

EXHIBIT A

DESCRIPTION OF GOODS & SERVICES AND ADDITIONAL TERMS & CONDITIONS

1. DESCRIPTION OF GOODS AND SERVICES:

This Contract covers the requirements for the purchase of envelopes that require printing in accordance with Exhibit A and Client Agency specifications.

Sizes & Paper Stock:

Contractor shall deliver envelopes meeting the sizes and paper stock dimensions and weights outlined for each item or group of items in the price schedule (Exhibit B).

Exhibit B item numbers 2 and 6 must be composed of a minimum of 50% recycled materials, of which 30% must be post-consumer waste.

Style of Manufacture:

All commercial and official envelopes must be provided exactly as specified in Exhibit B. Side seam construction is NOT allowed on all white wove envelopes, unless specified. All commercial and official envelopes must be useable in industry standard inserting and metering machines.

Seal Gum:

Envelope flaps must have full seal gumming. All windows must have solid or edge patch gumming and must run to Client Agency satisfaction in the appropriate inserting equipment.

Printing:

Printed prices include Class 1 and Class 2 printing Black or One Color.

Proofs:

Upon request, the Contractors shall provide a sample envelope for proofing by the Client Agency prior to Client Agency order.

Packing:

All envelopes must be packed in skeleton boxes. Bulk packing in cartons is not acceptable.

Product Identification:

Printed sample must be attached at the end of each box to plainly show which item is contained in the box.

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Special Delivery Requirements and Envelope Specifications:

Department of Social Services, 309 Wawarme Avenue, Hartford, CT

Inside delivery required. Client Agency loading dock is not available to Contractor. Pallets are to be dropped off in the parking lot and broken down onto dollies. Deliveries are to be made via elevator to the Client Agency stockroom in the basement of the building.

Exhibit B Item #1

Size:	6" x 9 1/2" Booklet, 24# Window Envelopes
Stock:	Wove
Color:	White
Presswork:	Blue (PMS294) Ink, one side
Window:	2 1/4Hx4-1/2W, 7/8 from left, 5/8 from bottom Window covering material: Poly-Clear
Seam:	Diagonal
Flap:	Rounded Flap, die cut, glued
Machine Use:	Pitney Bowes FastPac Inserting System D1950 Series
Package:	500 per box, No Shrink Wrap, packaged to minimize envelope curl

Exhibit B Item #2

Size:	6"x9 1/2" Booklet, 24#
Stock:	Wove
Color:	White
Presswork:	Black Ink, one side with barcodes
Seam:	Side Seam
Flap:	1 1/2" rounded flap, glued
Machine Use:	Pitney Bowes FastPac Inserting System D1950 Series
Package:	500 per box, No Shrink Wrap

2. ADDITIONAL TERMS AND CONDITIONS:

(a) Contract Separately/Additional Savings Opportunities

DAS reserves the right to either seek additional discounts from the Contractor or to contract separately for a single purchase, if in the judgment of DAS, the quantity required is sufficiently large, to enable the State to realize a cost savings, over and above the prices set forth in Exhibit B, whether or not such a savings actually occurs.

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(b) Mandatory Extension to State Entities

Contractor shall offer and extend the Contract (including pricing, terms and conditions) to political subdivisions of the State (which includes towns and municipalities), schools, and not-for-profit organizations.

(c) Subcontractors

DAS must approve any and all subcontractors utilized by the Contractor in writing prior to any such subcontractor commencing any work. Contractor acknowledges that any work provided under the Contract to any state entity is work conducted on behalf of the State and that the Commissioner of DAS or his/her designee may communicate directly with any subcontractor as the State deems to be necessary or appropriate. Contractor shall be responsible for all payment or fees charged by the subcontractor(s). A performance evaluation of any subcontractor shall be provided promptly by the Contractor to DAS upon request.

(d) Security and/or Property Entrance Policies and Procedures

Contractor shall adhere to established security or property entrance policies and procedures or both for each requesting Client Agency. It is the responsibility of each Contractor to understand and adhere to those policies and procedures prior to any attempt to enter any Client Agency premises for the purpose of carrying out the scope of work described in this Contract.