODITY CODE(S):
96681 – Security Paper, Custom Printed (qty. Over 100,000)

REVISION HISTORY: