

STATE OF MICHIGAN  
DEPARTMENT OF MANAGEMENT AND BUDGET  
PURCHASING OPERATIONS  
P.O. BOX 30026, LANSING, MI 48909  
OR  
530 W. ALLEGAN, LANSING, MI 48933

October 29, 2009

**CHANGE NOTICE NO. 14**  
**TO**  
**CONTRACT NO. 071B3001316**  
**between**  
**THE STATE OF MICHIGAN**  
**and**

NAME & ADDRESS OF VENDOR  <b>Husky Envelope Products</b> <b>P.O. Box 523</b> <b>Walled Lake, MI 48390</b>  <b>dreske@huskyenvelope.com</b>	TELEPHONE (248) 624-7070 <b>Dawn Reske</b>
	VENDOR NUMBER/MAIL CODE
	BUYER/CA (517) 373-7374 <b>Joan Bosheff</b>
Contract Compliance Inspector: Bill Pruzinsky, Director <b>Printing of Specialty Envelopes – Department of State</b>	
CONTRACT PERIOD: From: <b>June 1, 2003</b> To: <b>June 1, 2010</b>	
TERMS <b>Net 30 Days</b>	SHIPMENT <b>35 Days ARO</b>
F.O.B. <b>Delivered</b>	SHIPPED FROM <b>Walled Lake, MI</b>
MINIMUM DELIVERY REQUIREMENTS <b>Per Specifications</b>	

**NATURE OF CHANGE (S):**

**Effective immediately, 4 ½ price reductions, per the attached.**

**All other terms, conditions and prices remain the same.**

**AUTHORITY/REASON:**

**DMB Purchasing Operations and vendor email (Dawn Reske) dated October 23, 2009.**

**TOTAL REVISED ESTIMATED CONTRACT VALUE: \$1,930,859.72**

**ITEM LISTING**  
**CONTRACT #071B3001316**  
**PRINTING OF SPECIALTY ENVELOPES**

<b><u>ITEM</u></b>	<b><u>NIGP CODE</u></b>	<b><u>UNIT OF MEASURE</u></b>	<b><u>DESCRIPTION</u></b>	<b><u>UNIT PRICE/TH VIRGIN STOCK</u></b>
1.	966-31	TH	<b>BDVR-(ENV)-7 RENEWAL BY MAIL TAB ENVELOPE</b> Size: 4-1/8" X 8-5/8", 24# WHITE WOVE. WINDOW GUMMED FLAP. WINDOW LOCATED 1-3/4" FROM RIGHT EDGE AND 5/8" FROM BOTTOM. WINDOW SIZE: 7/8" WIDE AND 2-5/8" LONG. WINDOW TO BE COVERED WITH CLEAR, NON-GLARE GLYCINE. PRINT IN ONE COLOR, RETURN ADDRESS PRINTED IN BLUE (PMS-300) INK. <b>MINIMUM ORDER: 50,000</b>	<b><u>\$25.14</u></b>
2.	966-31	TH	<b>DR-(ENV)-10 PREPARED DRIVER LICENSE APPLICATION ENVELOPE</b> SIZE: 9-1/2" x 4-1/2", 24# WHITE WOVE, WINDOW, OPEN SIDE SEAM, MODIFIED "V" FLAP 1-1/4" IN DEPTH AT THE CENTER. 1/2" GUMMED STRIP ON FLAP AT THE CENTER. NO GUM 1" FROM EDGE ON EITHER SIDE. PRINT ONE COLOR ON FACE AND BACK (PMS – 300 BLUE). WINDOW SIZE: 4-1/4" LONG AND 1" HIGH. WINDOW LOCATED ON FACE 3/4" FROM LEFT EDGE AND 1" FROM BOTTOM. WINDOW PATCH TO BE CLEAR, NON-GLARE 1-1/2 MIL POLYSTYRENE. <b>MINIMUM ORDER: 280,000</b>	<b><u>Deleted</u></b>
3.	966-31	TH	<b>DR-(ENV)-11 DRIVER LICENSE PREPARED APPLICATION ENVELOPE</b> SIZE: 9-1/2" X 4-1/2", 24# WHITE WOVE, WINDOW, OPEN SIDE SEAM, MODIFIED "V" FLAP 1-1/4" IN DEPTH AT THE CENTER. 1/2" GUMMED STRIP ON FLAP. NO GUM 1" FROM EDGE ON EITHER SIDE. PRINT ONE COLOR ON FACE AND BACK (PMS 300 BLUE). WINDOW SIZE: 4-1/4" LONG AND 1" HIGH. WINDOW TO BE CLEAR, NON-GLARE 1-1/2 MIL POLYSTYRENE. <b>MINIMUM ORDER: \$275,000</b>	<b><u>\$16.51</u></b>

4.	966-31	TH	<p><b>DR-(ENV)-14 DRIVER LICENSE ENVELOPE</b>            SIZE: 9-1/2" X 4-1/8" (#10 ENVELOPE), 24# WHITE WOVE, WINDOW, DIAGONAL SIDE SEAMS, DEEP STRAIGHT EDGE FLAP WITH CONTOURED CORNERS 1-1/4" IN DEPTH AT THE CENTER. 1/2" GUMMED STRIP ON FLAP. NO GUM 1" FROM EDGE ON EITHER SIDE. PRINT ONE COLOR ON FACE AND BACK (PMS 300 BLUE). WINDOW SIZE: 4-1/2" LONG AND 1-1/4" HIGH. WINDOW LOCATED ON FACE 3/4" FROM LEFT EDGE AND 3/4" FROM BOTTOM. WINDOW PATCH TO BE CLEAR, NON-GLARE 1-1/2 POLYSTYRENE.</p> <p>NOTE: ENVELOPE TO BE OF SUCH CONSTRUCTION AS TO PERMIT AUTOMATED INSERTION OF DRIVER LICENSES BY AN ON SERTS INSERTER AS OPERATED BY THE DEPARTMENT OF MANAGEMENT AND BUDGET MAILING SERVICES SECTION.  <b>MINIMUM ORDER:</b> 1,715,000</p>	<u>\$15.92</u>
5.	966-31	TH	<p><b>EI-(ENV)-3 DRIVER AND VEHICLE PREPARED APPLICATION ENVELOPE</b>            SIZE: 9-1/2" X 4-1/2", 24# WHITE WOVE, WINDOW, OPEN SIDE SEAM, MODIFIED "V" FLAP 1-3/8" IN DEPTH AT THE CENTER. 1/2" GUMMED STRIP ON FLAP. NO GUM 1" FROM EDGE ON EITHER SIDE. PRINT ONE COLOR ON FACE AND BACK (PMS 300 BLUE). WINDOW SIZE: 4-1/2" LONG AND 1-1/16" HIGH. WINDOW LOCATED ON FACE 4" FROM LEFT EDGE AND 1" FROM BOTTOM. WINDOW PATCH TO BE CLEAR, NON-GLARE 1-1/2 MIL POLYSTYRENE. TAG LINE TO BE NO GREATER THAN 1/4" ABOVE THE WINDOW.  <b>MINIMUM ORDER:</b> 4,757,500</p>	<u>Deleted</u>
6.	966-31	TH	<p><b>EI-(ENV)-9 DRIVER AND VEHICLE RETURN ENVELOPE</b>            SIZE: 8-3/4" X 4-1/4", 24# WHITE WOVE. OPEN SIDE SEAM, MODIFIED "V" FLAP 1-1/4" IN DEPTH AT THE CENTER. 1/2" GUMMED STRIP ON FLAPS. NO GUM 1" FROM EDGE ON EITHER SIDE. PRINT ONE COLOR (PMS 300 BLUE) ON FACE AND BACK. PRINTING BLEEDS, BAR CODE, FIM. BAR CODES AND FIM SHALL MEET U.S.P.S. SPECIFICATIONS.  <b>MINIMUM ORDER:</b> 4,532,500</p>	<u>\$12.09</u>

7.	966-31	TH	<p><b>MS-(ENV)-19 #10 WINDOW ENVELOPE</b>          SIZE: 9-1/2" X 4-1/8", 24# WHITE WOVE, WINDOW, OPEN SIDE SEAM, MODIFIED "V" FLAP 1-1/4" IN DEPTH AT THE CENTER. 1/2" GUMMED STRIP ON FLAP. NO GUM 1" FROM EDGE ON EITHER SIDE. PRINT ONE COLOR ON FACE AND BACK (PMS 300 BLUE). WINDOW SIZE: 4-1/2" LONG AND 1-1/16" HIGH. WINDOW LOCATED ON FACE 3/4" FROM LEFT EDGE AND 3/4" FROM BOTTOM. WINDOW PATCH TO BE CLEAR, NON-GLARE 1-1/2" MIL POLYSTYRENE.  <b>MINIMUM ORDER:</b> 900,000</p>	<u>\$14.64</u>
8.	966-31	TH	<p><b>PI-(ENV)-2 PERSONAL IDENTIFICATION RENEWAL APPLICATION ENVELOPE</b>          SIZE: 9-1/2" X 4-1/2", 24# WHITE WOVE, WINDOW, OPEN SIDE SEAM, MODIFIED "V" FLAP 1-1/4" IN DEPTH AT THE CENTER. 1/2" GUMMED STRIP ON FLAP. NO GUM 1" FROM EDGE ON EITHER SIDE. PRINT ONE COLOR ON FACE AND BACK (PMS 300 BLUE). PRINTING BLEEDS. WINDOW SIZE: 4-1/4" LONG AND 1" HIGH. WINDOW LOCATED ON FACE 3/4" FROM LEFT EDGE AND 3/4" FROM BOTTOM. WINDOW PATCH TO BE CLEAR, NON-GLARE 1-1/2" MIL POLYSTYRENE.  <b>MINIMUM ORDER:</b> 88,000</p>	<u>Deleted</u>
9.	966-31	TH	<p><b>RV-(ENV)-2 RECREATIONAL VEHICLE RETURN ENVELOPE</b>          SIZE: 8-3/4" X 4-1/4", 24# WHITE WOVE, OPEN SIDE SEAM MODIFIED "V" FLAP 1-1/4" IN DEPTH AT THE CENTER. 1/2" GUMMED STRIP ON FLAP. PRINT ONE COLOR ON FACE AND BACK (PMS – 300 BLUE). PRINTING BLEEDS. BAR CODES, FIM. BAR CODES AND FIM SHALL MEET U.S.P.S. SPECIFICATIONS.  <b>MINIMUM ORDER:</b> 150,000</p>	<u>Deleted</u>
10.	966-31	TH	<p><b>TI-(ENV)-1 TITLE ENVELOPE</b>          SIZE: 9" X 4-1/8", 24# WHITE WOVE, WINDOW, OPEN SIDE SEAM, MODIFIED "V" FLAP 1-1/4" IN DEPTH AT THE CENTER. 1/2" GUMMED STRIP ON FLAP. NO GUM 1" FROM EDGE ON EITHER SIDE. PRINT ON COLOR ON FACE AND BACK (PMS 300 BLUE). WINDOW SIZE: 4-1/2" LONG AND 1-1/4" HIGH. TO BE CLEAR, NON-GLARE 1-1/2" MIL POLYSTYRENE.  <b>MINIMUM ORDER:</b> 2,190,000</p>	<u>\$14.43</u>

<p>11.</p>	<p>966-31</p>	<p>TH</p>	<p><b>VR-(ENV)-10 ENVELOPE FOR MAILING DECALS AND VEHICLE REGISTRATION CERTIFICATES</b>          SIZE: 4-1/4" X 8-1/2", BOOKLET OPEN SIDE SEAM STYLE WITH AN ENLONGATED FLAP. FLAP IS 1-1/2" DEEP AND RUNS FULL LENGTH OF THE ENVELOPE WITH A 55 DEGREE CORNER CUT AT EACH END OF THE FLAP. FLAP CORNERS ARE TO BE ROUNDED. FLAP IS TO HAVE 1/2" GLUE STRIP. 24# WHITE WOVE.</p> <p>WINDOW MATERIAL: CLEAR, NON-GLARE 1-1/2" MIL POLYSTYRENE. WINDOW PATCH MATERIAL SHALL BE FULLY SEALED ON EDGES TO FACILITATE HIGH SPEED MACHINE INSERTING OF ITEMS TO BE MAILED. WINDOW POSITIONS AND SIZES: LEFT WINDOW TO BE 1" WINDOW X 1-1/2" HIGH AND LOCATED 1-3/4" FROM THE LEFT EDGE AND 3/4" FROM THE BOTTOM OF THE ENVELOPE. A POCKET IS TO BE FORMED BEHIND THIS WINDOW WITH GLUE STRIPES 1/2" FROM THE LEFT OF THE WINDOW, 1/8" FROM THE RIGHT OF THE WINDOW AND 1/4" BELOW THE BOTTOM OF THE WINDOW.</p> <p>NOTE: THE POCKET BEHIND THE LEFT WINDOW IS SET TO THE LEFT SO A CONTROL NUMBER ON THE RIGHT SIDE OF THE TAB CAN ALWAYS BEEN SEEN THROUGH THE WINDOW.</p> <p>THE RIGHT WINDOW IS TO BE 1-1/4" HIGH AND 3-1/2" LONG LOCATED 4-1/4" FROM THE LEFT AND 1" FROM THE BOTTOM EDGES OF THE ENVELOPE. A VERTICAL GLUE STRIP LOCATED 1/8" FROM THE LEFT OF THE WINDOW IS TO FORM A POCKET 4-3/8" WIDE TO HOLD A CERTIFICATE OF REGISTRATION WHICH IS 4" WIDE BY 4" HIGH.</p> <p>CAUTION: EXCESSIVE GLUE WILL CREATE A SMALLER POCKET, WHICH WILL NOT BE ACCEPTABLE. BOTH WINDOWS SHALL HAVE ROUNDED CORNERS AND BE SO CONSTRUCTED AS TO FACILITATE HIGH SPEED MACHINE INSERTING OF MATERIAL BEING MAILED.          PRINTING: ONE COLOR LINE COPY TO BE PRINTED IN PSM-300 BLUE INK.  <b>MINIMUM ORDER: 50,000</b></p>	<p><u>\$33.07</u></p>
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STATE OF MICHIGAN  
 DEPARTMENT OF MANAGEMENT AND BUDGET  
 PURCHASING OPERATIONS  
 P.O. BOX 30026, LANSING, MI 48909  
 OR  
 530 W. ALLEGAN, LANSING, MI 48933

November 3, 2008

**CHANGE NOTICE NO. 12**  
**TO**  
**CONTRACT NO. 071B3001316**  
**between**  
**THE STATE OF MICHIGAN**  
**and**

NAME & ADDRESS OF VENDOR  <b>Husky Envelope Products</b> <b>P.O. Box 523</b> <b>Walled Lake, MI 48390</b>  <b>dreske@huskyenvelope.com</b>	TELEPHONE (248) 624-7070 <b>Dawn Reske</b>
	VENDOR NUMBER/MAIL CODE
	BUYER/CA (517) 373-7374 <b>Joan Bosheff</b>
Contract Compliance Inspector: Bill Pruzinsky, Director <b>Printing of Specialty Envelopes – Department of State</b>	
CONTRACT PERIOD: From: <b>June 1, 2003</b> To: <b>June 1, 2009</b>	
TERMS <b>Net 30 Days</b>	SHIPMENT <b>35 Days ARO</b>
F.O.B. <b>Delivered</b>	SHIPPED FROM <b>Walled Lake, MI</b>
MINIMUM DELIVERY REQUIREMENTS <b>Per Specifications</b>	

**NATURE OF CHANGE (S):**

**Effective November 5, 2008, price increases per the attached.**

**All other terms, conditions and prices remain the same.**

**AUTHORITY/REASON:**

**DMB Purchasing Operations**

**TOTAL ESTIMATED CONTRACT VALUE REMAINS: \$1,585,859.72**

<u>ITEM</u>	<u>NIGP CODE</u>	<u>UNIT OF MEASURE</u>	<u>DESCRIPTION</u>	<u>UNIT PRICE/TH VIRGIN STOCK</u>
1.	966-31	TH	<p><b>BDVR-(ENV)-7 RENEWAL BY MAIL TAB ENVELOPE</b>            Size: 4-1/8" X 8-5/8", 24# WHITE WOVE. WINDOW GUMMED FLAP. WINDOW LOCATED 1-3/4" FROM RIGHT EDGE AND 5/8" FROM BOTTOM. WINDOW SIZE: 7/8" WIDE AND 2-5/8" LONG. WINDOW TO BE COVERED WITH CLEAR, NON-GLARE GLYCINE. PRINT IN ONE COLOR, RETURN ADDRESS PRINTED IN BLUE (PMS-300) INK.  <b>MINIMUM ORDER: 50,000</b></p>	<u>\$26.32</u>
2.	966-31	TH	<p><b>DR-(ENV)-10 PREPARED DRIVER LICENSE APPLICATION ENVELOPE</b>            SIZE: 9-1/2" x 4-1/2", 24# WHITE WOVE, WINDOW, OPEN SIDE SEAM, MODIFIED "V" FLAP 1-1/4" IN DEPTH AT THE CENTER. 1/2" GUMMED STRIP ON FLAP AT THE CENTER. NO GUM 1" FROM EDGE ON EITHER SIDE. PRINT ONE COLOR ON FACE AND BACK (PMS - 300 BLUE). WINDOW SIZE: 4-1/4" LONG AND 1" HIGH. WINDOW LOCATED ON FACE 3/4" FROM LEFT EDGE AND 1" FROM BOTTOM. WINDOW PATCH TO BE CLEAR, NON-GLARE 1-1/2 MIL POLYSTYRENE.  <b>MINIMUM ORDER: 280,000</b></p>	<u>Deleted</u>
3.	966-31	TH	<p><b>DR-(ENV)-11 DRIVER LICENSE PREPARED APPLICATION ENVELOPE</b>            SIZE: 9-1/2" X 4-1/2", 24# WHITE WOVE, WINDOW, OPEN SIDE SEAM, MODIFIED "V" FLAP 1-1/4" IN DEPTH AT THE CENTER. 1/2" GUMMED STRIP ON FLAP. NO GUM 1" FROM EDGE ON EITHER SIDE. PRINT ONE COLOR ON FACE AND BACK (PMS 300 BLUE). WINDOW SIZE: 4-1/4" LONG AND 1" HIGH. WINDOW TO BE CLEAR, NON-GLARE 1-1/2 MIL POLYSTYRENE.  <b>MINIMUM ORDER: 275,000</b></p> <p>*6-1-08 Minimum order: 2,500,000</p>	<u>\$17.29</u>

4.	966-31	TH	<p><b>DR-(ENV)-14 DRIVER LICENSE ENVELOPE</b>  SIZE: 9-1/2" X 4-1/8" (#10 ENVELOPE), 24# WHITE WOVE, WINDOW, DIAGONAL SIDE SEAMS, DEEP STRAIGHT EDGE FLAP WITH CONTOURED CORNERS 1-1/4" IN DEPTH AT THE CENTER. 1/2" GUMMED STRIP ON FLAP. NO GUM 1" FROM EDGE ON EITHER SIDE. PRINT ONE COLOR ON FACE AND BACK (PMS 300 BLUE). WINDOW SIZE: 4-1/2" LONG AND 1-1/4" HIGH. WINDOW LOCATED ON FACE 3/4" FROM LEFT EDGE AND 3/4" FROM BOTTOM. WINDOW PATCH TO BE CLEAR, NON-GLARE 1-1/2 POLYSTYRENE.</p> <p>NOTE: ENVELOPE TO BE OF SUCH CONSTRUCTION AS TO PERMIT AUTOMATED INSERTION OF DRIVER LICENSES BY AN ON SERTS INSERTER AS OPERATED BY THE DEPARTMENT OF MANAGEMENT AND BUDGET MAILING SERVICES SECTION.</p> <p><b>MINIMUM ORDER:</b> 1,715,000</p>	<u>\$16.67</u>
5.	966-31	TH	<p><b>EI-(ENV)-3 DRIVER AND VEHICLE PREPARED APPLICATION ENVELOPE</b>  SIZE: 9-1/2" X 4-1/2", 24# WHITE WOVE, WINDOW, OPEN SIDE SEAM, MODIFIED "V" FLAP 1-3/8" IN DEPTH AT THE CENTER. 1/2" GUMMED STRIP ON FLAP. NO GUM 1" FROM EDGE ON EITHER SIDE. PRINT ONE COLOR ON FACE AND BACK (PMS 300 BLUE). WINDOW SIZE: 4-1/2" LONG AND 1-1/16" HIGH. WINDOW LOCATED ON FACE 4" FROM LEFT EDGE AND 1" FROM BOTTOM. WINDOW PATCH TO BE CLEAR, NON-GLARE 1-1/2 MIL POLYSTYRENE. TAG LINE TO BE NO GREATER THAN 1/4" ABOVE THE WINDOW.</p> <p><b>MINIMUM ORDER:</b> 4,757,500</p>	<u>Deleted)</u>
6.	966-31	TH	<p><b>EI-(ENV)-9 DRIVER AND VEHICLE RETURN ENVELOPE</b>  SIZE: 8-3/4" X 4-1/4", 24# WHITE WOVE. OPEN SIDE SEAM, MODIFIED "V" FLAP 1-1/4" IN DEPTH AT THE CENTER. 1/2" GUMMED STRIP ON FLAPS. NO GUM 1" FROM EDGE ON EITHER SIDE. PRINT ONE COLOR (PMS 300 BLUE) ON FACE AND BACK. PRINTING BLEEDS, BAR CODE, FIM. BAR CODES AND FIM SHALL MEET U.S.P.S. SPECIFICATIONS.</p> <p><b>MINIMUM ORDER:</b> 4,532,500</p>	<u>\$12.66</u>

7.	966-31	TH	<p><b>MS-(ENV)-19 #10 WINDOW ENVELOPE</b>            SIZE: 9-1/2" X 4-1/8", 24# WHITE WOVE, WINDOW, OPEN SIDE SEAM, MODIFIED "V" FLAP 1-1/4" IN DEPTH AT THE CENTER. 1/2" GUMMED STRIP ON FLAP. NO GUM 1" FROM EDGE ON EITHER SIDE. PRINT ONE COLOR ON FACE AND BACK (PMS 300 BLUE). WINDOW SIZE: 4-1/2" LONG AND 1-1/16" HIGH. WINDOW LOCATED ON FACE 3/4" FROM LEFT EDGE AND 3/4" FROM BOTTOM. WINDOW PATCH TO BE CLEAR, NON-GLARE 1-1/2" MIL POLYSTYRENE.  <b>MINIMUM ORDER: 900,000</b></p>	<u>\$15.33</u>
8.	966-31	TH	<p><b>PI-(ENV)-2 PERSONAL IDENTIFICATION RENEWAL APPLICATION ENVELOPE</b>            SIZE: 9-1/2" X 4-1/2", 24# WHITE WOVE, WINDOW, OPEN SIDE SEAM, MODIFIED "V" FLAP 1-1/4" IN DEPTH AT THE CENTER. 1/2" GUMMED STRIP ON FLAP. NO GUM 1" FROM EDGE ON EITHER SIDE. PRINT ONE COLOR ON FACE AND BACK (PMS 300 BLUE). PRINTING BLEEDS. WINDOW SIZE: 4-1/4" LONG AND 1" HIGH. WINDOW LOCATED ON FACE 3/4" FROM LEFT EDGE AND 3/4" FROM BOTTOM. WINDOW PATCH TO BE CLEAR, NON-GLARE 1-1/2" MIL POLYSTYRENE.  <b>MINIMUM ORDER: 88,000</b></p>	<u>Deleted</u>
9.	966-31	TH	<p><b>RV-(ENV)-2 RECREATIONAL VEHICLE RETURN ENVELOPE</b>            SIZE: 8-3/4" X 4-1/4", 24# WHITE WOVE, OPEN SIDE SEAM MODIFIED "V" FLAP 1-1/4" IN DEPTH AT THE CENTER. 1/2" GUMMED STRIP ON FLAP. PRINT ONE COLOR ON FACE AND BACK (PMS – 300 BLUE). PRINTING BLEEDS. BAR CODES, FIM. BAR CODES AND FIM SHALL MEET U.S.P.S. SPECIFICATIONS.  <b>MINIMUM ORDER: 150,000</b></p>	<u>Deleted</u>
10.	966-31	TH	<p><b>TI-(ENV)-1 TITLE ENVELOPE</b>            SIZE: 9 1/2" X 4-1/8", 24# WHITE WOVE, WINDOW, OPEN SIDE SEAM, MODIFIED "V" FLAP 1-1/4" IN DEPTH AT THE CENTER. 1/2" GUMMED STRIP ON FLAP. NO GUM 1" FROM EDGE ON EITHER SIDE. PRINT ON COLOR ON FACE AND BACK (PMS 300 BLUE). WINDOW SIZE: 4-1/2" LONG AND 1-1/16" HIGH. WINDOW LOCATED 3/4" FROM LEFT EDGE AND 3/4" FROM BOTTOM. WINDOW PATCH TO BE CLEAR, NON-GLARE 1-1/2" MIL POLYSTYRENE. RIGHT OF RETURN ADDRESS, PRINT ON SOLID BLACK BAR 1" LONG x 3/8" DEEP AND MUST RUN OVER TOP OF THE ENVELOPE.  <b>MINIMUM ORDER: 2,190,000</b></p>	<u>\$15.11</u>

<p>11.</p>	<p>966-31</p>	<p>TH</p>	<p><b>VR-(ENV)-10 ENVELOPE FOR MAILING DECALS AND VEHICLE REGISTRATION CERTIFICATES</b>          SIZE: 4-1/4" X 8-1/2", BOOKLET OPEN SIDE SEAM STYLE WITH AN ENLONGATED FLAP. FLAP IS 1-1/2" DEEP AND RUNS FULL LENGTH OF THE ENVELOPE WITH A 55 DEGREE CORNER CUT AT EACH END OF THE FLAP. FLAP CORNERS ARE TO BE ROUNDED. FLAP IS TO HAVE 1/2" GLUE STRIP. 24# WHITE WOVE.</p> <p>WINDOW MATERIAL: CLEAR, NON-GLARE 1-1/2" MIL POLYSTYRENE. WINDOW PATCH MATERIAL SHALL BE FULLY SEALED ON EDGES TO FACILITATE HIGH SPEED MACHINE INSERTING OF ITEMS TO BE MAILED. WINDOW POSITIONS AND SIZES: LEFT WINDOW TO BE 1" WINDOW X 1-1/2" HIGH AND LOCATED 1-3/4" FROM THE LEFT EDGE AND 3/4" FROM THE BOTTOM OF THE ENVELOPE. A POCKET IS TO BE FORMED BEHIND THIS WINDOW WITH GLUE STRIPES 1/2" FROM THE LEFT OF THE WINDOW, 1/8" FROM THE RIGHT OF THE WINDOW AND 1/4" BELOW THE BOTTOM OF THE WINDOW.</p> <p>NOTE: THE POCKET BEHIND THE LEFT WINDOW IS SET TO THE LEFT SO A CONTROL NUMBER ON THE RIGHT SIDE OF THE TAB CAN ALWAYS BEEN SEEN THROUGH THE WINDOW.</p> <p>THE RIGHT WINDOW IS TO BE 1-1/4" HIGH AND 3-1/2" LONG LOCATED 4-1/4" FROM THE LEFT AND 1" FROM THE BOTTOM EDGES OF THE ENVELOPE. A VERTICAL GLUE STRIP LOCATED 1/8" FROM THE LEFT OF THE WINDOW IS TO FORM A POCKET 4-3/8" WIDE TO HOLD A CERTIFICATE OF REGISTRATION WHICH IS 4" WIDE BY 4" HIGH.</p> <p>CAUTION: EXCESSIVE GLUE WILL CREATE A SMALLER POCKET, WHICH WILL NOT BE ACCEPTABLE. BOTH WINDOWS SHALL HAVE ROUNDED CORNERS AND BE SO CONSTRUCTED AS TO FACILITATE HIGH SPEED MACHINE INSERTING OF MATERIAL BEING MAILED.          PRINTING: ONE COLOR LINE COPY TO BE PRINTED IN PSM-300 BLUE INK.  <b>MINIMUM ORDER:</b> 50,000</p> <p>*6-1-08 minimum order: 20,000.</p>	<p><u>\$34.63</u></p>
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STATE OF MICHIGAN  
 DEPARTMENT OF MANAGEMENT AND BUDGET  
 PURCHASING OPERATIONS  
 P.O. BOX 30026, LANSING, MI 48909  
 OR  
 530 W. ALLEGAN, LANSING, MI 48933

March 27, 2008

**CHANGE NOTICE NO. 11**  
**TO**  
**CONTRACT NO. 071B3001316**  
**between**  
**THE STATE OF MICHIGAN**  
**and**

NAME & ADDRESS OF VENDOR  <b>Husky Envelope Products</b> <b>P.O. Box 523</b> <b>Walled Lake, MI 48390</b>  <b>dreske@huskyenvelope.com</b>	TELEPHONE (248) 624-7070 <b>Dawn Reske</b>
	VENDOR NUMBER/MAIL CODE
	BUYER/CA (517) 373-7374 <b>Joan Bosheff</b>
Contract Compliance Inspector: Bill Pruzinsky, Director <b>Printing of Specialty Envelopes – Department of State</b>	
CONTRACT PERIOD: From: <b>June 1, 2003</b> To: <b>June 1, 2009</b>	
TERMS <b>Net 30 Days</b>	SHIPMENT <b>35 Days ARO</b>
F.O.B. <b>Delivered</b>	SHIPPED FROM <b>Walled Lake, MI</b>
MINIMUM DELIVERY REQUIREMENTS <b>Per Specifications</b>	

**NATURE OF CHANGE (S):**

**Effective April 15, 2008, price increases per the attached.**

**All other terms, conditions and prices remain the same.**

**AUTHORITY/REASON:**

**DMB Purchasing Operations**

**TOTAL ESTIMATED CONTRACT VALUE REMAINS: \$1,585,859.72**

<u>ITEM</u>	<u>NIGP CODE</u>	<u>UNIT OF MEASURE</u>	<u>DESCRIPTION</u>	<u>UNIT PRICE/TH VIRGIN STOCK</u>
1.	966-31	TH	<p><b>BDVR-(ENV)-7 RENEWAL BY MAIL TAB ENVELOPE</b>            Size: 4-1/8" X 8-5/8", 24# WHITE WOVE. WINDOW GUMMED FLAP. WINDOW LOCATED 1-3/4" FROM RIGHT EDGE AND 5/8" FROM BOTTOM. WINDOW SIZE: 7/8" WIDE AND 2-5/8" LONG. WINDOW TO BE COVERED WITH CLEAR, NON-GLARE GLYCINE. PRINT IN ONE COLOR, RETURN ADDRESS PRINTED IN BLUE (PMS-300) INK.  <b>MINIMUM ORDER: 50,000</b></p>	<u>\$25.82</u>
2.	966-31	TH	<p><b>DR-(ENV)-10 PREPARED DRIVER LICENSE APPLICATION ENVELOPE</b>            SIZE: 9-1/2" x 4-1/2", 24# WHITE WOVE, WINDOW, OPEN SIDE SEAM, MODIFIED "V" FLAP 1-1/4" IN DEPTH AT THE CENTER. 1/2" GUMMED STRIP ON FLAP AT THE CENTER. NO GUM 1" FROM EDGE ON EITHER SIDE. PRINT ONE COLOR ON FACE AND BACK (PMS - 300 BLUE). WINDOW SIZE: 4-1/4" LONG AND 1" HIGH. WINDOW LOCATED ON FACE 3/4" FROM LEFT EDGE AND 1" FROM BOTTOM. WINDOW PATCH TO BE CLEAR, NON-GLARE 1-1/2 MIL POLYSTYRENE.  <b>MINIMUM ORDER: 280,000</b></p>	<u>Deleted</u>
3.	966-31	TH	<p><b>DR-(ENV)-11 DRIVER LICENSE PREPARED APPLICATION ENVELOPE</b>            SIZE: 9-1/2" X 4-1/2", 24# WHITE WOVE, WINDOW, OPEN SIDE SEAM, MODIFIED "V" FLAP 1-1/4" IN DEPTH AT THE CENTER. 1/2" GUMMED STRIP ON FLAP. NO GUM 1" FROM EDGE ON EITHER SIDE. PRINT ONE COLOR ON FACE AND BACK (PMS 300 BLUE). WINDOW SIZE: 4-1/4" LONG AND 1" HIGH. WINDOW TO BE CLEAR, NON-GLARE 1-1/2 MIL POLYSTYRENE.  <b>MINIMUM ORDER: 275,000</b></p> <p>*6-1-08 Minimum order: 2,500,000</p>	<u>\$16.61</u>

4.	966-31	TH	<p><b>DR-(ENV)-14 DRIVER LICENSE ENVELOPE</b>  SIZE: 9-1/2" X 4-1/8" (#10 ENVELOPE), 24# WHITE WOVE, WINDOW, DIAGONAL SIDE SEAMS, DEEP STRAIGHT EDGE FLAP WITH CONTOURED CORNERS 1-1/4" IN DEPTH AT THE CENTER. 1/2" GUMMED STRIP ON FLAP. NO GUM 1" FROM EDGE ON EITHER SIDE. PRINT ONE COLOR ON FACE AND BACK (PMS 300 BLUE). WINDOW SIZE: 4-1/2" LONG AND 1-1/4" HIGH. WINDOW LOCATED ON FACE 3/4" FROM LEFT EDGE AND 3/4" FROM BOTTOM. WINDOW PATCH TO BE CLEAR, NON-GLARE 1-1/2 POLYSTYRENE.</p> <p>NOTE: ENVELOPE TO BE OF SUCH CONSTRUCTION AS TO PERMIT AUTOMATED INSERTION OF DRIVER LICENSES BY AN ON SERTS INSERTER AS OPERATED BY THE DEPARTMENT OF MANAGEMENT AND BUDGET MAILING SERVICES SECTION.  <b>MINIMUM ORDER:</b> 1,715,000</p>	<u><b>\$16.15</b></u>
5.	966-31	TH	<p><b>EI-(ENV)-3 DRIVER AND VEHICLE PREPARED APPLICATION ENVELOPE</b>  SIZE: 9-1/2" X 4-1/2", 24# WHITE WOVE, WINDOW, OPEN SIDE SEAM, MODIFIED "V" FLAP 1-3/8" IN DEPTH AT THE CENTER. 1/2" GUMMED STRIP ON FLAP. NO GUM 1" FROM EDGE ON EITHER SIDE. PRINT ONE COLOR ON FACE AND BACK (PMS 300 BLUE). WINDOW SIZE: 4-1/2" LONG AND 1-1/16" HIGH. WINDOW LOCATED ON FACE 4" FROM LEFT EDGE AND 1" FROM BOTTOM. WINDOW PATCH TO BE CLEAR, NON-GLARE 1-1/2 MIL POLYSTYRENE. TAG LINE TO BE NO GREATER THAN 1/4" ABOVE THE WINDOW.  <b>MINIMUM ORDER:</b> 4,757,500</p>	<u><b>Deleted)</b></u>
6.	966-31	TH	<p><b>EI-(ENV)-9 DRIVER AND VEHICLE RETURN ENVELOPE</b>  SIZE: 8-3/4" X 4-1/4", 24# WHITE WOVE. OPEN SIDE SEAM, MODIFIED "V" FLAP 1-1/4" IN DEPTH AT THE CENTER. 1/2" GUMMED STRIP ON FLAPS. NO GUM 1" FROM EDGE ON EITHER SIDE. PRINT ONE COLOR (PMS 300 BLUE) ON FACE AND BACK. PRINTING BLEEDS, BAR CODE, FIM. BAR CODES AND FIM SHALL MEET U.S.P.S. SPECIFICATIONS.  <b>MINIMUM ORDER:</b> 4,532,500</p>	<u><b>\$12.22</b></u>

7.	966-31	TH	<p><b>MS-(ENV)-19 #10 WINDOW ENVELOPE</b>  SIZE: 9-1/2" X 4-1/8", 24# WHITE WOVE, WINDOW, OPEN SIDE SEAM, MODIFIED "V" FLAP 1-1/4" IN DEPTH AT THE CENTER. 1/2" GUMMED STRIP ON FLAP. NO GUM 1" FROM EDGE ON EITHER SIDE. PRINT ONE COLOR ON FACE AND BACK (PMS 300 BLUE). WINDOW SIZE: 4-1/2" LONG AND 1-1/16" HIGH. WINDOW LOCATED ON FACE 3/4" FROM LEFT EDGE AND 3/4" FROM BOTTOM. WINDOW PATCH TO BE CLEAR, NON-GLARE 1-1/2" MIL POLYSTYRENE.  <b>MINIMUM ORDER: 900,000</b></p>	<u>\$14.70</u>
8.	966-31	TH	<p><b>PI-(ENV)-2 PERSONAL IDENTIFICATION RENEWAL APPLICATION ENVELOPE</b>  SIZE: 9-1/2" X 4-1/2", 24# WHITE WOVE, WINDOW, OPEN SIDE SEAM, MODIFIED "V" FLAP 1-1/4" IN DEPTH AT THE CENTER. 1/2" GUMMED STRIP ON FLAP. NO GUM 1" FROM EDGE ON EITHER SIDE. PRINT ONE COLOR ON FACE AND BACK (PMS 300 BLUE). PRINTING BLEEDS. WINDOW SIZE: 4-1/4" LONG AND 1" HIGH. WINDOW LOCATED ON FACE 3/4" FROM LEFT EDGE AND 3/4" FROM BOTTOM. WINDOW PATCH TO BE CLEAR, NON-GLARE 1-1/2" MIL POLYSTYRENE.  <b>MINIMUM ORDER: 88,000</b></p>	<u>Deleted</u>
9.	966-31	TH	<p><b>RV-(ENV)-2 RECREATIONAL VEHICLE RETURN ENVELOPE</b>  SIZE: 8-3/4" X 4-1/4", 24# WHITE WOVE, OPEN SIDE SEAM MODIFIED "V" FLAP 1-1/4" IN DEPTH AT THE CENTER. 1/2" GUMMED STRIP ON FLAP. PRINT ONE COLOR ON FACE AND BACK (PMS – 300 BLUE). PRINTING BLEEDS. BAR CODES, FIM. BAR CODES AND FIM SHALL MEET U.S.P.S. SPECIFICATIONS.  <b>MINIMUM ORDER: 150,000</b></p>	<u>Deleted</u>
10.	966-31	TH	<p><b>TI-(ENV)-1 TITLE ENVELOPE</b>  SIZE: 9 1/2" X 4-1/8", 24# WHITE WOVE, WINDOW, OPEN SIDE SEAM, MODIFIED "V" FLAP 1-1/4" IN DEPTH AT THE CENTER. 1/2" GUMMED STRIP ON FLAP. NO GUM 1" FROM EDGE ON EITHER SIDE. PRINT ON COLOR ON FACE AND BACK (PMS 300 BLUE). WINDOW SIZE: 4-1/2" LONG AND 1-1/16" HIGH. WINDOW LOCATED 3/4" FROM LEFT EDGE AND 3/4" FROM BOTTOM. WINDOW PATCH TO BE CLEAR, NON-GLARE 1-1/2" MIL POLYSTYRENE. RIGHT OF RETURN ADDRESS, PRINT ON SOLID BLACK BAR 1" LONG x 3/8" DEEP AND MUST RUN OVER TOP OF THE ENVELOPE.  <b>MINIMUM ORDER: 2,190,000</b></p>	<u>\$14.59</u>

<p>11.</p>	<p>966-31</p>	<p>TH</p>	<p><b>VR-(ENV)-10 ENVELOPE FOR MAILING DECALS AND VEHICLE REGISTRATION CERTIFICATES</b>          SIZE: 4-1/4" X 8-1/2", BOOKLET OPEN SIDE SEAM STYLE WITH AN ENLONGATED FLAP. FLAP IS 1-1/2" DEEP AND RUNS FULL LENGTH OF THE ENVELOPE WITH A 55 DEGREE CORNER CUT AT EACH END OF THE FLAP. FLAP CORNERS ARE TO BE ROUNDED. FLAP IS TO HAVE 1/2" GLUE STRIP. 24# WHITE WOVE.</p> <p>WINDOW MATERIAL: CLEAR, NON-GLARE 1-1/2" MIL POLYSTYRENE. WINDOW PATCH MATERIAL SHALL BE FULLY SEALED ON EDGES TO FACILITATE HIGH SPEED MACHINE INSERTING OF ITEMS TO BE MAILED. WINDOW POSITIONS AND SIZES: LEFT WINDOW TO BE 1" WINDOW X 1-1/2" HIGH AND LOCATED 1-3/4" FROM THE LEFT EDGE AND 3/4" FROM THE BOTTOM OF THE ENVELOPE. A POCKET IS TO BE FORMED BEHIND THIS WINDOW WITH GLUE STRIPES 1/2" FROM THE LEFT OF THE WINDOW, 1/8" FROM THE RIGHT OF THE WINDOW AND 1/4" BELOW THE BOTTOM OF THE WINDOW.</p> <p>NOTE: THE POCKET BEHIND THE LEFT WINDOW IS SET TO THE LEFT SO A CONTROL NUMBER ON THE RIGHT SIDE OF THE TAB CAN ALWAYS BEEN SEEN THROUGH THE WINDOW.</p> <p>THE RIGHT WINDOW IS TO BE 1-1/4" HIGH AND 3-1/2" LONG LOCATED 4-1/4" FROM THE LEFT AND 1" FROM THE BOTTOM EDGES OF THE ENVELOPE. A VERTICAL GLUE STRIP LOCATED 1/8" FROM THE LEFT OF THE WINDOW IS TO FORM A POCKET 4-3/8" WIDE TO HOLD A CERTIFICATE OF REGISTRATION WHICH IS 4" WIDE BY 4" HIGH.</p> <p>CAUTION: EXCESSIVE GLUE WILL CREATE A SMALLER POCKET, WHICH WILL NOT BE ACCEPTABLE. BOTH WINDOWS SHALL HAVE ROUNDED CORNERS AND BE SO CONSTRUCTED AS TO FACILITATE HIGH SPEED MACHINE INSERTING OF MATERIAL BEING MAILED.          PRINTING: ONE COLOR LINE COPY TO BE PRINTED IN PSM-300 BLUE INK.  <b>MINIMUM ORDER:</b> 50,000</p> <p>*6-1-08 minimum order: 20,000.</p>	<p><b><u>\$33.98</u></b></p>
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STATE OF MICHIGAN  
 DEPARTMENT OF MANAGEMENT AND BUDGET  
 PURCHASING OPERATIONS  
 P.O. BOX 30026, LANSING, MI 48909  
 OR  
 530 W. ALLEGAN, LANSING, MI 48933

December 20, 2007

**CHANGE NOTICE NO. 10**  
**TO**  
**CONTRACT NO. 071B3001316**  
**between**  
**THE STATE OF MICHIGAN**  
**and**

NAME & ADDRESS OF VENDOR  <b>Husky Envelope Products</b> <b>P.O. Box 523</b> <b>Walled Lake, MI 48390</b>  <b>dreske@huskyenvelope.com</b>	TELEPHONE (248) 624-7070 <b>Dawn Reske</b>
	VENDOR NUMBER/MAIL CODE
	BUYER/CA (517) 373-7374 <b>Joan Bosheff</b>
Contract Compliance Inspector: Bill Pruzinsky, Director <b>Printing of Specialty Envelopes – Department of State</b>	
CONTRACT PERIOD: From: <b>June 1, 2003</b> To: <b>June 1, 2009</b>	
TERMS <b>Net 30 Days</b>	SHIPMENT <b>35 Days ARO</b>
F.O.B. <b>Delivered</b>	SHIPPED FROM <b>Walled Lake, MI</b>
MINIMUM DELIVERY REQUIREMENTS <b>Per Specifications</b>	

**NATURE OF CHANGE (S):**

Effective immediately, Contract Compliance Inspector is changed to:

**Bill Pruzinsky, Director**  
**Office of Occupancy Services**  
**Austin Bldg – 14<sup>th</sup> Floor**  
**430 W. Allegan St.**  
**Lansing, MI 48918**  
**Phone: (517) 241-4228**  
**Fax: (517) 335-3200**  
**Email: [Pruzinskyw@michigan.gov](mailto:Pruzinskyw@michigan.gov)**

Contract is EXTENDED until June 1, 2009.

The following envelopes are now obsolete and should be deleted from the Contract:

- Line item #2 – Envelope DR-ENV – 10
- Line Item #5 – Envelope EI-ENV-3
- Line Item #8 – Envelope PI-ENV-2
- Line Item #9 – Envelope RV-ENV-2

**Effective June 1, 2008, minimum order size is changed as follows:**

**Line item #3 – Increase minimum order to 2,500,000**

**Line item #11- Decrease Minimum order to 20,000 envelopes**

**All other terms, conditions & prices remain the same.**

**AUTHORITY/REASON:**

**DMB Purchasing Operations**

**NET INCREASE: \$455,000.00**

**TOTAL REVISED ESTIMATED CONTRACT VALUE: \$1,585,859.72**

STATE OF MICHIGAN  
DEPARTMENT OF MANAGEMENT AND BUDGET  
PURCHASING OPERATIONS  
P.O. BOX 30026, LANSING, MI 48909  
OR  
530 W. ALLEGAN, LANSING, MI 48933

October 12, 2007

**CHANGE NOTICE NO. 9**  
**TO**  
**CONTRACT NO. 071B3001316**  
**between**  
**THE STATE OF MICHIGAN**  
**and**

NAME & ADDRESS OF VENDOR  <b>Husky Envelope Products</b> <b>P.O. Box 523</b> <b>Walled Lake, MI 48390</b>  <b>dreske@huskyenvelope.com</b>	TELEPHONE (248) 624-7070 <b>Dawn Reske</b>
	VENDOR NUMBER/MAIL CODE
	BUYER/CA (517) 373-7374 <b>Joan Bosheff</b>
Contract Compliance Inspector: Hans Hertrich <b>Printing of Specialty Envelopes – Department of State</b>	
CONTRACT PERIOD: From: <b>June 1, 2003</b> To: <b>June 1, 2008</b>	
TERMS <b>Net 30 Days</b>	SHIPMENT <b>35 Days ARO</b>
F.O.B. <b>Delivered</b>	SHIPPED FROM <b>Walled Lake, MI</b>
MINIMUM DELIVERY REQUIREMENTS <b>Per Specifications</b>	

**NATURE OF CHANGE (S):**

**Effective October 15, 2007, price increases per the attached.**

**All other terms, conditions & prices remain the same.**

**AUTHORITY/REASON:**

**DMB Purchasing Operations**

**TOTAL ESTIMATED CONTRACT VALUE REMAINS: \$1,130,859.72**

<u>ITEM</u>	<u>NIGP CODE</u>	<u>UNIT OF MEASURE</u>	<u>DESCRIPTION</u>	<u>UNIT PRICE/TH VIRGIN STOCK</u>
1.	966-31	TH	<b>BDVR-(ENV)-7 RENEWAL BY MAIL TAB ENVELOPE</b> Size: 4-1/8" X 8-5/8", 24# WHITE WOVE. WINDOW GUMMED FLAP. WINDOW LOCATED 1-3/4" FROM RIGHT EDGE AND 5/8" FROM BOTTOM. WINDOW SIZE: 7/8" WIDE AND 2-5/8" LONG. WINDOW TO BE COVERED WITH CLEAR, NON-GLARE GLYCINE. PRINT IN ONE COLOR, RETURN ADDRESS PRINTED IN BLUE (PMS-300) INK. <b>MINIMUM ORDER: 50,000</b>	<b><u>\$25.43</u></b>
2.	966-31	TH	<b>DR-(ENV)-10 PREPARED DRIVER LICENSE APPLICATION ENVELOPE</b> SIZE: 9-1/2" x 4-1/2", 24# WHITE WOVE, WINDOW, OPEN SIDE SEAM, MODIFIED "V" FLAP 1-1/4" IN DEPTH AT THE CENTER. 1/2" GUMMED STRIP ON FLAP AT THE CENTER. NO GUM 1" FROM EDGE ON EITHER SIDE. PRINT ONE COLOR ON FACE AND BACK (PMS – 300 BLUE). WINDOW SIZE: 4-1/4" LONG AND 1" HIGH. WINDOW LOCATED ON FACE 3/4" FROM LEFT EDGE AND 1" FROM BOTTOM. WINDOW PATCH TO BE CLEAR, NON-GLARE 1-1/2 MIL POLYSTYRENE. <b>MINIMUM ORDER: 280,000</b>	<b><u>\$16.04</u></b>
3.	966-31	TH	<b>DR-(ENV)-11 DRIVER LICENSE PREPARED APPLICATION ENVELOPE</b> SIZE: 9-1/2" X 4-1/2", 24# WHITE WOVE, WINDOW, OPEN SIDE SEAM, MODIFIED "V" FLAP 1-1/4" IN DEPTH AT THE CENTER. 1/2" GUMMED STRIP ON FLAP. NO GUM 1" FROM EDGE ON EITHER SIDE. PRINT ONE COLOR ON FACE AND BACK (PMS 300 BLUE). WINDOW SIZE: 4-1/4" LONG AND 1" HIGH. WINDOW TO BE CLEAR, NON-GLARE 1-1/2 MIL POLYSTYRENE. <b>MINIMUM ORDER: \$275,000</b>	<b><u>\$16.04</u></b>

4.	966-31	TH	<p><b>DR-(ENV)-14 DRIVER LICENSE ENVELOPE</b>  SIZE: 9-1/2" X 4-1/8" (#10 ENVELOPE), 24# WHITE WOVE, WINDOW, DIAGONAL SIDE SEAMS, DEEP STRAIGHT EDGE FLAP WITH CONTOURED CORNERS 1-1/4" IN DEPTH AT THE CENTER. 1/2" GUMMED STRIP ON FLAP. NO GUM 1" FROM EDGE ON EITHER SIDE. PRINT ONE COLOR ON FACE AND BACK (PMS 300 BLUE). WINDOW SIZE: 4-1/2" LONG AND 1-1/4" HIGH. WINDOW LOCATED ON FACE 3/4" FROM LEFT EDGE AND 3/4" FROM BOTTOM. WINDOW PATCH TO BE CLEAR, NON-GLARE 1-1/2 POLYSTYRENE.</p> <p>NOTE: ENVELOPE TO BE OF SUCH CONSTRUCTION AS TO PERMIT AUTOMATED INSERTION OF DRIVER LICENSES BY AN ON SERTS INSERTER AS OPERATED BY THE DEPARTMENT OF MANAGEMENT AND BUDGET MAILING SERVICES SECTION.</p> <p><b>MINIMUM ORDER:</b> 1,715,000</p>	<u><b>\$15.76</b></u>
5.	966-31	TH	<p><b>EI-(ENV)-3 DRIVER AND VEHICLE PREPARED APPLICATION ENVELOPE</b>  SIZE: 9-1/2" X 4-1/2", 24# WHITE WOVE, WINDOW, OPEN SIDE SEAM, MODIFIED "V" FLAP 1-3/8" IN DEPTH AT THE CENTER. 1/2" GUMMED STRIP ON FLAP. NO GUM 1" FROM EDGE ON EITHER SIDE. PRINT ONE COLOR ON FACE AND BACK (PMS 300 BLUE). WINDOW SIZE: 4-1/2" LONG AND 1-1/16" HIGH. WINDOW LOCATED ON FACE 4" FROM LEFT EDGE AND 1" FROM BOTTOM. WINDOW PATCH TO BE CLEAR, NON-GLARE 1-1/2 MIL POLYSTYRENE. TAG LINE TO BE NO GREATER THAN 1/4" ABOVE THE WINDOW.</p> <p><b>MINIMUM ORDER:</b> 4,757,500</p>	<p><u><b>\$14.53</b></u>  <b>(one color)</b></p> <p><u><b>\$15.34</b></u>  <b>(two color)</b></p>
6.	966-31	TH	<p><b>EI-(ENV)-9 DRIVER AND VEHICLE RETURN ENVELOPE</b>  SIZE: 8-3/4" X 4-1/4", 24# WHITE WOVE. OPEN SIDE SEAM, MODIFIED "V" FLAP 1-1/4" IN DEPTH AT THE CENTER. 1/2" GUMMED STRIP ON FLAPS. NO GUM 1" FROM EDGE ON EITHER SIDE. PRINT ONE COLOR (PMS 300 BLUE) ON FACE AND BACK. PRINTING BLEEDS, BAR CODE, FIM. BAR CODES AND FIM SHALL MEET U.S.P.S. SPECIFICATIONS.</p> <p><b>MINIMUM ORDER:</b> 4,532,500</p>	<u><b>\$11.83</b></u>

7.	966-31	TH	<p><b>MS-(ENV)-19 #10 WINDOW ENVELOPE</b>            SIZE: 9-1/2" X 4-1/8", 24# WHITE WOVE, WINDOW, OPEN SIDE SEAM, MODIFIED "V" FLAP 1-1/4" IN DEPTH AT THE CENTER. 1/2" GUMMED STRIP ON FLAP. NO GUM 1" FROM EDGE ON EITHER SIDE. PRINT ONE COLOR ON FACE AND BACK (PMS 300 BLUE). WINDOW SIZE: 4-1/2" LONG AND 1-1/16" HIGH. WINDOW LOCATED ON FACE 3/4" FROM LEFT EDGE AND 3/4" FROM BOTTOM. WINDOW PATCH TO BE CLEAR, NON-GLARE 1-1/2" MIL POLYSTYRENE.  <b>MINIMUM ORDER:</b> 900,000</p>	<u>\$14.20</u>
8.	966-31	TH	<p><b>PI-(ENV)-2 PERSONAL IDENTIFICATION RENEWAL APPLICATION ENVELOPE</b>            SIZE: 9-1/2" X 4-1/2", 24# WHITE WOVE, WINDOW, OPEN SIDE SEAM, MODIFIED "V" FLAP 1-1/4" IN DEPTH AT THE CENTER. 1/2" GUMMED STRIP ON FLAP. NO GUM 1" FROM EDGE ON EITHER SIDE. PRINT ONE COLOR ON FACE AND BACK (PMS 300 BLUE). PRINTING BLEEDS. WINDOW SIZE: 4-1/4" LONG AND 1" HIGH. WINDOW LOCATED ON FACE 3/4" FROM LEFT EDGE AND 3/4" FROM BOTTOM. WINDOW PATCH TO BE CLEAR, NON-GLARE 1-1/2" MIL POLYSTYRENE.  <b>MINIMUM ORDER:</b> 88,000</p>	<u>\$18.76</u>
9.	966-31	TH	<p><b>RV-(ENV)-2 RECREATIONAL VEHICLE RETURN ENVELOPE</b>            SIZE: 8-3/4" X 4-1/4", 24# WHITE WOVE, OPEN SIDE SEAM MODIFIED "V" FLAP 1-1/4" IN DEPTH AT THE CENTER. 1/2" GUMMED STRIP ON FLAP. PRINT ONE COLOR ON FACE AND BACK (PMS – 300 BLUE). PRINTING BLEEDS. BAR CODES, FIM. BAR CODES AND FIM SHALL MEET U.S.P.S. SPECIFICATIONS.  <b>MINIMUM ORDER:</b> 150,000</p>	<u>\$15.74</u>
10.	966-31	TH	<p><b>TI-(ENV)-1 TITLE ENVELOPE</b>            SIZE: 9 1/2" X 4-1/8", 24# WHITE WOVE, WINDOW, OPEN SIDE SEAM, MODIFIED "V" FLAP 1-1/4" IN DEPTH AT THE CENTER. 1/2" GUMMED STRIP ON FLAP. NO GUM 1" FROM EDGE ON EITHER SIDE. PRINT ON COLOR ON FACE AND BACK (PMS 300 BLUE). WINDOW SIZE: 4-1/2" LONG AND 1-1/16" HIGH. WINDOW LOCATED 3/4" FROM LEFT EDGE AND 3/4" FROM BOTTOM. WINDOW PATCH TO BE CLEAR, NON-GLARE 1-1/2" MIL POLYSTYRENE. RIGHT OF RETURN ADDRESS, PRINT ON SOLID BLACK BAR 1" LONG x 3/8" DEEP AND MUST RUN OVER TOP OF THE ENVELOPE.  <b>MINIMUM ORDER:</b> 2,190,000</p>	<u>\$14.20</u>

<p>11.</p>	<p>966-31</p>	<p>TH</p>	<p><b>VR-(ENV)-10 ENVELOPE FOR MAILING DECALS AND VEHICLE REGISTRATION CERTIFICATES</b>          SIZE: 4-1/4" X 8-1/2", BOOKLET OPEN SIDE SEAM STYLE WITH AN ENLONGATED FLAP. FLAP IS 1-1/2" DEEP AND RUNS FULL LENGTH OF THE ENVELOPE WITH A 55 DEGREE CORNER CUT AT EACH END OF THE FLAP. FLAP CORNERS ARE TO BE ROUNDED. FLAP IS TO HAVE 1/2" GLUE STRIP. 24# WHITE WOVE.</p> <p>WINDOW MATERIAL: CLEAR, NON-GLARE 1-1/2" MIL POLYSTYRENE. WINDOW PATCH MATERIAL SHALL BE FULLY SEALED ON EDGES TO FACILITATE HIGH SPEED MACHINE INSERTING OF ITEMS TO BE MAILED. WINDOW POSITIONS AND SIZES: LEFT WINDOW TO BE 1" WINDOW X 1-1/2" HIGH AND LOCATED 1-3/4" FROM THE LEFT EDGE AND 3/4" FROM THE BOTTOM OF THE ENVELOPE. A POCKET IS TO BE FORMED BEHIND THIS WINDOW WITH GLUE STRIPES 1/2" FROM THE LEFT OF THE WINDOW, 1/8" FROM THE RIGHT OF THE WINDOW AND 1/4" BELOW THE BOTTOM OF THE WINDOW.</p> <p>NOTE: THE POCKET BEHIND THE LEFT WINDOW IS SET TO THE LEFT SO A CONTROL NUMBER ON THE RIGHT SIDE OF THE TAB CAN ALWAYS BEEN SEEN THROUGH THE WINDOW.</p> <p>THE RIGHT WINDOW IS TO BE 1-1/4" HIGH AND 3-1/2" LONG LOCATED 4-1/4" FROM THE LEFT AND 1" FROM THE BOTTOM EDGES OF THE ENVELOPE. A VERTICAL GLUE STRIP LOCATED 1/8" FROM THE LEFT OF THE WINDOW IS TO FORM A POCKET 4-3/8" WIDE TO HOLD A CERTIFICATE OF REGISTRATION WHICH IS 4" WIDE BY 4" HIGH.</p> <p>CAUTION: EXCESSIVE GLUE WILL CREATE A SMALLER POCKET, WHICH WILL NOT BE ACCEPTABLE. BOTH WINDOWS SHALL HAVE ROUNDED CORNERS AND BE SO CONSTRUCTED AS TO FACILITATE HIGH SPEED MACHINE INSERTING OF MATERIAL BEING MAILED.          PRINTING: ONE COLOR LINE COPY TO BE PRINTED IN PSM-300 BLUE INK.  <b>MINIMUM ORDER:</b> 50,000</p>	<p><u>\$33.54</u></p>
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STATE OF MICHIGAN  
DEPARTMENT OF MANAGEMENT AND BUDGET  
PURCHASING OPERATIONS  
P.O. BOX 30026, LANSING, MI 48909  
OR  
530 W. ALLEGAN, LANSING, MI 48933

November 16, 2006

**CHANGE NOTICE NO. 8**  
**TO**  
**CONTRACT NO. 071B3001316**  
**between**  
**THE STATE OF MICHIGAN**  
**and**

NAME & ADDRESS OF VENDOR  <b>Husky Envelope Products</b> <b>P.O. Box 523</b> <b>Walled Lake, MI 48390</b>  <b>dreske@huskyenvelope.com</b>	TELEPHONE (248) 624-7070 <b>Dawn Reske</b>
	VENDOR NUMBER/MAIL CODE
	BUYER/CA (517) 373-7374 <b>Joan Bosheff</b>
Contract Compliance Inspector: Hans Hertrich <b>Printing of Specialty Envelopes – Department of State</b>	
CONTRACT PERIOD: From: <b>June 1, 2003</b> To: <b>June 1, 2008</b>	
TERMS <b>Net 30 Days</b>	SHIPMENT <b>35 Days ARO</b>
F.O.B. <b>Delivered</b>	SHIPPED FROM <b>Walled Lake, MI</b>
MINIMUM DELIVERY REQUIREMENTS <b>Per Specifications</b>	

**NATURE OF CHANGE (S):**

Effective November 20, 2006, price increases per the attached.

In addition, change in Contract Compliance Inspector to the following:

**Hans Hertrich, Department Manager**  
**Department of State**  
**Warehouse/Mail Center Unit**  
**1301 Sunset Avenue**  
**Lansing, MI 48917**  
**Phone: (517) 335-7244, Fax (517) 334-7468**  
[HertrichH@michigan.gov](mailto:HertrichH@michigan.gov)

All other terms, conditions & prices remain the same.

**AUTHORITY/REASON:**

**DMB Purchasing Operations**

**TOTAL ESTIMATED CONTRACT VALUE REMAINS: \$1,130,859.72**

<u>ITEM</u>	<u>NIGP CODE</u>	<u>UNIT OF MEASURE</u>	<u>DESCRIPTION</u>	<u>UNIT PRICE/TH VIRGIN STOCK</u>
1.	966-31	TH	<p><b>BDVR-(ENV)-7 RENEWAL BY MAIL TAB ENVELOPE</b>                      Size: 4-1/8" X 8-5/8", 24# WHITE WOVE. WINDOW GUMMED FLAP. WINDOW LOCATED 1-3/4" FROM RIGHT EDGE AND 5/8" FROM BOTTOM. WINDOW SIZE: 7/8" WIDE AND 2-5/8" LONG. WINDOW TO BE COVERED WITH CLEAR, NON-GLARE GLYCINE. PRINT IN ONE COLOR, RETURN ADDRESS PRINTED IN BLUE (PMS-300) INK.  <b>MINIMUM ORDER: 50,000</b></p>	<u>\$25.01</u>
2.	966-31	TH	<p><b>DR-(ENV)-10 PREPARED DRIVER LICENSE APPLICATION ENVELOPE</b>                      SIZE: 9-1/2" x 4-1/2", 24# WHITE WOVE, WINDOW, OPEN SIDE SEAM, MODIFIED "V" FLAP 1-1/4" IN DEPTH AT THE CENTER. 1/2" GUMMED STRIP ON FLAP AT THE CENTER. NO GUM 1" FROM EDGE ON EITHER SIDE. PRINT ONE COLOR ON FACE AND BACK (PMS – 300 BLUE). WINDOW SIZE: 4-1/4" LONG AND 1" HIGH. WINDOW LOCATED ON FACE 3/4" FROM LEFT EDGE AND 1" FROM BOTTOM. WINDOW PATCH TO BE CLEAR, NON-GLARE 1-1/2 MIL POLYSTYRENE.  <b>MINIMUM ORDER: 280,000</b></p>	<u>\$15.44</u>
3.	966-31	TH	<p><b>DR-(ENV)-11 DRIVER LICENSE PREPARED APPLICATION ENVELOPE</b>                      SIZE: 9-1/2" X 4-1/2", 24# WHITE WOVE, WINDOW, OPEN SIDE SEAM, MODIFIED "V" FLAP 1-1/4" IN DEPTH AT THE CENTER. 1/2" GUMMED STRIP ON FLAP. NO GUM 1" FROM EDGE ON EITHER SIDE. PRINT ONE COLOR ON FACE AND BACK (PMS 300 BLUE). WINDOW SIZE: 4-1/4" LONG AND 1" HIGH. WINDOW TO BE CLEAR, NON-GLARE 1-1/2 MIL POLYSTYRENE.  <b>MINIMUM ORDER: \$275,000</b></p>	<u>\$15.44</u>

<p>4.</p>	<p>966-31</p>	<p>TH</p>	<p><b>DR-(ENV)-14 DRIVER LICENSE ENVELOPE</b>                  SIZE: 9-1/2" X 4-1/8" (#10 ENVELOPE), 24# WHITE WOVE, WINDOW, DIAGONAL SIDE SEAMS, DEEP STRAIGHT EDGE FLAP WITH CONTOURED CORNERS 1-1/4" IN DEPTH AT THE CENTER. 1/2" GUMMED STRIP ON FLAP. NO GUM 1" FROM EDGE ON EITHER SIDE. PRINT ONE COLOR ON FACE AND BACK (PMS 300 BLUE). WINDOW SIZE: 4-1/2" LONG AND 1-1/4" HIGH. WINDOW LOCATED ON FACE 3/4" FROM LEFT EDGE AND 3/4" FROM BOTTOM. WINDOW PATCH TO BE CLEAR, NON-GLARE 1-1/2 POLYSTYRENE.</p> <p>NOTE: ENVELOPE TO BE OF SUCH CONSTRUCTION AS TO PERMIT AUTOMATED INSERTION OF DRIVER LICENSES BY AN ON SERTS INSERTER AS OPERATED BY THE DEPARTMENT OF MANAGEMENT AND BUDGET MAILING SERVICES SECTION.</p> <p><b>MINIMUM ORDER:</b> 1,715,000</p>	<p><b><u>\$15.33</u></b></p>
<p>5.</p>	<p>966-31</p>	<p>TH</p>	<p><b>EI-(ENV)-3 DRIVER AND VEHICLE PREPARED APPLICATION ENVELOPE</b>                  SIZE: 9-1/2" X 4-1/2", 24# WHITE WOVE, WINDOW, OPEN SIDE SEAM, MODIFIED "V" FLAP 1-3/8" IN DEPTH AT THE CENTER. 1/2" GUMMED STRIP ON FLAP. NO GUM 1" FROM EDGE ON EITHER SIDE. PRINT ONE COLOR ON FACE AND BACK (PMS 300 BLUE). WINDOW SIZE: 4-1/2" LONG AND 1-1/16" HIGH. WINDOW LOCATED ON FACE 4" FROM LEFT EDGE AND 1" FROM BOTTOM. WINDOW PATCH TO BE CLEAR, NON-GLARE 1-1/2 MIL POLYSTYRENE. TAG LINE TO BE NO GREATER THAN 1/4" ABOVE THE WINDOW.</p> <p><b>MINIMUM ORDER:</b> 4,757,500</p>	<p><b><u>\$13.91</u></b>                  (one color)</p> <p><b><u>\$14.72</u></b>                  (two color)</p>
<p>6.</p>	<p>966-31</p>	<p>TH</p>	<p><b>EI-(ENV)-9 DRIVER AND VEHICLE RETURN ENVELOPE</b>                  SIZE: 8-3/4" X 4-1/4", 24# WHITE WOVE. OPEN SIDE SEAM, MODIFIED "V" FLAP 1-1/4" IN DEPTH AT THE CENTER. 1/2" GUMMED STRIP ON FLAPS. NO GUM 1" FROM EDGE ON EITHER SIDE. PRINT ONE COLOR (PMS 300 BLUE) ON FACE AND BACK. PRINTING BLEEDS, BAR CODE, FIM. BAR CODES AND FIM SHALL MEET U.S.P.S. SPECIFICATIONS.</p> <p><b>MINIMUM ORDER:</b> 4,532,500</p>	<p><b><u>\$11.44</u></b></p>

**CONTRACT 071B1316  
CHANGE NOTICE NO. 8  
PAGE 3**

7.	966-31	TH	<p><b>MS-(ENV)-19 #10 WINDOW ENVELOPE</b>            SIZE: 9-1/2" X 4-1/8", 24# WHITE WOVE, WINDOW, OPEN SIDE SEAM, MODIFIED "V" FLAP 1-1/4" IN DEPTH AT THE CENTER. 1/2" GUMMED STRIP ON FLAP. NO GUM 1" FROM EDGE ON EITHER SIDE. PRINT ONE COLOR ON FACE AND BACK (PMS 300 BLUE). WINDOW SIZE: 4-1/2" LONG AND 1-1/16" HIGH. WINDOW LOCATED ON FACE 3/4" FROM LEFT EDGE AND 3/4" FROM BOTTOM. WINDOW PATCH TO BE CLEAR, NON-GLARE 1-1/2" MIL POLYSTYRENE.  <b>MINIMUM ORDER:</b> 900,000</p>	<u>\$13.66</u>
8.	966-31	TH	<p><b>PI-(ENV)-2 PERSONAL IDENTIFICATION RENEWAL APPLICATION ENVELOPE</b>            SIZE: 9-1/2" X 4-1/2", 24# WHITE WOVE, WINDOW, OPEN SIDE SEAM, MODIFIED "V" FLAP 1-1/4" IN DEPTH AT THE CENTER. 1/2" GUMMED STRIP ON FLAP. NO GUM 1" FROM EDGE ON EITHER SIDE. PRINT ONE COLOR ON FACE AND BACK (PMS 300 BLUE). PRINTING BLEEDS. WINDOW SIZE: 4-1/4" LONG AND 1" HIGH. WINDOW LOCATED ON FACE 3/4" FROM LEFT EDGE AND 3/4" FROM BOTTOM. WINDOW PATCH TO BE CLEAR, NON-GLARE 1-1/2" MIL POLYSTYRENE.  <b>MINIMUM ORDER:</b> 88,000</p>	<u>\$18.16</u>
9.	966-31	TH	<p><b>RV-(ENV)-2 RECREATIONAL VEHICLE RETURN ENVELOPE</b>            SIZE: 8-3/4" X 4-1/4", 24# WHITE WOVE, OPEN SIDE SEAM MODIFIED "V" FLAP 1-1/4" IN DEPTH AT THE CENTER. 1/2" GUMMED STRIP ON FLAP. PRINT ONE COLOR ON FACE AND BACK (PMS – 300 BLUE). PRINTING BLEEDS. BAR CODES, FIM. BAR CODES AND FIM SHALL MEET U.S.P.S. SPECIFICATIONS.  <b>MINIMUM ORDER:</b> 150,000</p>	<u>\$15.35</u>
10.	966-31	TH	<p><b>TI-(ENV)-1 TITLE ENVELOPE</b>            SIZE: 9 1/2" X 4-1/8", 24# WHITE WOVE, WINDOW, OPEN SIDE SEAM, MODIFIED "V" FLAP 1-1/4" IN DEPTH AT THE CENTER. 1/2" GUMMED STRIP ON FLAP. NO GUM 1" FROM EDGE ON EITHER SIDE. PRINT ON COLOR ON FACE AND BACK (PMS 300 BLUE). WINDOW SIZE: 4-1/2" LONG AND 1-1/16" HIGH. WINDOW LOCATED 3/4" FROM LEFT EDGE AND 3/4" FROM BOTTOM. WINDOW PATCH TO BE CLEAR, NON-GLARE 1-1/2" MIL POLYSTYRENE. RIGHT OF RETURN ADDRESS, PRINT ON SOLID BLACK BAR 1" LONG x 3/8" DEEP AND MUST RUN OVER TOP OF THE ENVELOPE.  <b>MINIMUM ORDER:</b> 2,190,000</p>	<u>\$13.66</u>

<p>11.</p>	<p>966-31</p>	<p>TH</p>	<p><b>VR-(ENV)-10 ENVELOPE FOR MAILING DECALS AND VEHICLE REGISTRATION CERTIFICATES</b>  SIZE: 4-1/4" X 8-1/2", BOOKLET OPEN SIDE SEAM STYLE WITH AN ENLONGATED FLAP. FLAP IS 1-1/2" DEEP AND RUNS FULL LENGTH OF THE ENVELOPE WITH A 55 DEGREE CORNER CUT AT EACH END OF THE FLAP. FLAP CORNERS ARE TO BE ROUNDED. FLAP IS TO HAVE 1/2" GLUE STRIP. 24# WHITE WOVE.</p> <p>WINDOW MATERIAL: CLEAR, NON-GLARE 1-1/2" MIL POLYSTYRENE. WINDOW PATCH MATERIAL SHALL BE FULLY SEALED ON EDGES TO FACILITATE HIGH SPEED MACHINE INSERTING OF ITEMS TO BE MAILED. WINDOW POSITIONS AND SIZES: LEFT WINDOW TO BE 1" WINDOW X 1-1/2" HIGH AND LOCATED 1-3/4" FROM THE LEFT EDGE AND 3/4" FROM THE BOTTOM OF THE ENVELOPE. A POCKET IS TO BE FORMED BEHIND THIS WINDOW WITH GLUE STRIPES 1/2" FROM THE LEFT OF THE WINDOW, 1/8" FROM THE RIGHT OF THE WINDOW AND 1/4" BELOW THE BOTTOM OF THE WINDOW.</p> <p>NOTE: THE POCKET BEHIND THE LEFT WINDOW IS SET TO THE LEFT SO A CONTROL NUMBER ON THE RIGHT SIDE OF THE TAB CAN ALWAYS BEEN SEEN THROUGH THE WINDOW.</p> <p>THE RIGHT WINDOW IS TO BE 1-1/4" HIGH AND 3-1/2" LONG LOCATED 4-1/4" FROM THE LEFT AND 1" FROM THE BOTTOM EDGES OF THE ENVELOPE. A VERTICAL GLUE STRIP LOCATED 1/8" FROM THE LEFT OF THE WINDOW IS TO FORM A POCKET 4-3/8" WIDE TO HOLD A CERTIFICATE OF REGISTRATION WHICH IS 4" WIDE BY 4" HIGH.</p> <p>CAUTION: EXCESSIVE GLUE WILL CREATE A SMALLER POCKET, WHICH WILL NOT BE ACCEPTABLE. BOTH WINDOWS SHALL HAVE ROUNDED CORNERS AND BE SO CONSTRUCTED AS TO FACILITATE HIGH SPEED MACHINE INSERTING OF MATERIAL BEING MAILED.  PRINTING: ONE COLOR LINE COPY TO BE PRINTED IN PSM-300 BLUE INK.  <b>MINIMUM ORDER: 50,000</b></p>	<p><u>\$33.02</u></p>
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STATE OF MICHIGAN  
 DEPARTMENT OF MANAGEMENT AND BUDGET  
 PURCHASING OPERATIONS  
 P.O. BOX 30026, LANSING, MI 48909  
 OR  
 530 W. ALLEGAN, LANSING, MI 48933

June 20, 2006

**CHANGE NOTICE NO. 7**  
**TO**  
**CONTRACT NO. 071B3001316**  
**between**  
**THE STATE OF MICHIGAN**  
**and**

NAME & ADDRESS OF VENDOR  <b>Husky Envelope Products</b> <b>P.O. Box 523</b> <b>Walled Lake, MI 48390</b>  dreske@huskyenvelope.com	TELEPHONE (248) 624-7070 <b>Dawn Reske</b>
	VENDOR NUMBER/MAIL CODE
	BUYER/CA (517) 373-7374 <b>Joan Bosheff</b>
Contract Compliance Inspector: Richard Borucki <b>Printing of Specialty Envelopes – Department of State</b>	
CONTRACT PERIOD: From: <b>June 1, 2003</b> To: <b>June 1, 2008</b>	
TERMS <b>Net 30 Days</b>	SHIPMENT <b>35 Days ARO</b>
F.O.B. <b>Delivered</b>	SHIPPED FROM <b>Walled Lake, MI</b>
MINIMUM DELIVERY REQUIREMENTS <b>Per Specifications</b>	

**NATURE OF CHANGE (S):**

Effective immediately revision of TI – (ENV) – 1 Title Envelope per the following:

**TI- (ENV)-1 Title Envelope**  
**Size: 9-1/2" X 4-1/8", 24# white wove, window, open side seam,**  
**Modified "V" Flap 1-1/4" in depth at the center. 1/2" gummed**  
**strip on flap. No gum 1" from edge on either side of the back flap.**  
**Print one color black on face and back. Window size: 4-1/2" long and 1-**  
**1/16" high. Window located 3/4" from left edge and 3/4" from bottom.**  
**Window patch to be clear non-glare 1-1/2" mil ploystryne. Right of**  
**return address, print on solid black bar 1" long by 3/8" deep and must**  
**run over top of the envelope.**

**Price: \$13.12/TH**

**All other terms, conditions & prices remain the same.**

**TOTAL ESTIMATED CONTRACT VALUE REMAINS: \$1,130,859.72**

STATE OF MICHIGAN  
DEPARTMENT OF MANAGEMENT AND BUDGET  
ACQUISITION SERVICES  
P.O. BOX 30026, LANSING, MI 48909  
OR  
530 W. ALLEGAN, LANSING, MI 48933

March 1, 2006

**CHANGE NOTICE NO. 6**  
**TO**  
**CONTRACT NO. 071B3001316**  
**between**  
**THE STATE OF MICHIGAN**  
**and**

NAME & ADDRESS OF VENDOR  <b>Husky Envelope Products</b> <b>P.O. Box 523</b> <b>Walled Lake, MI 48390</b>  <b>dreske@huskyenvelope.com</b>	TELEPHONE (248) 624-7070 <b>Dawn Reske</b>
	VENDOR NUMBER/MAIL CODE
	BUYER/CA (517) 373-7374 <b>Joan Bosheff</b>
Contract Compliance Inspector: Richard Borucki <b>Printing of Specialty Envelopes – Department of State</b>	
CONTRACT PERIOD: From: <b>June 1, 2003</b> To: <b>June 1, 2008</b>	
TERMS <b>Net 30 Days</b>	SHIPMENT <b>35 Days ARO</b>
F.O.B. <b>Delivered</b>	SHIPPED FROM <b>Walled Lake, MI</b>
MINIMUM DELIVERY REQUIREMENTS <b>Per Specifications</b>	

**NATURE OF CHANGE (S):**

Effective immediately the Contract Compliance Inspector for this Contract is

**Rick Borucki, Manager**  
**Business Operations Section**  
**Dept. of State**  
**7064 Crowner Dr.**  
**Lansing, MI 48918**  
**Phone: (517) 322-5341**  
**Fax. (517) 322-1449**  
**Email: boruckir@michigan.gov**

All other terms, conditions, specifications and pricing remain unchanged.

**TOTAL ESTIMATED CONTRACT VALUE REMAINS: \$1,130,859.72**

STATE OF MICHIGAN  
 DEPARTMENT OF MANAGEMENT AND BUDGET  
 ACQUISITION SERVICES  
 P.O. BOX 30026, LANSING, MI 48909  
 OR  
 530 W. ALLEGAN, LANSING, MI 48933

February 13, 2006

**CHANGE NOTICE NO. 5**  
**TO**  
**CONTRACT NO. 071B3001316**  
**between**  
**THE STATE OF MICHIGAN**  
**and**

NAME & ADDRESS OF VENDOR  <b>Husky Envelope Products</b> <b>P.O. Box 523</b> <b>Walled Lake, MI 48390</b>  <b>dreske@huskyenvelope.com</b>	TELEPHONE (248) 624-7070 <b>Dawn Reske</b>
	VENDOR NUMBER/MAIL CODE
	BUYER/CA (517) 373-7374 <b>Joan Bosheff</b>
Contract Compliance Inspector: Richard Borucki <b>Printing of Specialty Envelopes – Department of State</b>	
CONTRACT PERIOD: From: <b>June 1, 2003</b> To: <b>June 1, 2008</b>	
TERMS <b>Net 30 Days</b>	SHIPMENT <b>35 Days ARO</b>
F.O.B. <b>Delivered</b>	SHIPPED FROM <b>Walled Lake, MI</b>
MINIMUM DELIVERY REQUIREMENTS <b>Per Specifications</b>	

**NATURE OF CHANGE (S):**

**Effective March 1, 2006, price increases per the attached.**

**All other terms, conditions, specifications and pricing remain unchanged.**

**TOTAL ESTIMATED CONTRACT VALUE REMAINS: \$1,130,859.72**

**CONTRACT 071B3001316**  
**CHANGE NOTICE NO. 5**  
**PAGE 2**

<u>ITEM</u>	<u>NIGP CODE</u>	<u>UNIT OF MEASURE</u>	<u>DESCRIPTION</u>	<u>UNIT PRICE/TH VIRGIN STOCK</u>
1.	966-31	TH	<p><b>BDVR-(ENV)-7 RENEWAL BY MAIL TAB ENVELOPE</b>            Size: 4-1/8" X 8-5/8", 24# WHITE WOVE. WINDOW GUMMED FLAP. WINDOW LOCATED 1-3/4" FROM RIGHT EDGE AND 5/8" FROM BOTTOM. WINDOW SIZE: 7/8" WIDE AND 2-5/8" LONG. WINDOW TO BE COVERED WITH CLEAR, NON-GLARE GLYCINE. PRINT IN ONE COLOR, RETURN ADDRESS PRINTED IN BLUE (PMS-300) INK.  <b>MINIMUM ORDER:</b> 50,000</p>	<u>\$24.59</u>
2.	966-31	TH	<p><b>DR-(ENV)-10 PREPARED DRIVER LICENSE APPLICATION ENVELOPE</b>            SIZE: 9-1/2" x 4-1/2", 24# WHITE WOVE, WINDOW, OPEN SIDE SEAM, MODIFIED "V" FLAP 1-1/4" IN DEPTH AT THE CENTER. 1/2" GUMMED STRIP ON FLAP AT THE CENTER. NO GUM 1" FROM EDGE ON EITHER SIDE. PRINT ONE COLOR ON FACE AND BACK (PMS - 300 BLUE). WINDOW SIZE: 4-1/4" LONG AND 1" HIGH. WINDOW LOCATED ON FACE 3/4" FROM LEFT EDGE AND 1" FROM BOTTOM. WINDOW PATCH TO BE CLEAR, NON-GLARE 1-1/2 MIL POLYSTYRENE.  <b>MINIMUM ORDER:</b> 280,000</p>	<u>\$14.84</u>
3.	966-31	TH	<p><b>DR-(ENV)-11 DRIVER LICENSE PREPARED APPLICATION ENVELOPE</b>            SIZE: 9-1/2" X 4-1/2", 24# WHITE WOVE, WINDOW, OPEN SIDE SEAM, MODIFIED "V" FLAP 1-1/4" IN DEPTH AT THE CENTER. 1/2" GUMMED STRIP ON FLAP. NO GUM 1" FROM EDGE ON EITHER SIDE. PRINT ONE COLOR ON FACE AND BACK (PMS 300 BLUE). WINDOW SIZE: 4-1/4" LONG AND 1" HIGH. WINDOW TO BE CLEAR, NON-GLARE 1-1/2 MIL POLYSTYRENE.  <b>MINIMUM ORDER:</b> \$275,000</p>	<u>\$14.84</u>

<p>4.</p>	<p>966-31</p>	<p>TH</p>	<p><b>DR-(ENV)-14 DRIVER LICENSE ENVELOPE</b>                  SIZE: 9-1/2" X 4-1/8" (#10 ENVELOPE), 24# WHITE WOVE, WINDOW, DIAGONAL SIDE SEAMS, DEEP STRAIGHT EDGE FLAP WITH CONTOURED CORNERS 1-1/4" IN DEPTH AT THE CENTER. 1/2" GUMMED STRIP ON FLAP. NO GUM 1" FROM EDGE ON EITHER SIDE. PRINT ONE COLOR ON FACE AND BACK (PMS 300 BLUE). WINDOW SIZE: 4-1/2" LONG AND 1-1/4" HIGH. WINDOW LOCATED ON FACE 3/4" FROM LEFT EDGE AND 3/4" FROM BOTTOM. WINDOW PATCH TO BE CLEAR, NON-GLARE 1-1/2 POLYSTYRENE.</p> <p>NOTE: ENVELOPE TO BE OF SUCH CONSTRUCTION AS TO PERMIT AUTOMATED INSERTION OF DRIVER LICENSES BY AN ON SERTS INSERTER AS OPERATED BY THE DEPARTMENT OF MANAGEMENT AND BUDGET MAILING SERVICES SECTION.</p> <p><b>MINIMUM ORDER:</b> 1,715,000</p>	<p><b><u>\$14.90</u></b></p>
<p>5.</p>	<p>966-31</p>	<p>TH</p>	<p><b>EI-(ENV)-3 DRIVER AND VEHICLE PREPARED APPLICATION ENVELOPE</b>                  SIZE: 9-1/2" X 4-1/2", 24# WHITE WOVE, WINDOW, OPEN SIDE SEAM, MODIFIED "V" FLAP 1-3/8" IN DEPTH AT THE CENTER. 1/2" GUMMED STRIP ON FLAP. NO GUM 1" FROM EDGE ON EITHER SIDE. PRINT ONE COLOR ON FACE AND BACK (PMS 300 BLUE). WINDOW SIZE: 4-1/2" LONG AND 1-1/16" HIGH. WINDOW LOCATED ON FACE 4" FROM LEFT EDGE AND 1" FROM BOTTOM. WINDOW PATCH TO BE CLEAR, NON-GLARE 1-1/2 MIL POLYSTYRENE. TAG LINE TO BE NO GREATER THAN 1/4" ABOVE THE WINDOW.</p> <p><b>MINIMUM ORDER:</b> 4,757,500</p>	<p><b><u>\$13.29</u></b>  <b>(one color)</b></p> <p><b><u>\$14.10</u></b>  <b>(two color)</b></p>
<p>6.</p>	<p>966-31</p>	<p>TH</p>	<p><b>EI-(ENV)-9 DRIVER AND VEHICLE RETURN ENVELOPE</b>                  SIZE: 8-3/4" X 4-1/4", 24# WHITE WOVE. OPEN SIDE SEAM, MODIFIED "V" FLAP 1-1/4" IN DEPTH AT THE CENTER. 1/2" GUMMED STRIP ON FLAPS. NO GUM 1" FROM EDGE ON EITHER SIDE. PRINT ONE COLOR (PMS 300 BLUE) ON FACE AND BACK. PRINTING BLEEDS, BAR CODE, FIM. BAR CODES AND FIM SHALL MEET U.S.P.S. SPECIFICATIONS.</p> <p><b>MINIMUM ORDER:</b> 4,532,500</p>	<p><b><u>\$11.05</u></b></p>

**CONTRACT 071B1316  
CHANGE NOTICE NO. 5  
PAGE 3**

7.	966-31	TH	<p><b>MS-(ENV)-19 #10 WINDOW ENVELOPE</b>          SIZE: 9-1/2" X 4-1/8", 24# WHITE WOVE, WINDOW, OPEN SIDE SEAM, MODIFIED "V" FLAP 1-1/4" IN DEPTH AT THE CENTER. 1/2" GUMMED STRIP ON FLAP. NO GUM 1" FROM EDGE ON EITHER SIDE. PRINT ONE COLOR ON FACE AND BACK (PMS 300 BLUE). WINDOW SIZE: 4-1/2" LONG AND 1-1/16" HIGH. WINDOW LOCATED ON FACE 3/4" FROM LEFT EDGE AND 3/4" FROM BOTTOM. WINDOW PATCH TO BE CLEAR, NON-GLARE 1-1/2" MIL POLYSTYRENE.  <b>MINIMUM ORDER: 900,000</b></p>	<u><b>\$13.12</b></u>
8.	966-31	TH	<p><b>PI-(ENV)-2 PERSONAL IDENTIFICATION RENEWAL APPLICATION ENVELOPE</b>          SIZE: 9-1/2" X 4-1/2", 24# WHITE WOVE, WINDOW, OPEN SIDE SEAM, MODIFIED "V" FLAP 1-1/4" IN DEPTH AT THE CENTER. 1/2" GUMMED STRIP ON FLAP. NO GUM 1" FROM EDGE ON EITHER SIDE. PRINT ONE COLOR ON FACE AND BACK (PMS 300 BLUE). PRINTING BLEEDS. WINDOW SIZE: 4-1/4" LONG AND 1" HIGH. WINDOW LOCATED ON FACE 3/4" FROM LEFT EDGE AND 3/4" FROM BOTTOM. WINDOW PATCH TO BE CLEAR, NON-GLARE 1-1/2" MIL POLYSTYRENE.  <b>MINIMUM ORDER: 88,000</b></p>	<u><b>\$17.56</b></u>
9.	966-31	TH	<p><b>RV-(ENV)-2 RECREATIONAL VEHICLE RETURN ENVELOPE</b>          SIZE: 8-3/4" X 4-1/4", 24# WHITE WOVE, OPEN SIDE SEAM MODIFIED "V" FLAP 1-1/4" IN DEPTH AT THE CENTER. 1/2" GUMMED STRIP ON FLAP. PRINT ONE COLOR ON FACE AND BACK (PMS – 300 BLUE). PRINTING BLEEDS. BAR CODES, FIM. BAR CODES AND FIM SHALL MEET U.S.P.S. SPECIFICATIONS.  <b>MINIMUM ORDER: 150,000</b></p>	<u><b>\$14.96</b></u>
10.	966-31	TH	<p><b>TI-(ENV)-1 TITLE ENVELOPE</b>          SIZE: 9" X 4-1/8", 24# WHITE WOVE, WINDOW, OPEN SIDE SEAM, MODIFIED "V" FLAP 1-1/4" IN DEPTH AT THE CENTER. 1/2" GUMMED STRIP ON FLAP. NO GUM 1" FROM EDGE ON EITHER SIDE. PRINT ON COLOR ON FACE AND BACK (PMS 300 BLUE). WINDOW SIZE: 4-1/2" LONG AND 1-1/4" HIGH. TO BE CLEAR, NON-GLARE 1-1/2" MIL POLYSTYRENE.  <b>MINIMUM ORDER: 2,190,000</b></p>	<u><b>\$12.62</b></u>

<p>11.</p>	<p>966-31</p>	<p>TH</p>	<p><b>VR-(ENV)-10 ENVELOPE FOR MAILING DECALS AND VEHICLE REGISTRATION CERTIFICATES</b>  SIZE: 4-1/4" X 8-1/2", BOOKLET OPEN SIDE SEAM STYLE WITH AN ENLONGATED FLAP. FLAP IS 1-1/2" DEEP AND RUNS FULL LENGTH OF THE ENVELOPE WITH A 55 DEGREE CORNER CUT AT EACH END OF THE FLAP. FLAP CORNERS ARE TO BE ROUNDED. FLAP IS TO HAVE 1/2" GLUE STRIP. 24# WHITE WOVE.</p> <p>WINDOW MATERIAL: CLEAR, NON-GLARE 1-1/2" MIL POLYSTYRENE. WINDOW PATCH MATERIAL SHALL BE FULLY SEALED ON EDGES TO FACILITATE HIGH SPEED MACHINE INSERTING OF ITEMS TO BE MAILED. WINDOW POSITIONS AND SIZES: LEFT WINDOW TO BE 1" WINDOW X 1-1/2" HIGH AND LOCATED 1-3/4" FROM THE LEFT EDGE AND 3/4" FROM THE BOTTOM OF THE ENVELOPE. A POCKET IS TO BE FORMED BEHIND THIS WINDOW WITH GLUE STRIPES 1/2" FROM THE LEFT OF THE WINDOW, 1/8" FROM THE RIGHT OF THE WINDOW AND 1/4" BELOW THE BOTTOM OF THE WINDOW.</p> <p>NOTE: THE POCKET BEHIND THE LEFT WINDOW IS SET TO THE LEFT SO A CONTROL NUMBER ON THE RIGHT SIDE OF THE TAB CAN ALWAYS BEEN SEEN THROUGH THE WINDOW.</p> <p>THE RIGHT WINDOW IS TO BE 1-1/4" HIGH AND 3-1/2" LONG LOCATED 4-1/4" FROM THE LEFT AND 1" FROM THE BOTTOM EDGES OF THE ENVELOPE. A VERTICAL GLUE STRIP LOCATED 1/8" FROM THE LEFT OF THE WINDOW IS TO FORM A POCKET 4-3/8" WIDE TO HOLD A CERTIFICATE OF REGISTRATION WHICH IS 4" WIDE BY 4" HIGH.</p> <p>CAUTION: EXCESSIVE GLUE WILL CREATE A SMALLER POCKET, WHICH WILL NOT BE ACCEPTABLE. BOTH WINDOWS SHALL HAVE ROUNDED CORNERS AND BE SO CONSTRUCTED AS TO FACILITATE HIGH SPEED MACHINE INSERTING OF MATERIAL BEING MAILED.  PRINTING: ONE COLOR LINE COPY TO BE PRINTED IN PSM-300 BLUE INK.  <b>MINIMUM ORDER: 50,000</b></p>	<p><b><u>\$32.50</u></b></p>
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STATE OF MICHIGAN  
 DEPARTMENT OF MANAGEMENT AND BUDGET  
 ACQUISITION SERVICES  
 P.O. BOX 30026, LANSING, MI 48909  
 OR  
 530 W. ALLEGAN, LANSING, MI 48933

February 11, 2005

**CHANGE NOTICE NO. 4**  
**TO**  
**CONTRACT NO. 071B3001316**  
**between**  
**THE STATE OF MICHIGAN**  
**and**

NAME & ADDRESS OF VENDOR  <b>Husky Envelope Products</b> <b>P.O. Box 523</b> <b>Walled Lake, MI 48390</b>  <b>dreske@huskyenvelope.com</b>	TELEPHONE (248) 624-7070 <b>Dawn Reske</b>
	VENDOR NUMBER/MAIL CODE
	BUYER/CA (517) 373-7374 <b>Joan Bosheff</b>
Contract Compliance Inspector: Richard Borucki <b>Printing of Specialty Envelopes – Department of State</b>	
CONTRACT PERIOD: From: <b>June 1, 2003</b> To: <b>June 1, 2008</b>	
TERMS <b>Net 30 Days</b>	SHIPMENT <b>35 Days ARO</b>
F.O.B. <b>Delivered</b>	SHIPPED FROM <b>Walled Lake, MI</b>
MINIMUM DELIVERY REQUIREMENTS <b>Per Specifications</b>	

**NATURE OF CHANGE (S):**

Effective February 22, 2005, price increases per the attached.

All other terms, conditions, specifications and pricing remain unchanged.

**TOTAL ESTIMATED CONTRACT VALUE REMAINS: \$1,130,859.72**

**CONTRACT 071B3001316**  
**CHANGE NOTICE NO. 4**  
**PAGE 2**

<u>ITEM</u>	<u>NIGP CODE</u>	<u>UNIT OF MEASURE</u>	<u>DESCRIPTION</u>	<u>UNIT PRICE/TH VIRGIN STOCK</u>
1.	966-31	TH	<p><b>BDVR-(ENV)-7 RENEWAL BY MAIL TAB ENVELOPE</b>            Size: 4-1/8" X 8-5/8", 24# WHITE WOVE. WINDOW GUMMED FLAP. WINDOW LOCATED 1-3/4" FROM RIGHT EDGE AND 5/8" FROM BOTTOM. WINDOW SIZE: 7/8" WIDE AND 2-5/8" LONG. WINDOW TO BE COVERED WITH CLEAR, NON-GLARE GLYCINE. PRINT IN ONE COLOR, RETURN ADDRESS PRINTED IN BLUE (PMS-300) INK.  <b>MINIMUM ORDER:</b> 50,000</p>	<u>\$24.02</u>
2.	966-31	TH	<p><b>DR-(ENV)-10 PREPARED DRIVER LICENSE APPLICATION ENVELOPE</b>            SIZE: 9-1/2" x 4-1/2", 24# WHITE WOVE, WINDOW, OPEN SIDE SEAM, MODIFIED "V" FLAP 1-1/4" IN DEPTH AT THE CENTER. 1/2" GUMMED STRIP ON FLAP AT THE CENTER. NO GUM 1" FROM EDGE ON EITHER SIDE. PRINT ONE COLOR ON FACE AND BACK (PMS - 300 BLUE). WINDOW SIZE: 4-1/4" LONG AND 1" HIGH. WINDOW LOCATED ON FACE 3/4" FROM LEFT EDGE AND 1" FROM BOTTOM. WINDOW PATCH TO BE CLEAR, NON-GLARE 1-1/2 MIL POLYSTYRENE.  <b>MINIMUM ORDER:</b> 280,000</p>	<u>\$14.08</u>
3.	966-31	TH	<p><b>DR-(ENV)-11 DRIVER LICENSE PREPARED APPLICATION ENVELOPE</b>            SIZE: 9-1/2" X 4-1/2", 24# WHITE WOVE, WINDOW, OPEN SIDE SEAM, MODIFIED "V" FLAP 1-1/4" IN DEPTH AT THE CENTER. 1/2" GUMMED STRIP ON FLAP. NO GUM 1" FROM EDGE ON EITHER SIDE. PRINT ONE COLOR ON FACE AND BACK (PMS 300 BLUE). WINDOW SIZE: 4-1/4" LONG AND 1" HIGH. WINDOW TO BE CLEAR, NON-GLARE 1-1/2 MIL POLYSTYRENE.  <b>MINIMUM ORDER:</b> \$275,000</p>	<u>\$14.08</u>

<p>4.</p>	<p>966-31</p>	<p>TH</p>	<p><b>DR-(ENV)-14 DRIVER LICENSE ENVELOPE</b>                  SIZE: 9-1/2" X 4-1/8" (#10 ENVELOPE), 24# WHITE WOVE, WINDOW, DIAGONAL SIDE SEAMS, DEEP STRAIGHT EDGE FLAP WITH CONTOURED CORNERS 1-1/4" IN DEPTH AT THE CENTER. 1/2" GUMMED STRIP ON FLAP. NO GUM 1" FROM EDGE ON EITHER SIDE. PRINT ONE COLOR ON FACE AND BACK (PMS 300 BLUE). WINDOW SIZE: 4-1/2" LONG AND 1-1/4" HIGH. WINDOW LOCATED ON FACE 3/4" FROM LEFT EDGE AND 3/4" FROM BOTTOM. WINDOW PATCH TO BE CLEAR, NON-GLARE 1-1/2 POLYSTYRENE.</p> <p>NOTE: ENVELOPE TO BE OF SUCH CONSTRUCTION AS TO PERMIT AUTOMATED INSERTION OF DRIVER LICENSES BY AN ON SERTS INSERTER AS OPERATED BY THE DEPARTMENT OF MANAGEMENT AND BUDGET MAILING SERVICES SECTION.</p> <p><b>MINIMUM ORDER:</b> 1,715,000</p>	<p><b><u>\$14.27</u></b></p>
<p>5.</p>	<p>966-31</p>	<p>TH</p>	<p><b>EI-(ENV)-3 DRIVER AND VEHICLE PREPARED APPLICATION ENVELOPE</b>                  SIZE: 9-1/2" X 4-1/2", 24# WHITE WOVE, WINDOW, OPEN SIDE SEAM, MODIFIED "V" FLAP 1-3/8" IN DEPTH AT THE CENTER. 1/2" GUMMED STRIP ON FLAP. NO GUM 1" FROM EDGE ON EITHER SIDE. PRINT ONE COLOR ON FACE AND BACK (PMS 300 BLUE). WINDOW SIZE: 4-1/2" LONG AND 1-1/16" HIGH. WINDOW LOCATED ON FACE 4" FROM LEFT EDGE AND 1" FROM BOTTOM. WINDOW PATCH TO BE CLEAR, NON-GLARE 1-1/2 MIL POLYSTYRENE. TAG LINE TO BE NO GREATER THAN 1/4" ABOVE THE WINDOW.</p> <p><b>MINIMUM ORDER:</b> 4,757,500</p>	<p><b><u>\$12.51</u></b>  <b>(one color)</b></p> <p><b><u>\$13.32</u></b>  <b>(two color)</b></p>
<p>6.</p>	<p>966-31</p>	<p>TH</p>	<p><b>EI-(ENV)-9 DRIVER AND VEHICLE RETURN ENVELOPE</b>                  SIZE: 8-3/4" X 4-1/4", 24# WHITE WOVE. OPEN SIDE SEAM, MODIFIED "V" FLAP 1-1/4" IN DEPTH AT THE CENTER. 1/2" GUMMED STRIP ON FLAPS. NO GUM 1" FROM EDGE ON EITHER SIDE. PRINT ONE COLOR (PMS 300 BLUE) ON FACE AND BACK. PRINTING BLEEDS, BAR CODE, FIM. BAR CODES AND FIM SHALL MEET U.S.P.S. SPECIFICATIONS.</p> <p><b>MINIMUM ORDER:</b> 4,532,500</p>	<p><b><u>\$10.59</u></b></p>

**CONTRACT 071B1316  
CHANGE NOTICE NO. 4  
PAGE 3**

7.	966-31	TH	<p><b>MS-(ENV)-19 #10 WINDOW ENVELOPE</b>          SIZE: 9-1/2" X 4-1/8", 24# WHITE WOVE, WINDOW, OPEN SIDE SEAM, MODIFIED "V" FLAP 1-1/4" IN DEPTH AT THE CENTER. 1/2" GUMMED STRIP ON FLAP. NO GUM 1" FROM EDGE ON EITHER SIDE. PRINT ONE COLOR ON FACE AND BACK (PMS 300 BLUE). WINDOW SIZE: 4-1/2" LONG AND 1-1/16" HIGH. WINDOW LOCATED ON FACE 3/4" FROM LEFT EDGE AND 3/4" FROM BOTTOM. WINDOW PATCH TO BE CLEAR, NON-GLARE 1-1/2" MIL POLYSTYRENE.  <b>MINIMUM ORDER: 900,000</b></p>	<u><b>\$12.39</b></u>
8.	966-31	TH	<p><b>PI-(ENV)-2 PERSONAL IDENTIFICATION RENEWAL APPLICATION ENVELOPE</b>          SIZE: 9-1/2" X 4-1/2", 24# WHITE WOVE, WINDOW, OPEN SIDE SEAM, MODIFIED "V" FLAP 1-1/4" IN DEPTH AT THE CENTER. 1/2" GUMMED STRIP ON FLAP. NO GUM 1" FROM EDGE ON EITHER SIDE. PRINT ONE COLOR ON FACE AND BACK (PMS 300 BLUE). PRINTING BLEEDS. WINDOW SIZE: 4-1/4" LONG AND 1" HIGH. WINDOW LOCATED ON FACE 3/4" FROM LEFT EDGE AND 3/4" FROM BOTTOM. WINDOW PATCH TO BE CLEAR, NON-GLARE 1-1/2" MIL POLYSTYRENE.  <b>MINIMUM ORDER: 88,000</b></p>	<u><b>\$16.79</b></u>
9.	966-31	TH	<p><b>RV-(ENV)-2 RECREATIONAL VEHICLE RETURN ENVELOPE</b>          SIZE: 8-3/4" X 4-1/4", 24# WHITE WOVE, OPEN SIDE SEAM MODIFIED "V" FLAP 1-1/4" IN DEPTH AT THE CENTER. 1/2" GUMMED STRIP ON FLAP. PRINT ONE COLOR ON FACE AND BACK (PMS – 300 BLUE). PRINTING BLEEDS. BAR CODES, FIM. BAR CODES AND FIM SHALL MEET U.S.P.S. SPECIFICATIONS.  <b>MINIMUM ORDER: 150,000</b></p>	<u><b>\$14.49</b></u>
10.	966-31	TH	<p><b>TI-(ENV)-1 TITLE ENVELOPE</b>          SIZE: 9" X 4-1/8", 24# WHITE WOVE, WINDOW, OPEN SIDE SEAM, MODIFIED "V" FLAP 1-1/4" IN DEPTH AT THE CENTER. 1/2" GUMMED STRIP ON FLAP. NO GUM 1" FROM EDGE ON EITHER SIDE. PRINT ON COLOR ON FACE AND BACK (PMS 300 BLUE). WINDOW SIZE: 4-1/2" LONG AND 1-1/4" HIGH. TO BE CLEAR, NON-GLARE 1-1/2" MIL POLYSTYRENE.  <b>MINIMUM ORDER: 2,190,000</b></p>	<u><b>\$12.01</b></u>

<p>11.</p>	<p>966-31</p>	<p>TH</p>	<p><b>VR-(ENV)-10 ENVELOPE FOR MAILING DECALS AND VEHICLE REGISTRATION CERTIFICATES</b>  SIZE: 4-1/4" X 8-1/2", BOOKLET OPEN SIDE SEAM STYLE WITH AN ENLONGATED FLAP. FLAP IS 1-1/2" DEEP AND RUNS FULL LENGTH OF THE ENVELOPE WITH A 55 DEGREE CORNER CUT AT EACH END OF THE FLAP. FLAP CORNERS ARE TO BE ROUNDED. FLAP IS TO HAVE 1/2" GLUE STRIP. 24# WHITE WOVE.</p> <p>WINDOW MATERIAL: CLEAR, NON-GLARE 1-1/2" MIL POLYSTYRENE. WINDOW PATCH MATERIAL SHALL BE FULLY SEALED ON EDGES TO FACILITATE HIGH SPEED MACHINE INSERTING OF ITEMS TO BE MAILED. WINDOW POSITIONS AND SIZES: LEFT WINDOW TO BE 1" WINDOW X 1-1/2" HIGH AND LOCATED 1-3/4" FROM THE LEFT EDGE AND 3/4" FROM THE BOTTOM OF THE ENVELOPE. A POCKET IS TO BE FORMED BEHIND THIS WINDOW WITH GLUE STRIPES 1/2" FROM THE LEFT OF THE WINDOW, 1/8" FROM THE RIGHT OF THE WINDOW AND 1/4" BELOW THE BOTTOM OF THE WINDOW.</p> <p>NOTE: THE POCKET BEHIND THE LEFT WINDOW IS SET TO THE LEFT SO A CONTROL NUMBER ON THE RIGHT SIDE OF THE TAB CAN ALWAYS BEEN SEEN THROUGH THE WINDOW.</p> <p>THE RIGHT WINDOW IS TO BE 1-1/4" HIGH AND 3-1/2" LONG LOCATED 4-1/4" FROM THE LEFT AND 1" FROM THE BOTTOM EDGES OF THE ENVELOPE. A VERTICAL GLUE STRIP LOCATED 1/8" FROM THE LEFT OF THE WINDOW IS TO FORM A POCKET 4-3/8" WIDE TO HOLD A CERTIFICATE OF REGISTRATION WHICH IS 4" WIDE BY 4" HIGH.</p> <p>CAUTION: EXCESSIVE GLUE WILL CREATE A SMALLER POCKET, WHICH WILL NOT BE ACCEPTABLE. BOTH WINDOWS SHALL HAVE ROUNDED CORNERS AND BE SO CONSTRUCTED AS TO FACILITATE HIGH SPEED MACHINE INSERTING OF MATERIAL BEING MAILED.  PRINTING: ONE COLOR LINE COPY TO BE PRINTED IN PSM-300 BLUE INK.  <b>MINIMUM ORDER: 50,000</b></p>	<p><b><u>\$31.60</u></b></p>
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STATE OF MICHIGAN  
 DEPARTMENT OF MANAGEMENT AND BUDGET  
 ACQUISITION SERVICES  
 P.O. BOX 30026, LANSING, MI 48909  
 OR  
 530 W. ALLEGAN, LANSING, MI 48933

October 6, 2004

**CHANGE NOTICE NO. 3**  
**TO**  
**CONTRACT NO. 071B3001316**  
**between**  
**THE STATE OF MICHIGAN**  
**and**

NAME & ADDRESS OF VENDOR  <b>Husky Envelope Products</b> <b>P.O. Box 523</b> <b>Walled Lake, MI 48390</b>  <b>dreske@huskyenvelope.com</b>	TELEPHONE (248) 624-7070 <b>Dawn Reske</b>
	VENDOR NUMBER/MAIL CODE
	BUYER/CA (517) 373-7374 <b>Joan Bosheff</b>
Contract Compliance Inspector: Richard Borucki <b>Printing of Specialty Envelopes – Department of State</b>	
CONTRACT PERIOD: From: <b>June 1, 2003</b> To: <b>June 1, 2008</b>	
TERMS <b>Net 30 Days</b>	SHIPMENT <b>35 Days ARO</b>
F.O.B. <b>Delivered</b>	SHIPPED FROM <b>Walled Lake, MI</b>
MINIMUM DELIVERY REQUIREMENTS <b>Per Specifications</b>	

**NATURE OF CHANGE (S):**

**Addition of envelope to contract per the following:**

**EI-ENV-3A DRIVER AND VEHICLE PREPARED APPLICATION ENVELOPE**  
**Size: 9½" x 4½", 24# White wove, window, open side seam, modified "V" flap 1¾"**  
**in depth at the center. ½" gummed strip on flap. No gum 1" from edge either**  
**side. Print two colors on face, black and PMS 185 red, black on back.**

**Window size: 4½" long and 1-1/16" high. Window located on face 4" from left**  
**edge and 1" from bottom. Window patch to be clear non-glare 1½ mil polystyrene.**  
**Tag line to be no greater than ½" above the window.**

**Commodity Number: 966-31**

**Price: \$26.73/TH**

**MINIMUM: No minimum order as long as envelope is printed with another**  
**agency envelope.**

**NET INCREASE: \$400.95**

**TOTAL REVISED ESTIMATED CONTRACT VALUE: \$1,130,859.72**

STATE OF MICHIGAN  
 DEPARTMENT OF MANAGEMENT AND BUDGET  
 ACQUISITION SERVICES  
 P.O. BOX 30026, LANSING, MI 48909  
 OR  
 530 W. ALLEGAN, LANSING, MI 48933

September 30, 2004

**CHANGE NOTICE NO. 2**  
**TO**  
**CONTRACT NO. 071B3001316**  
**between**  
**THE STATE OF MICHIGAN**  
**and**

NAME & ADDRESS OF VENDOR  <b>Husky Envelope Products</b> <b>P.O. Box 523</b> <b>Walled Lake, MI 48390</b>  <b>dreske@huskyenvelope.com</b>	TELEPHONE (248) 624-7070 <b>Dawn Reske</b>
	VENDOR NUMBER/MAIL CODE
	BUYER/CA (517) 373-7374 <b>Joan Bosheff</b>
Contract Compliance Inspector: Richard Borucki <b>Printing of Specialty Envelopes – Department of State</b>	
CONTRACT PERIOD: From: <b>June 1, 2003</b> To: <b>June 1, 2008</b>	
TERMS <b>Net 30 Days</b>	SHIPMENT <b>35 Days ARO</b>
F.O.B. <b>Delivered</b>	SHIPPED FROM <b>Walled Lake, MI</b>
MINIMUM DELIVERY REQUIREMENTS <b>Per Specifications</b>	

**NATURE OF CHANGE (S):**

**Effective October 1, 2004, price increase per the attached. All other terms and conditions remain the same.**

**INCREASE: \$20,000.00**

**REVISED ESTIMATED CONTRACT VALUE: \$1,130,458.77**

**ITEM LISTING**

**CONTRACT NO. 071B3001316**

**PRINTING OF SPECIALTY ENVELOPES**

<u>ITEM</u>	<u>NIGP CODE</u>	<u>UNIT OF MEASURE</u>	<u>DESCRIPTION</u>	<u>UNIT PRICE/TH VIRGIN STOCK</u>	<u>UNIT PRICE/ TH RECYCLED STOCK</u>
1.	966-31	TH	<p><b>BDVR-(ENV)-7 RENEWAL BY MAIL TAB ENVELOPE</b>                      Size: 4-1/8" X 8-5/8", 24# WHITE WOVE. WINDOW GUMMED FLAP. WINDOW LOCATED 1-3/4" FROM RIGHT EDGE AND 5/8" FROM BOTTOM. WINDOW SIZE: 7/8" WIDE AND 2-5/8" LONG. WINDOW TO BE COVERED WITH CLEAR, NON-GLARE GLYCINE. PRINT IN ONE COLOR, RETURN ADDRESS PRINTED IN BLUE (PMS-300) INK.  <b>MINIMUM ORDER:</b> 50,000</p>	<u>\$23.64</u>	<u>\$24.48</u>
2.	966-31	TH	<p><b>DR-(ENV)-10 PREPARED DRIVER LICENSE APPLICATION ENVELOPE</b>                      SIZE: 9-1/2" x 4-1/2", 24# WHITE WOVE, WINDOW, OPEN SIDE SEAM, MODIFIED "V" FLAP 1-1/4" IN DEPTH AT THE CENTER. 1/2" GUMMED STRIP ON FLAP AT THE CENTER. NO GUM 1" FROM EDGE ON EITHER SIDE. PRINT ONE COLOR ON FACE AND BACK (PMS - 300 BLUE). WINDOW SIZE: 4-1/4" LONG AND 1" HIGH. WINDOW LOCATED ON FACE 3/4" FROM LEFT EDGE AND 1" FROM BOTTOM. WINDOW PATCH TO BE CLEAR, NON-GLARE 1-1/2 MIL POLYSTYRENE.  <b>MINIMUM ORDER:</b> 280,000</p>	<u>\$13.54</u>	<u>\$14.05</u>
3.	966-31	TH	<p><b>DR-(ENV)-11 DRIVER LICENSE PREPARED APPLICATION ENVELOPE</b>                      SIZE: 9-1/2" X 4-1/2", 24# WHITE WOVE, WINDOW, OPEN SIDE SEAM, MODIFIED "V" FLAP 1-1/4" IN DEPTH AT THE CENTER. 1/2" GUMMED STRIP ON FLAP. NO GUM 1" FROM EDGE ON EITHER SIDE. PRINT ONE COLOR ON FACE AND BACK (PMS 300 BLUE). WINDOW SIZE: 4-1/4" LONG AND 1" HIGH. WINDOW TO BE CLEAR, NON-GLARE 1-1/2 MIL POLYSTYRENE.  <b>MINIMUM ORDER:</b> \$275,000</p>	<u>\$13.54</u>	<u>\$14.05</u>

**ITEM LISTING**

**CONTRACT NO. 071B3001316**

**PRINTING OF SPECIALTY ENVELOPES**

4.	966-31	TH	<p><b>DR-(ENV)-14 DRIVER LICENSE ENVELOPE</b>            SIZE: 9-1/2" X 4-1/8" (#10 ENVELOPE), 24# WHITE WOVE, WINDOW, DIAGONAL SIDE SEAMS, DEEP STRAIGHT EDGE FLAP WITH CONTOURED CORNERS 1-1/4" IN DEPTH AT THE CENTER. 1/2" GUMMED STRIP ON FLAP. NO GUM 1" FROM EDGE ON EITHER SIDE. PRINT ONE COLOR ON FACE AND BACK (PMS 300 BLUE). WINDOW SIZE: 4-1/2" LONG AND 1-1/4" HIGH. WINDOW LOCATED ON FACE 3/4" FROM LEFT EDGE AND 3/4" FROM BOTTOM. WINDOW PATCH TO BE CLEAR, NON-GLARE 1-1/2 POLYSTYRENE.</p> <p>NOTE: ENVELOPE TO BE OF SUCH CONSTRUCTION AS TO PERMIT AUTOMATED INSERTION OF DRIVER LICENSES BY AN ON SERTS INSERTER AS OPERATED BY THE DEPARTMENT OF MANAGEMENT AND BUDGET MAILING SERVICES SECTION.</p> <p><b>MINIMUM ORDER:</b> 1,715,000</p>	<u>\$13.85</u>	<u>\$14.58</u>
5.	966-31	TH	<p><b>EI-(ENV)-3 DRIVER AND VEHICLE PREPARED APPLICATION ENVELOPE</b>            SIZE: 9-1/2" X 4-1/2", 24# WHITE WOVE, WINDOW, OPEN SIDE SEAM, MODIFIED "V" FLAP 1-3/8" IN DEPTH AT THE CENTER. 1/2" GUMMED STRIP ON FLAP. NO GUM 1" FROM EDGE ON EITHER SIDE. PRINT ONE COLOR ON FACE AND BACK (PMS 300 BLUE). WINDOW SIZE: 4-1/2" LONG AND 1-1/16" HIGH. WINDOW LOCATED ON FACE 4" FROM LEFT EDGE AND 1" FROM BOTTOM. WINDOW PATCH TO BE CLEAR, NON-GLARE 1-1/2 MIL POLYSTYRENE. TAG LINE TO BE NO GREATER THAN 1/4" ABOVE THE WINDOW.</p> <p><b>MINIMUM ORDER:</b> 4,757,500</p>	<p><u>\$11.95</u>            (one color)</p> <p><u>\$12.76</u>            (two color)</p>	<u>\$12.42</u>
6.	966-31	TH	<p><b>EI-(ENV)-9 DRIVER AND VEHICLE RETURN ENVELOPE</b>            SIZE: 8-3/4" X 4-1/4", 24# WHITE WOVE. OPEN SIDE SEAM, MODIFIED "V" FLAP 1-1/4" IN DEPTH AT THE CENTER. 1/2" GUMMED STRIP ON FLAPS. NO GUM 1" FROM EDGE ON EITHER SIDE. PRINT ONE COLOR (PMS 300 BLUE) ON FACE AND BACK. PRINTING BLEEDS, BAR CODE, FIM. BAR CODES AND FIM SHALL MEET U.S.P.S. SPECIFICATIONS.</p> <p><b>MINIMUM ORDER:</b> 4,532,500</p>	<u>\$10.26</u>	<u>\$11.14</u>

**ITEM LISTING**  
**CONTRACT NO. 071B3001316**  
**PRINTING OF SPECIALTY ENVELOPES**

7.	966-31	TH	<p><b>MS-(ENV)-19 #10 WINDOW ENVELOPE</b>          SIZE: 9-1/2" X 4-1/8", 24# WHITE WOVE, WINDOW, OPEN SIDE SEAM, MODIFIED "V" FLAP 1-1/4" IN DEPTH AT THE CENTER. 1/2" GUMMED STRIP ON FLAP. NO GUM 1" FROM EDGE ON EITHER SIDE. PRINT ONE COLOR ON FACE AND BACK (PMS 300 BLUE). WINDOW SIZE: 4-1/2" LONG AND 1-1/16" HIGH. WINDOW LOCATED ON FACE 3/4" FROM LEFT EDGE AND 3/4" FROM BOTTOM. WINDOW PATCH TO BE CLEAR, NON-GLARE 1-1/2" MIL POLYSTYRENE.  <b>MINIMUM ORDER:</b> 900,000</p>	<u>\$11.88</u>	<u>\$12.51</u>
8.	966-31	TH	<p><b>PI-(ENV)-2 PERSONAL IDENTIFICATION RENEWAL APPLICATION ENVELOPE</b>          SIZE: 9-1/2" X 4-1/2", 24# WHITE WOVE, WINDOW, OPEN SIDE SEAM, MODIFIED "V" FLAP 1-1/4" IN DEPTH AT THE CENTER. 1/2" GUMMED STRIP ON FLAP. NO GUM 1" FROM EDGE ON EITHER SIDE. PRINT ONE COLOR ON FACE AND BACK (PMS 300 BLUE). PRINTING BLEEDS. WINDOW SIZE: 4-1/4" LONG AND 1" HIGH. WINDOW LOCATED ON FACE 3/4" FROM LEFT EDGE AND 3/4" FROM BOTTOM. WINDOW PATCH TO BE CLEAR, NON-GLARE 1-1/2" MIL POLYSTYRENE.  <b>MINIMUM ORDER:</b> 88,000</p>	<u>\$16.24</u>	<u>\$16.75</u>
9.	966-31	TH	<p><b>RV-(ENV)-2 RECREATIONAL VEHICLE RETURN ENVELOPE</b>          SIZE: 8-3/4" X 4-1/4", 24# WHITE WOVE, OPEN SIDE SEAM MODIFIED "V" FLAP 1-1/4" IN DEPTH AT THE CENTER. 1/2" GUMMED STRIP ON FLAP. PRINT ONE COLOR ON FACE AND BACK (PMS – 300 BLUE). PRINTING BLEEDS. BAR CODES, FIM. BAR CODES AND FIM SHALL MEET U.S.P.S. SPECIFICATIONS.  <b>MINIMUM ORDER:</b> 150,000</p>	<u>\$14.15</u>	<u>\$15.04</u>
10.	966-31	TH	<p><b>TI-(ENV)-1 TITLE ENVELOPE</b>          SIZE: 9" X 4-1/8", 24# WHITE WOVE, WINDOW, OPEN SIDE SEAM, MODIFIED "V" FLAP 1-1/4" IN DEPTH AT THE CENTER. 1/2" GUMMED STRIP ON FLAP. NO GUM 1" FROM EDGE ON EITHER SIDE. PRINT ON COLOR ON FACE AND BACK (PMS 300 BLUE). WINDOW SIZE: 4-1/2" LONG AND 1-1/4" HIGH. TO BE CLEAR, NON-GLARE 1-1/2" MIL POLYSTYRENE.  <b>MINIMUM ORDER:</b> 2,190,000</p>	<u>\$11.59</u>	<u>\$12.32</u>

**ITEM LISTING**

**CONTRACT NO. 071B3001316**

**PRINTING OF SPECIALTY ENVELOPES**

<p>11.</p>	<p>966-31</p>	<p>TH</p>	<p><b>VR-(ENV)-10 ENVELOPE FOR MAILING DECALS AND VEHICLE REGISTRATION CERTIFICATES</b>          SIZE: 4-1/4" X 8-1/2", BOOKLET OPEN SIDE SEAM STYLE WITH AN ENLONGATED FLAP. FLAP IS 1-1/2" DEEP AND RUNS FULL LENGTH OF THE ENVELOPE WITH A 55 DEGREE CORNER CUT AT EACH END OF THE FLAP. FLAP CORNERS ARE TO BE ROUNDED. FLAP IS TO HAVE 1/2" GLUE STRIP. 24# WHITE WOVE.</p> <p>WINDOW MATERIAL: CLEAR, NON-GLARE 1-1/2" MIL POLYSTYRENE. WINDOW PATCH MATERIAL SHALL BE FULLY SEALED ON EDGES TO FACILITATE HIGH SPEED MACHINE INSERTING OF ITEMS TO BE MAILED. WINDOW POSITIONS AND SIZES: LEFT WINDOW TO BE 1" WINDOW X 1-1/2" HIGH AND LOCATED 1-3/4" FROM THE LEFT EDGE AND 3/4" FROM THE BOTTOM OF THE ENVELOPE. A POCKET IS TO BE FORMED BEHIND THIS WINDOW WITH GLUE STRIPES 1/2" FROM THE LEFT OF THE WINDOW, 1/8" FROM THE RIGHT OF THE WINDOW AND 1/4" BELOW THE BOTTOM OF THE WINDOW.</p> <p>NOTE: THE POCKET BEHIND THE LEFT WINDOW IS SET TO THE LEFT SO A CONTROL NUMBER ON THE RIGHT SIDE OF THE TAB CAN ALWAYS BEEN SEEN THROUGH THE WINDOW.</p> <p>THE RIGHT WINDOW IS TO BE 1-1/4" HIGH AND 3-1/2" LONG LOCATED 4-1/4" FROM THE LEFT AND 1" FROM THE BOTTOM EDGES OF THE ENVELOPE. A VERTICAL GLUE STRIP LOCATED 1/8" FROM THE LEFT OF THE WINDOW IS TO FORM A POCKET 4-3/8" WIDE TO HOLD A CERTIFICATE OF REGISTRATION WHICH IS 4" WIDE BY 4" HIGH.</p> <p>CAUTION: EXCESSIVE GLUE WILL CREATE A SMALLER POCKET, WHICH WILL NOT BE ACCEPTABLE. BOTH WINDOWS SHALL HAVE ROUNDED CORNERS AND BE SO CONSTRUCTED AS TO FACILITATE HIGH SPEED MACHINE INSERTING OF MATERIAL BEING MAILED.          PRINTING: ONE COLOR LINE COPY TO BE PRINTED IN PSM-300 BLUE INK.  <b>MINIMUM ORDER:</b> 50,000</p>	<p><u>\$31.03</u></p>	<p><u>\$31.71</u></p>
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**STATE OF MICHIGAN  
 DEPARTMENT OF MANAGEMENT AND BUDGET  
 ACQUISITION SERVICES  
 P.O. BOX 30026, LANSING, MI 48909  
 OR  
 530 W. ALLEGAN, LANSING, MI 48933**

**May 19, 2004**

**CHANGE NOTICE NO. 1  
 TO  
 CONTRACT NO. 071B3001316  
 between  
 THE STATE OF MICHIGAN  
 and**

<b>NAME &amp; ADDRESS OF VENDOR</b>  <b>Husky Envelope Products</b> <b>P.O. Box 523</b> <b>Walled Lake, MI 48390</b>		<b>TELEPHONE (248) 624-7070</b> <b>Dawn Reske</b>
		<b>VENDOR NUMBER/MAIL CODE</b>
		<b>BUYER (517) 373-7374</b> <b>Joan Bosheff</b>
<b>Contract Administrator: Leon Herriman</b> <b>Printing of Specialty Envelopes – Department of State</b>		
<b>CONTRACT PERIOD: From: June 1, 2003 To: June 1, 2008</b>		
<b>TERMS</b> <b>Net 30 Days</b>	<b>SHIPMENT</b> <b>35 Days ARO</b>	
<b>F.O.B.</b> <b>Delivered</b>	<b>SHIPPED FROM</b> <b>Walled Lake, MI</b>	
<b>MINIMUM DELIVERY REQUIREMENTS</b> <b>Per Specifications</b>		

**NATURE OF CHANGE (S):**

**Effective may 26, 2004, price increase per the attached. All other terms and conditions remain the same.**

**NET INCREASE: \$21,612.00**

**REVISED ESTIMATED CONTRACT VALUE: \$1,110,458.77**

**ITEM LISTING**

**CONTRACT NO. 071B3001316**

**PRINTING OF SPECIALTY ENVELOPES**

<u>ITEM</u>	<u>NIGP CODE</u>	<u>UNIT OF MEASURE</u>	<u>DESCRIPTION</u>	<u>UNIT PRICE/TH VIRGIN STOCK</u>	<u>UNIT PRICE/ TH RECYCLED STOCK</u>
1.	966-31	TH	<p><b>BDVR-(ENV)-7 RENEWAL BY MAIL TAB ENVELOPE</b>                      Size: 4-1/8" X 8-5/8", 24# WHITE WOVE. WINDOW GUMMED FLAP. WINDOW LOCATED 1-3/4" FROM RIGHT EDGE AND 5/8" FROM BOTTOM. WINDOW SIZE: 7/8" WIDE AND 2-5/8" LONG. WINDOW TO BE COVERED WITH CLEAR, NON-GLARE GLYCINE. PRINT IN ONE COLOR, RETURN ADDRESS PRINTED IN BLUE (PMS-300) INK.  <b>MINIMUM ORDER:</b> 50,000</p>	<u>\$23.14</u>	<u>\$24.48</u>
2.	966-31	TH	<p><b>DR-(ENV)-10 PREPARED DRIVER LICENSE APPLICATION ENVELOPE</b>                      SIZE: 9-1/2" x 4-1/2", 24# WHITE WOVE, WINDOW, OPEN SIDE SEAM, MODIFIED "V" FLAP 1-1/4" IN DEPTH AT THE CENTER. 1/2" GUMMED STRIP ON FLAP AT THE CENTER. NO GUM 1" FROM EDGE ON EITHER SIDE. PRINT ONE COLOR ON FACE AND BACK (PMS - 300 BLUE). WINDOW SIZE: 4-1/4" LONG AND 1" HIGH. WINDOW LOCATED ON FACE 3/4" FROM LEFT EDGE AND 1" FROM BOTTOM. WINDOW PATCH TO BE CLEAR, NON-GLARE 1-1/2 MIL POLYSTYRENE.  <b>MINIMUM ORDER:</b> 280,000</p>	<u>\$12.88</u>	<u>\$14.05</u>
3.	966-31	TH	<p><b>DR-(ENV)-11 DRIVER LICENSE PREPARED APPLICATION ENVELOPE</b>                      SIZE: 9-1/2" X 4-1/2", 24# WHITE WOVE, WINDOW, OPEN SIDE SEAM, MODIFIED "V" FLAP 1-1/4" IN DEPTH AT THE CENTER. 1/2" GUMMED STRIP ON FLAP. NO GUM 1" FROM EDGE ON EITHER SIDE. PRINT ONE COLOR ON FACE AND BACK (PMS 300 BLUE). WINDOW SIZE: 4-1/4" LONG AND 1" HIGH. WINDOW TO BE CLEAR, NON-GLARE 1-1/2 MIL POLYSTYRENE.  <b>MINIMUM ORDER:</b> \$275,000</p>	<u>\$12.88</u>	<u>\$14.05</u>

**ITEM LISTING**

**CONTRACT NO. 071B3001316**

**PRINTING OF SPECIALTY ENVELOPES**

4.	966-31	TH	<p><b>DR-(ENV)-14 DRIVER LICENSE ENVELOPE</b>            SIZE: 9-1/2" X 4-1/8" (#10 ENVELOPE), 24# WHITE WOVE, WINDOW, DIAGONAL SIDE SEAMS, DEEP STRAIGHT EDGE FLAP WITH CONTOURED CORNERS 1-1/4" IN DEPTH AT THE CENTER. 1/2" GUMMED STRIP ON FLAP. NO GUM 1" FROM EDGE ON EITHER SIDE. PRINT ONE COLOR ON FACE AND BACK (PMS 300 BLUE). WINDOW SIZE: 4-1/2" LONG AND 1-1/4" HIGH. WINDOW LOCATED ON FACE 3/4" FROM LEFT EDGE AND 3/4" FROM BOTTOM. WINDOW PATCH TO BE CLEAR, NON-GLARE 1-1/2 POLYSTYRENE.</p> <p>NOTE: ENVELOPE TO BE OF SUCH CONSTRUCTION AS TO PERMIT AUTOMATED INSERTION OF DRIVER LICENSES BY AN ON SERTS INSERTER AS OPERATED BY THE DEPARTMENT OF MANAGEMENT AND BUDGET MAILING SERVICES SECTION.</p> <p><b>MINIMUM ORDER:</b> 1,715,000</p>	<u>\$13.29</u>	<u>\$14.58</u>
5.	966-31	TH	<p><b>EI-(ENV)-3 DRIVER AND VEHICLE PREPARED APPLICATION ENVELOPE</b>            SIZE: 9-1/2" X 4-1/2", 24# WHITE WOVE, WINDOW, OPEN SIDE SEAM, MODIFIED "V" FLAP 1-3/8" IN DEPTH AT THE CENTER. 1/2" GUMMED STRIP ON FLAP. NO GUM 1" FROM EDGE ON EITHER SIDE. PRINT ONE COLOR ON FACE AND BACK (PMS 300 BLUE). WINDOW SIZE: 4-1/2" LONG AND 1-1/16" HIGH. WINDOW LOCATED ON FACE 4" FROM LEFT EDGE AND 1" FROM BOTTOM. WINDOW PATCH TO BE CLEAR, NON-GLARE 1-1/2 MIL POLYSTYRENE. TAG LINE TO BE NO GREATER THAN 1/4" ABOVE THE WINDOW.</p> <p><b>MINIMUM ORDER:</b> 4,757,500</p>	<p><u>\$11.27</u>            (one color)</p> <p><u>\$12.08</u>            (two color)</p>	<u>\$12.42</u>
6.	966-31	TH	<p><b>EI-(ENV)-9 DRIVER AND VEHICLE RETURN ENVELOPE</b>            SIZE: 8-3/4" X 4-1/4", 24# WHITE WOVE. OPEN SIDE SEAM, MODIFIED "V" FLAP 1-1/4" IN DEPTH AT THE CENTER. 1/2" GUMMED STRIP ON FLAPS. NO GUM 1" FROM EDGE ON EITHER SIDE. PRINT ONE COLOR (PMS 300 BLUE) ON FACE AND BACK. PRINTING BLEEDS, BAR CODE, FIM. BAR CODES AND FIM SHALL MEET U.S.P.S. SPECIFICATIONS.</p> <p><b>MINIMUM ORDER:</b> 4,532,500</p>	<u>\$9.87</u>	<u>\$11.14</u>

**ITEM LISTING**

**CONTRACT NO. 071B3001316**

**PRINTING OF SPECIALTY ENVELOPES**

7.	966-31	TH	<p><b>MS-(ENV)-19 #10 WINDOW ENVELOPE</b>          SIZE: 9-1/2" X 4-1/8", 24# WHITE WOVE, WINDOW, OPEN SIDE SEAM, MODIFIED "V" FLAP 1-1/4" IN DEPTH AT THE CENTER. 1/2" GUMMED STRIP ON FLAP. NO GUM 1" FROM EDGE ON EITHER SIDE. PRINT ONE COLOR ON FACE AND BACK (PMS 300 BLUE). WINDOW SIZE: 4-1/2" LONG AND 1-1/16" HIGH. WINDOW LOCATED ON FACE 3/4" FROM LEFT EDGE AND 3/4" FROM BOTTOM. WINDOW PATCH TO BE CLEAR, NON-GLARE 1-1/2" MIL POLYSTYRENE.  <b>MINIMUM ORDER:</b> 900,000</p>	<u>\$11.23</u>	<u>\$12.51</u>
8.	966-31	TH	<p><b>PI-(ENV)-2 PERSONAL IDENTIFICATION RENEWAL APPLICATION ENVELOPE</b>          SIZE: 9-1/2" X 4-1/2", 24# WHITE WOVE, WINDOW, OPEN SIDE SEAM, MODIFIED "V" FLAP 1-1/4" IN DEPTH AT THE CENTER. 1/2" GUMMED STRIP ON FLAP. NO GUM 1" FROM EDGE ON EITHER SIDE. PRINT ONE COLOR ON FACE AND BACK (PMS 300 BLUE). PRINTING BLEEDS. WINDOW SIZE: 4-1/4" LONG AND 1" HIGH. WINDOW LOCATED ON FACE 3/4" FROM LEFT EDGE AND 3/4" FROM BOTTOM. WINDOW PATCH TO BE CLEAR, NON-GLARE 1-1/2" MIL POLYSTYRENE.  <b>MINIMUM ORDER:</b> 88,000</p>	<u>\$15.57</u>	<u>\$16.75</u>
9.	966-31	TH	<p><b>RV-(ENV)-2 RECREATIONAL VEHICLE RETURN ENVELOPE</b>          SIZE: 8-3/4" X 4-1/4", 24# WHITE WOVE, OPEN SIDE SEAM MODIFIED "V" FLAP 1-1/4" IN DEPTH AT THE CENTER. 1/2" GUMMED STRIP ON FLAP. PRINT ONE COLOR ON FACE AND BACK (PMS – 300 BLUE). PRINTING BLEEDS. BAR CODES, FIM. BAR CODES AND FIM SHALL MEET U.S.P.S. SPECIFICATIONS.  <b>MINIMUM ORDER:</b> 150,000</p>	<u>\$13.75</u>	<u>\$15.04</u>
10.	966-31	TH	<p><b>TI-(ENV)-1 TITLE ENVELOPE</b>          SIZE: 9" X 4-1/8", 24# WHITE WOVE, WINDOW, OPEN SIDE SEAM, MODIFIED "V" FLAP 1-1/4" IN DEPTH AT THE CENTER. 1/2" GUMMED STRIP ON FLAP. NO GUM 1" FROM EDGE ON EITHER SIDE. PRINT ON COLOR ON FACE AND BACK (PMS 300 BLUE). WINDOW SIZE: 4-1/2" LONG AND 1-1/4" HIGH. TO BE CLEAR, NON-GLARE 1-1/2" MIL POLYSTYRENE.  <b>MINIMUM ORDER:</b> 2,190,000</p>	<u>\$11.04</u>	<u>\$12.32</u>

**ITEM LISTING**

**CONTRACT NO. 071B3001316**

**PRINTING OF SPECIALTY ENVELOPES**

<p>11.</p>	<p>966-31</p>	<p>TH</p>	<p><b>VR-(ENV)-10 ENVELOPE FOR MAILING DECALS AND VEHICLE REGISTRATION CERTIFICATES</b>          SIZE: 4-1/4" X 8-1/2", BOOKLET OPEN SIDE SEAM STYLE WITH AN ENLONGATED FLAP. FLAP IS 1-1/2" DEEP AND RUNS FULL LENGTH OF THE ENVELOPE WITH A 55 DEGREE CORNER CUT AT EACH END OF THE FLAP. FLAP CORNERS ARE TO BE ROUNDED. FLAP IS TO HAVE 1/2" GLUE STRIP. 24# WHITE WOVE.</p> <p>WINDOW MATERIAL: CLEAR, NON-GLARE 1-1/2" MIL POLYSTYRENE. WINDOW PATCH MATERIAL SHALL BE FULLY SEALED ON EDGES TO FACILITATE HIGH SPEED MACHINE INSERTING OF ITEMS TO BE MAILED. WINDOW POSITIONS AND SIZES: LEFT WINDOW TO BE 1" WINDOW X 1-1/2" HIGH AND LOCATED 1-3/4" FROM THE LEFT EDGE AND 3/4" FROM THE BOTTOM OF THE ENVELOPE. A POCKET IS TO BE FORMED BEHIND THIS WINDOW WITH GLUE STRIPES 1/2" FROM THE LEFT OF THE WINDOW, 1/8" FROM THE RIGHT OF THE WINDOW AND 1/4" BELOW THE BOTTOM OF THE WINDOW.</p> <p>NOTE: THE POCKET BEHIND THE LEFT WINDOW IS SET TO THE LEFT SO A CONTROL NUMBER ON THE RIGHT SIDE OF THE TAB CAN ALWAYS BEEN SEEN THROUGH THE WINDOW.</p> <p>THE RIGHT WINDOW IS TO BE 1-1/4" HIGH AND 3-1/2" LONG LOCATED 4-1/4" FROM THE LEFT AND 1" FROM THE BOTTOM EDGES OF THE ENVELOPE. A VERTICAL GLUE STRIP LOCATED 1/8" FROM THE LEFT OF THE WINDOW IS TO FORM A POCKET 4-3/8" WIDE TO HOLD A CERTIFICATE OF REGISTRATION WHICH IS 4" WIDE BY 4" HIGH.</p> <p>CAUTION: EXCESSIVE GLUE WILL CREATE A SMALLER POCKET, WHICH WILL NOT BE ACCEPTABLE. BOTH WINDOWS SHALL HAVE ROUNDED CORNERS AND BE SO CONSTRUCTED AS TO FACILITATE HIGH SPEED MACHINE INSERTING OF MATERIAL BEING MAILED.          PRINTING: ONE COLOR LINE COPY TO BE PRINTED IN PSM-300 BLUE INK.  <b>MINIMUM ORDER: 50,000</b></p>	<p><u>\$30.20</u></p>	<p><u>\$31.71</u></p>
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**STATE OF MICHIGAN**  
**DEPARTMENT OF MANAGEMENT AND BUDGET**  
**ACQUISITION SERVICES**  
**P.O. BOX 30026, LANSING, MI 48909**  
 OR  
**530 W. ALLEGAN, LANSING, MI 48933**

**June 9, 2003**

**NOTICE**  
**TO**  
**CONTRACT NO. 071B3001316**  
**between**  
**THE STATE OF MICHIGAN**  
**and**

<b>NAME &amp; ADDRESS OF VENDOR</b>  <b>Husky Envelope Products</b> <b>P.O. Box 523</b> <b>Walled Lake, MI 48390</b>		<b>TELEPHONE (248) 624-7070</b> <b>Dawn Reske</b>
		<b>VENDOR NUMBER/MAIL CODE</b>
		<b>BUYER (517) 373-7374</b> <b>Joan Bosheff</b>
<b>Contract Administrator: Leon Herriman</b> <b>Printing of Specialty Envelopes – Department of State</b>		
<b>CONTRACT PERIOD: From: June 1, 2003 To: June 1, 2008</b>		
<b>TERMS</b> <b>Net 30 Days</b>	<b>SHIPMENT</b> <b>35 Days ARO</b>	
<b>F.O.B.</b> <b>Delivered</b>	<b>SHIPPED FROM</b> <b>Walled Lake, MI</b>	
<b>MINIMUM DELIVERY REQUIREMENTS</b> <b>Per Specifications</b>		

The terms and conditions of this Contract are those of [ITB #071I3000072](#), this Contract Agreement and the vendor's quote dated [February 25, 2003](#). In the event of any conflicts between the specifications, terms and conditions indicated by the State and those indicated by the vendor, those of the State take precedence.

**Estimated Contract Value: \$ 1,088,843.77**

**STATE OF MICHIGAN  
 DEPARTMENT OF MANAGEMENT AND BUDGET  
 ACQUISITION SERVICES  
 P.O. BOX 30026, LANSING, MI 48909  
 OR  
 530 W. ALLEGAN, LANSING, MI 48933**

**CONTRACT NO. 071B3001316**  
**between**  
**THE STATE OF MICHIGAN**  
**and**

NAME & ADDRESS OF VENDOR  <b>Husky Envelope Products          P.O. Box 523          Walled Lake, MI 48390</b>	TELEPHONE (248) 624-7070 <b>Dawn Reske</b> <hr/> VENDOR NUMBER/MAIL CODE <hr/> BUYER (517) 373-7374 <b>Joan Bosheff</b>
Contract Administrator: Leon Herriman <p style="text-align: center;"><b>Printing of Specialty Envelopes – Department of State</b></p>	
CONTRACT PERIOD: From: <b>June 1, 2003</b> To: <b>June 1, 2008</b>	
TERMS <p style="text-align: center;"><b>Net 30 Days</b></p>	SHIPMENT <p style="text-align: center;"><b>35 Days ARO</b></p>
F.O.B. <p style="text-align: center;"><b>Delivered</b></p>	SHIPPED FROM <p style="text-align: center;"><b>Walled Lake, MI</b></p>
MINIMUM DELIVERY REQUIREMENTS <p style="text-align: center;"><b>Per Specifications</b></p>	
MISCELLANEOUS INFORMATION: <b>The terms and conditions of this Contract are those of <a href="#">ITB #071I3000072</a>, this Contract Agreement and the vendor's quote dated <a href="#">February 25, 2003</a>. In the event of any conflicts between the specifications, terms and conditions indicated by the State and those indicated by the vendor, those of the State take precedence.</b>  <b>Estimated Contract Value: \$ 1,088,843.77</b>	

**THIS IS NOT AN ORDER:** This Contract Agreement is awarded on the basis of our inquiry bearing the [ITB No.071I3000072](#). Orders for delivery of equipment will be issued directly by the [Department of State](#) through the issuance of a Purchase Order Form.

**All terms and conditions of the invitation to bid are made a part hereof.**

<b>FOR THE VENDOR:</b>  <p style="text-align: center;"><b>Husky Envelope Products</b></p> <hr/> <p style="text-align: center;">Firm Name</p> <hr/> <p style="text-align: center;">Authorized Agent Signature</p> <hr/> <p style="text-align: center;">Authorized Agent (Print or Type)</p> <hr/>	<b>FOR THE STATE:</b>  <hr/> <p style="text-align: center;">Signature  <b>Joan Bosheff, Buyer</b></p> <hr/> <p style="text-align: center;">Name  <b>Tactical Purchasing, Acquisition Services</b></p> <hr/> <p style="text-align: center;">Title</p> <hr/>
--	--

Date

Date



**STATE OF MICHIGAN  
DEPARTMENT OF MANAGEMENT AND BUDGET  
ACQUISITION SERVICES**

**FOR  
PRINTED SPECIALTY ENVELOPES**

**FOR DEPARTMENT STATE**

**CONTRACT #071B30001316**

**JUNE, 2003**

**CONTRACT #071B30001316**  
**TABLE OF CONTENTS**

<b>SECTION I - REQUIREMENTS .....</b>	<b>1</b>
<b>I-A INTRODUCTION.....</b>	<b>1</b>
<b>I-B REQUIRED INFORMATION.....</b>	<b>1</b>
<b>A. COMPANY INFORMATION .....</b>	<b>1</b>
1. COMPANY INFORMATION.....	1
<b>B. PRODUCT QUALITY .....</b>	<b>1</b>
1. SPECIFICATIONS.....	1
<b>C. SERVICE .....</b>	<b>1</b>
1. ORDERING/CUSTOMER SERVICE .....	1
2. TRAINING .....	1
3. REPORTING.....	2
4. SPECIAL PROGRAMS .....	2
<b>D. DELIVERY .....</b>	<b>2</b>
1. TIME FRAMES .....	2
2. F.O.B. POINT .....	2
3. PACKAGING.....	2
4. PALLETIZING.....	3
<b>E. GENERAL INFORMATION .....</b>	<b>3</b>
1. PRINTING.....	3
2. INSPECTION.....	3
<b>SECTION II - GENERAL CONTRACT PROVISIONS.....</b>	<b>4</b>
<b>II-A GENERAL .....</b>	<b>4</b>
<b>II-B ISSUING OFFICE .....</b>	<b>4</b>
<b>II-C CONTRACT ADMINISTRATOR.....</b>	<b>4</b>
<b>II-D CONTRACT TERM .....</b>	<b>5</b>
<b>II-E ENTIRE AGREEMENT AND ORDER OF PRECEDENCE.....</b>	<b>5</b>
<b>II-F NO WAIVER OF DEFAULT .....</b>	<b>5</b>
<b>II-G REVISIONS, CONSENTS, AND APPROVALS.....</b>	<b>5</b>
<b>II-H SEVERABILITY .....</b>	<b>5</b>
<b>II-I SURVIVOR .....</b>	<b>6</b>
<b>II-J GOVERNING LAW.....</b>	<b>6</b>
<b>II-K RELATIONSHIP OF THE PARTIES (INDEPENDENT CONTRACTOR) .....</b>	<b>6</b>
<b>II-L HEADINGS .....</b>	<b>6</b>
<b>II-M INCURRING COSTS.....</b>	<b>6</b>
<b>II-N NEWS RELEASES .....</b>	<b>6</b>
<b>II-O CONTRACTOR RESPONSIBILITIES .....</b>	<b>6</b>
<b>II-P PERFORMANCE REVIEWS.....</b>	<b>7</b>
<b>II-Q AUDIT OF CONTRACT COMPLIANCE.....</b>	<b>7</b>

<b>II-R</b>	<b>SAFETY AND ACCIDENT PREVENTION .....</b>	<b>7</b>
<b>II-S</b>	<b>WORKPLACE SAFETY AND DISCRIMINATORY HARASSMENT.....</b>	<b>7</b>
<b>II-T</b>	<b>ASSIGNMENT .....</b>	<b>7</b>
<b>II-U</b>	<b>DELEGATION.....</b>	<b>8</b>
<b>II-V</b>	<b>DISCLOSURE .....</b>	<b>8</b>
<b>II-W</b>	<b>TAXES .....</b>	<b>8</b>
<b>II-X</b>	<b>PRICE ADJUSTMENTS .....</b>	<b>8</b>
<b>II-Y</b>	<b>ADDITIONAL PRODUCTS/SERVICES .....</b>	<b>9</b>
<b>II-Z</b>	<b>CONTRACTOR'S LIABILITY INSURANCE .....</b>	<b>9</b>
<b>II-AA</b>	<b>INDEMNIFICATION.....</b>	<b>10</b>
<b>II-BB</b>	<b>CONTRACT DISTRIBUTION .....</b>	<b>11</b>
<b>II-CC</b>	<b>ACCOUNTING RECORDS.....</b>	<b>11</b>
<b>II-DD</b>	<b>NON-DISCRIMINATION CLAUSE .....</b>	<b>12</b>
<b>II-EE</b>	<b>CANCELLATION.....</b>	<b>12</b>
<b>II-FF</b>	<b>NOTICE AND RIGHT TO CURE .....</b>	<b>13</b>
<b>II-GG</b>	<b>ELECTRONIC FUNDS TRANSFER.....</b>	<b>14</b>
<b>II-HH</b>	<b>MODIFICATION OF CONTRACT .....</b>	<b>14</b>
<b>II-II</b>	<b>UNFAIR LABOR PRACTICES.....</b>	<b>14</b>
<b>II-JJ</b>	<b>FORM, FUNCTION, AND UTILITY.....</b>	<b>14</b>
<b>II-KK</b>	<b>CONTRACT PAYMENT SCHEDULE .....</b>	<b>14</b>
<b>II-LL</b>	<b>PROHIBITED PRODUCTS.....</b>	<b>14</b>
<b>II-MM</b>	<b>RECYCLED CONTAINERS.....</b>	<b>15</b>
<b>II-OO</b>	<b>QUALITY ASSURANCE.....</b>	<b>15</b>
<b>II-PP</b>	<b>INSPECTION .....</b>	<b>15</b>
<b>II-QQ</b>	<b>OPTIONAL USE OF STATE AGENCY PRODUCTION FACILITIES .....</b>	<b>15</b>

**ATTACHMENT A – SPECIFICATIONS**  
**ATTACHMENT B – MICHIGAN PRINTING ACT**  
**ATTACHMENT C – ITEM LISTING**



**SECTION I - REQUIREMENTS**

**I-A INTRODUCTION**

This Contract is for Printed Specialty Envelopes for the Department of State.

**I-B REQUIRED INFORMATION**

**A. COMPANY INFORMATION**

**1. COMPANY INFORMATION**

Husky Envelope Products, Inc.  
1225 E. West Maple Road  
P.O. Box 868  
Walled Lake, MI 48390  
Phone: (248) 624-7070  
Fax: (248) 624-5990  
Dawn Reske

**B. PRODUCT QUALITY**

**1. SPECIFICATIONS**

Definite Specifications - All commodities and/or services to be furnished hereunder shall conform to the attached Specifications and Item Listing.

**C. SERVICE**

**1. ORDERING/CUSTOMER SERVICE**

The Contractor shall have the capacity to receive orders electronically, by phone, facsimile, and by written order. The Contractor shall have internal controls, approved by Acquisition Services, to insure that orders are placed by authorized individuals with the State. The Contractor shall verify orders which have quantities that appear to be abnormal or excessive.

The Contractor shall have an accessible customer service department with an individual specifically assigned to State of Michigan accounts. The Contractor shall have experienced sales representatives make timely personal visits to State accounts. The Contractor's customer service must respond to State agency inquiries promptly. The Contractor shall provide a statewide toll-free number for customer service calls.

**2. TRAINING**

The Contractor shall provide training to individual agencies, when necessary, on aspects of ordering, shipping, billing, and receiving. At the request of the Contract Administrator, the Contractor shall provide in-service training to agency personnel on products, installation, and product safety issues. The Contractor shall also provide



agency training jointly with the State as needed during the period covered by the contract at no additional charge.

**3. REPORTING**

The Contractor shall be able to provide various reports, when requested by the State. Examples include itemized report of total items (commodities and services) purchased by all agencies or individual agencies, open invoice reports, delivery compliance reports, quantity reports, service compliance reports, etc.

**4. SPECIAL PROGRAMS**

The Contractor offers the State the opportunity to pay \$.75 per skid and \$.20 per carton that is returned to the Contractor from the envelopes that are shipped to the State. This offer will remain in effect as long as the Contractor receives orders from the State.

**D. DELIVERY**

**1. TIME FRAMES**

The Contractor shall compose and make changes as requested within fifteen (15) calendar days after receipt of rough draft. The Contractor shall be allowed seven (7) calendar days to deliver proofs and twenty-five (25) calendar days to deliver form (and/or test samples) after receipt of approved proof.

If at any time the Contractor fails to do the work authorized by the State within the specified timeframe, the State Purchasing Director reserves the right to order the work done elsewhere. This work shall be paid for by the Contractor within thirty (30) days of delivery of work and the Contractor shall, in turn, charge the State for the work done at the Contract price.

**2. F.O.B. POINT**

Prices are "F.O.B. Delivered" with transportation charges prepaid on all orders.

**3. PACKAGING**

The pack sizes indicated on the Contract represent the sizes currently used by the industry. The Contractor is requested to provide packaging that most closely meets these packaging sizes. However, the Contractor can submit alternates. The state reserves the right of final approval on packaging offered by the bidder.

Packaging and containers, etc., shall be in accordance with supplier's commercial practice and shall meet the requirements of Department of Transportation (D.O.T.) and rail and motor carrier freight classifications in effect at time of shipment, which will permit application of the lowest freight rate.



**4. PALLETIZING**

At no time should pallets be stacked on each other. In no case should overhanging of packaged envelopes on pallets be permitted. The load on each pallet shall be securely bonded to prevent shifting. Overall pallet size shall be 36" x 48". Pallets shall not exceed 2,500 pounds gross. The runners shall run lengthwise of the pallet, and deckboard spacing shall not exceed 1-1/2". Pallets shall have at least 4" of clearance from the floor; a minimum of 27" spacing between runners. Pallets shall be non-returnable, open bottom and constructed of drywood deckboards and runners with a nominal thickness of 1" and suitable compression member. The pallet height shall not exceed 57" in height including the pallet. Cartons shall be stacked at least 32 per pallet

**E. GENERAL INFORMATION**

**1. PRINTING**

All printing under this Contract shall be in compliance with the provisions of Public Act 153 of 1937, as amended. (Attachment B).

**2. INSPECTION**

All work to be performed hereunder shall be produced in the plant of the contractor or that of his/her principal, and the principal shall be so designated. Any subcontractor shall be in compliance with Public Act 153 of 1937, as amended.

The Director of Acquisition Services reserves the right to inspect the plant in which the work will be produced; to examine the equipment and facilities; and to determine the ability of the contractor to perform the work in accordance with the requirements.



**SECTION II - GENERAL CONTRACT PROVISIONS**

**II-A GENERAL**

The Contract is for Printed Specialty Envelopes for the State of Michigan, Department of State. Exact quantities to be purchased are unknown; however, the Contractor will be required to furnish all such materials and services as may be ordered during the CONTRACT period. Quantities specified if, any, are estimates based on prior purchases, and the State is not obligated to purchase in these or any other quantities. Orders for delivery will be issued directly to the Contractor by the Department of State on the Purchase Order Contract Release Form. The Contract awarded from this solicitation will be a Unit Price Contract.

Indicated on the Item Listing is the "ship to" address for the participating agency. However, if the Contractor and the State agree, additional State agencies may participate should the need develop.

**II-B ISSUING OFFICE**

The Contract is issued by Acquisition Services, State of Michigan, Department of Management and Budget, hereinafter known as Acquisition Services, for the Department of State, hereinafter known as DOS. Where actions are a combination of those of Acquisition Services and the State agencies, the authority will be known as the State.

Acquisition Services is the sole point of contact in the State with regard to all procurement and contractual matters relating to the commodities and/or services described herein. Acquisition Services is the only office authorized to change, modify, amend, alter, clarify, etc., the specifications, terms, and conditions of the Contract. Acquisition Services will remain the SOLE POINT OF CONTACT throughout the procurement process. All communications covering this procurement must be addressed to:

Department of Management and Budget  
Acquisition Services  
Joan Bosheff, Buyer Specialist  
2nd Floor, Mason Building  
P.O. Box 30026  
Lansing, Michigan 48909  
Phone: (517) 373-7374  
E-Mail: bosheffj@michigan.gov

**II-C CONTRACT ADMINISTRATOR**

Upon receipt at Acquisition Services of the properly executed Contract Agreement, the person named below will be allowed to administer the Contract on a day-to-day basis during the term of the Contract. However, administration of the Contract implies no authority to change, modify, clarify, amend, or otherwise alter the terms, conditions, and specifications of such Contract. That authority is retained by Acquisition Services. The Contract Administrator for this project is:



Leon Herriman, Analyst  
Department of State  
Management Services Division  
124 West Allegan Street, 2<sup>nd</sup> Floor  
Lansing, MI 48918-1444  
Phone: (517) 241-4229  
E-Mail: [herrimanl@michigan.gov](mailto:herrimanl@michigan.gov)

**II-D CONTRACT TERM**

The term of this Contract will be for a five (5) year period. This will be June 1, 2003, through June 1, 2008. At the sole option of the State, the Contract may be extended for up to 2 (two) additional years. Contractor performance, quality of products, price, and the Contractor's ability to deliver on time are some of the criteria that will be used as a basis for any decision by Acquisition Services to extend the Contract.

**II-E ENTIRE AGREEMENT AND ORDER OF PRECEDENCE**

The following documents constitute the complete and exclusive agreement between the parties. The following order of precedence shall apply (in descending order):

- A. Any contract resulting from the State's ITB #07113000072.
- B. Any addenda to that ITB.
- C. The Contractor's response to that ITB.

The State of Michigan shall not be bound by any part(s) of the Contractor's response to the ITB which contains information, options, conditions, terms, or prices neither requested nor required in the ITB. In the event of any conflicts between the specifications, terms and conditions indicated by the State and those indicated by the Contractor, those of the State take precedence. The contract supercedes all proposals or other prior agreements, oral or written, and all other communications between the parties relating to this subject.

**II-F NO WAIVER OF DEFAULT**

The failure of a party to insist upon strict adherence to any term of the Contract shall not be considered a waiver or deprive the party of the right thereafter to insist upon strict adherence to that term or any other term of the Contract.

**II-G REVISIONS, CONSENTS, AND APPROVALS**

The Contract may not be modified, amended, extended, or augmented except by a writing executed by the parties hereto, and any breach or default by a party shall not be waived or released other than in writing signed by the other party.

**II-H SEVERABILITY**

Each provision of the Contract shall be deemed to be severable from all other provisions of the Contract and, if one or more of the provisions of the Contract shall be declared invalid, the remaining provisions of the Contract shall remain in full force and effect.

**II-I SURVIVOR**

Any provisions of the Contract that impose continuing obligations on the parties including, but not limited to the Contractor's indemnity and other obligations shall survive the expiration or cancellation of the Contract for any reason.

**II-J GOVERNING LAW**

The Contract shall in all respects be governed by, and construed in accordance with, the laws of the State of Michigan. Any dispute arising herein shall be resolved in the State of Michigan.

**II-K RELATIONSHIP OF THE PARTIES (INDEPENDENT CONTRACTOR)**

The relationship between the State and the Contractor is that of client and independent Contractor. No agent, employee, or servant of the Contractor or any of its subcontractors shall be or shall be deemed to be an employee, agent, or servant of the State for any reason. The Contractor will be solely and entirely responsible for its acts and the acts of its agents, employees, servants and subcontractors during the performance of this Contract.

**II-L HEADINGS**

Captions and headings used in the Contract are for information and organization purposes. Captions and headings, including inaccurate references, do not, in any way, define or limit the requirements or terms and conditions of this Contract.

**II-M INCURRING COSTS**

The State of Michigan is not liable for any cost incurred by the Contractor prior to signing of the Contract. The State fiscal year is October 1st through September 30th. The Contractor should realize that payments in any given fiscal year are contingent upon enactment of legislative appropriations. Total liability of the State is limited to terms and conditions of the Contract.

**II-N NEWS RELEASES**

News releases (including promotional literature and commercial advertisements) pertaining to the ITB and Contract or project to which it relates shall not be made without prior written State approval, and then only in accordance with the explicit written instructions from the State. No results of the activities associated with the ITB and Contract are to be released without prior written approval of the State and then only to persons designated.

**II-O CONTRACTOR RESPONSIBILITIES**

The Contractor will be required to assume responsibility for all contractual activities, whether or not that Contractor performs them. Further, the State will consider the Contractor to be the sole point of contact with regard to contractual matters, including payment of any and all charges resulting from the anticipated Contract. If any part of the work is to be subcontracted, the Contract must include a list of subcontractors, including firm name and address, contact person and a complete description of work to be subcontracted. The State reserves the right to approve subcontractors and to require the Contractor to replace subcontractors found to be unacceptable. The Contractor is totally responsible for adherence by the subcontractor to all provisions of the Contract. Any change in subcontractors must be approved by the State, in writing, prior to such change.

**II-P PERFORMANCE REVIEWS**

Acquisition Services in conjunction with the Department of State may review with the Contractor their performance under the Contract. Performance reviews shall be conducted quarterly, semi-annually or annually depending on Contractor's past performance with the State. Performance reviews shall include, but not limited to, quality of products/services being delivered and provided, timeliness of delivery, percentage of completion of orders, the amount of back orders, status of such orders, accuracy of billings, customer service, completion and submission of required paperwork, the number of substitutions and the reasons for substitutions, and other requirements of the Contract.

Upon a finding of poor performance, which has been documented by Acquisition Services, the Contractor shall be given an opportunity to respond and take corrective action. If corrective action is not taken in a reasonable amount of time as determined by Acquisition Services, the Contract may be canceled for default. Delivery by the Contractor of unsafe and/or adulterated or off-condition products to any State agency is considered a material breach of Contract subject to the cancellation provisions contained herein.

**II-Q AUDIT OF CONTRACT COMPLIANCE**

The Contractor agrees that the State may, upon 24-hour notice, perform an audit at Contractor's location(s) to determine if the Contractor is complying with the requirements of the Contract. The Contractor agrees to cooperate with the State during the audit and produce all records and documentation that verifies compliance with the Contract requirements.

**II-R SAFETY AND ACCIDENT PREVENTION**

In performing work under this Contract on State premises, the Contractor shall conform to any specific safety requirements contained in the Contract or as required by law or regulation. The Contractor shall take any additional precautions as the State may reasonably require for safety and accident prevention purposes. Any violation by the Contractor of such safety requirements, rules, laws or regulations shall be a material breach of the Contract subject to the cancellation provisions contained herein.

**II-S WORKPLACE SAFETY AND DISCRIMINATORY HARASSMENT**

In performing services for the State pursuant to this Contract, the Contractor shall comply with Department of Civil Service Rules 2-20 regarding Workplace Safety and 1-8.3 regarding Discriminatory Harassment. In addition, the Contractor shall comply with Civil Service Regulations governing workplace safety and discriminatory harassment and any applicable state agency rules on these matters that the agency provides to the Contractor. Department of Civil Service Rules and Regulations can be found on the Department of Civil Service website at [www.michigan.gov/mdcs](http://www.michigan.gov/mdcs).

**II-T ASSIGNMENT**

The Contractor shall not have the right to assign the Contract or to assign or delegate any of its duties or obligations under the Contract to any other party (whether by operation of law or otherwise), without the prior written consent of the State. Any purported assignment in violation of this Section shall be null and void. Further, the Contractor may not assign the right to receive money due under the Contract without the prior written consent of the Director of Acquisition Services.

**II-U DELEGATION**

The Contractor shall not delegate any duties or obligations under the Contract to a subcontractor other than a subcontractor named and approved in the bid unless the Director of Acquisition Services has given written consent to the delegation.

**II-V DISCLOSURE**

All information in a bidder's proposal and the Contract is subject to the provisions of the Freedom of Information Act. 1976 Public Act No. 442, as amended, MCL 15.231, et seq.

**II-W TAXES**

- A. Sales Tax: For purchases made directly by the State of Michigan, the State is exempt from State and Local Sales Tax. Prices shall not include such taxes. Exemption Certificates for State Sales Tax will be furnished upon request.
- B. Federal Excise Tax: The State of Michigan may be exempt for Federal Excise Tax, or such taxes may be reimbursable, if articles purchased under this Contract are used for the State's exclusive use. Certificates exclusive use for the purposes of substantiating a tax-free, or tax-reimbursable sale will be sent to the Contractor upon request. If a sale is tax exempt or tax reimbursable under the Internal Revenue Code, prices shall not include the Federal Excise Tax.
- C. Contractors are expected to collect and pay all applicable federal, state, and local employment taxes for all persons involved in the resulting Contract. Also, bidders shall maintain appropriate payroll information on a system that can produce any reports that may be needed by Acquisition Services.

**II-X PRICE ADJUSTMENTS**

Prices are the maximum for a period of 180 days from the date the Contract becomes effective.

Prices are subject to change at the end of each 180-day period. Such changes shall be based on changes in actual costs incurred. Documentation of such changes must be provided with the request for price change in order to substantiate any requested change. Acquisition Services reserves the right to consider various pertinent information sources to evaluate price increase requests (such as the CPI and PPI, US City Average, as published by the US Department of Labor, Bureau of Labor Statistics). Acquisition Services also reserves the right to consider other information related to special economic and/or industry circumstances, when evaluating a price change request. Changes may be either increases or decreases, and may be requested by either party. Approved changes shall be firm for the remainder of the contract period unless further revised at the end of the next 180-day period.

Requests for price changes shall be RECEIVED IN WRITING AT LEAST TEN DAYS PRIOR TO THEIR EFFECTIVE DATE, and are subject to written acceptance before becoming effective. In the event new prices are not acceptable, the CONTRACT may be cancelled. The continued payment of any charges due after September 30th of any fiscal year will be subject to the availability of an appropriation for this purpose.

**II-Y ADDITIONAL PRODUCTS/SERVICES**

The State reserves the right to add an item(s) that is not described on the item listing and is available from the Contract vendor. The item(s) may be included on the Contract, only if prior written approval has been granted by Acquisition Services.

**II-Z CONTRACTOR'S LIABILITY INSURANCE**

BEFORE THE CONTRACT IS SIGNED BY BOTH PARTIES OR BEFORE THE PURCHASE ORDER IS ISSUED BY THE STATE, THE CONTRACTOR MUST FURNISH TO THE DIRECTOR OF ACQUISITION SERVICES, CERTIFICATE(S) OF INSURANCE VERIFYING INSURANCE COVERAGE. THE CERTIFICATE MUST BE ON THE STANDARD "ACCORD" FORM. THE CONTRACT OR PURCHASE ORDER NO. MUST BE SHOWN ON THE CERTIFICATE OF INSURANCE TO ASSURE CORRECT FILING. All such Certificate(s) are to be prepared and submitted by the Insurance Provider and not by the Contractor. All such Certificate(s) shall contain a provision indicating that coverages afforded under the policies WILL NOT BE CANCELLED, MATERIALLY CHANGED, OR NOT RENEWED without THIRTY (30) days prior written notice, except for 10 days for non-payment of premium, having been given to the Director of Acquisition Services, Department of Management and Budget. Such NOTICE must include the CONTRACT NUMBER affected and be mailed to: Director, Acquisition Services, Department of Management and Budget, P.O. Box 30026, Lansing, Michigan 48909.

The Contractor is required to provide the type and amount of insurance checked () below:

1. Commercial General Liability with the following minimum coverages:  
\$2,000,000 General Aggregate Limit other than Products/Completed Operations  
\$2,000,000 Products/Completed Operations Aggregate Limit  
\$1,000,000 Personal & Advertising Injury Limit  
\$1,000,000 Each Occurrence Limit  
\$500,000 Fire Damage Limit (any one fire)

The Contractor must list the State of Michigan, its departments, divisions, agencies, offices, commissions, officers, employees and agents as ADDITIONAL INSUREDS on the Commercial General Liability policy.

2. If a motor vehicle is used to provide services or products under this Contract, the Contractor must have vehicle liability insurance on any auto including owned, hired and non-owned vehicles used in Contractor's business for bodily injury and property damage as required by law.

The Contractor must list the State of Michigan, its departments, divisions, agencies, offices, commissions, officers, employees and agents as ADDITIONAL INSUREDS on the vehicle liability policy.

3. Worker's disability compensation, disability benefit or other similar employee benefit act with minimum statutory limits. NOTE: (1) If coverage is provided by a State fund or if Contractor has qualified as a self-insurer, separate certification must be furnished that coverage is in the state fund or that Contractor has approval to be a self-insurer; (2) Any citing of a policy of insurance must include a listing of the States where that policy's coverage is applicable; and (3) Any policy of insurance must contain a provision or endorsement providing that the insurers' rights of subrogation are waived. This provision



shall not be applicable where prohibited or limited by the laws of the jurisdiction in which the work is to be performed.

- 4. For contracts providing temporary staff personnel to the State, the Contractor shall provide an Alternate Employer Endorsement with minimum coverage of \$1,000,000.
- 5. Employers liability insurance with the following minimum limits:
  - \$100,000 each accident
  - \$100,000 each employee by disease
  - \$500,000 aggregate disease

**II-AA INDEMNIFICATION**

**A. General Indemnification**

To the fullest extent permitted by law, the Contractor shall indemnify, defend and hold harmless the State, its departments, divisions, agencies, sections, commissions, officers, employees and agents, from and against all losses, liabilities, penalties, fines, damages and claims (including taxes), and all related costs and expenses (including reasonable attorneys' fees and disbursements and costs of investigation, litigation, settlement, judgments, interest and penalties), arising from or in connection with any of the following:

- 1. Any claim, demand, action, citation or legal proceeding against the State, its employees and agents arising out of or resulting from (1) the product provided or (2) performance of the work, duties, responsibilities, actions or omissions of the Contractor or any of its subcontractors under this Contract.
- 2. Any claim, demand, action, citation or legal proceeding against the State, its employees and agents arising out of or resulting from a breach by the Contractor of any representation or warranty made by the Contractor in the Contract;
- 3. Any claim, demand, action, citation or legal proceeding against the State, its employees and agents arising out of or related to occurrences that the Contractor is required to insure against as provided for in this Contract;
- 4. Any claim, demand, action, citation or legal proceeding against the State, its employees and agents arising out of or resulting from the death or bodily injury of any person, or the damage, loss or destruction of any real or tangible personal property, in connection with the performance of services by the Contractor, by any of its subcontractors, by anyone directly or indirectly employed by any of them, or by anyone for whose acts any of them may be liable; provided, however, that this indemnification obligation shall not apply to the extent, if any, that such death, bodily injury or property damage is caused solely by the negligence or reckless or intentional wrongful conduct of the State;
- 5. Any claim, demand, action, citation or legal proceeding against the State, its employees and agents which results from an act or omission of the Contractor or any of its subcontractors in its or their capacity as an employer of a person.

**B. Patent/Copyright Infringement Indemnification**

To the fullest extent permitted by law, the Contractor shall indemnify, defend and hold harmless the State, its employees and agents from and against all losses, liabilities, damages (including taxes), and all related costs and expenses (including reasonable attorneys' fees and disbursements and costs of investigation, litigation, settlement, judgments, interest and penalties) incurred in connection with any action or proceeding threatened or brought against the State to the extent that such action or proceeding is based on a claim that any piece of equipment, software, commodity or service supplied by the Contractor or its subcontractors, or the operation of such equipment, software, commodity or service, or the use or reproduction of any documentation provided with such equipment, software, commodity or service infringes any United States or foreign patent, copyright, trade secret or other proprietary right of any person or entity, which right is enforceable under the laws of the United States. In addition, should the equipment, software, commodity, or service, or the operation thereof, become or in the Contractor's opinion be likely to become the subject of a claim of infringement, the Contractor shall at the Contractor's sole expense (i) procure for the State the right to continue using the equipment, software, commodity or service or, if such option is not reasonably available to the Contractor, (ii) replace or modify the same with equipment, software, commodity or service of equivalent function and performance so that it becomes non-infringing, or, if such option is not reasonably available to Contractor, (iii) accept its return by the State with appropriate credits to the State against the Contractor's charges and reimburse the State for any losses or costs incurred as a consequence of the State ceasing its use and returning it.

**C. Indemnification Obligation Not Limited**

In any and all claims against the State of Michigan, or any of its agents or employees, by any employee of the Contractor or any of its subcontractors, the indemnification obligation under the Contract shall not be limited in any way by the amount or type of damages, compensation or benefits payable by or for the Contractor or any of its subcontractors under worker's disability compensation acts, disability benefits acts, or other employee benefits acts. This indemnification clause is intended to be comprehensive. Any overlap in subclauses, or the fact that greater specificity is provided as to some categories of risk, is not intended to limit the scope of indemnification under any other subclause.

**D. Continuation of Indemnification Obligation**

The duty to indemnify will continue in full force and affect notwithstanding the expiration or early termination of the Contract with respect to any claims based on facts or conditions, which occurred prior to termination.

**II-BB CONTRACT DISTRIBUTION**

Acquisition Services shall retain the sole right of Contract distribution to DOS unless other arrangements are authorized by Acquisition Services.

**II-CC ACCOUNTING RECORDS**

The Contractor and all subcontractors shall maintain all pertinent financial and accounting records and evidence pertaining to the Contract in accordance with generally accepted principles of accounting and other procedures specified by the State of Michigan. Financial and accounting records shall be made available, upon request, to the State of Michigan, its designees, or the



Michigan Auditor General at any time during the Contract period and any extension thereof, and for three years from expiration date and final payment on the Contract or extension thereof.

## II-DD NON-DISCRIMINATION CLAUSE

In the performance of the Contract, the Contractor agrees not to discriminate against any employee or applicant for employment, with respect to their hire, tenure, terms, conditions or privileges of employment, or any matter directly or indirectly related to employment, because of race, color, religion, national origin, ancestry, age, sex, height, weight, marital status, physical or mental handicap or disability. The Contractor further agrees that every subcontract entered into for the performance of the Contract will contain a provision requiring non-discrimination in employment, as herein specified, binding upon each subcontractor. This covenant is required pursuant to the Elliot Larsen Civil Rights Act, 1976 Public Act 453, as amended, MCL 37.2201, et seq, and the Michigan Handicapper's Civil Rights Act, 1976 Public Act 220, as amended, MCL 37.1101, et seq, and any breach thereof may be regarded as a material breach of the Contract or purchase order.

## II-EE CANCELLATION

The State may cancel this Contract without further liability or penalty to the State, its departments, divisions, agencies, offices, commissions, officers, agents, and employees for any of the following reasons:

1. Material Breach by the Contractor. In the event that the Contractor breaches any of its material duties or obligations under the Contract, which are either not capable of or subject to being cured, or are not cured within the time period specified in the written notice of breach provided by the State, or pose a serious and imminent threat to the health and safety of any person, or the imminent loss, damage or destruction of any real or tangible personal property, the State may, having provided written notice of cancellation to the Contractor, cancel this Contract in whole or in part, for cause, as of the date specified in the notice of cancellation.

In the event that this Contract is cancelled for cause, in addition to any legal remedies otherwise available to the State by law or equity, the Contractor shall be responsible for all costs incurred by the State in canceling the Contract, including but not limited to, State administrative costs, attorneys fees and court costs, and any additional costs the State may incur to procure the services required by this Contract from other sources. All excess re-procurement costs and damages shall not be considered by the parties to be consequential, indirect or incidental, and shall not be excluded by any other terms otherwise included in the Contract.

In the event the State chooses to partially cancel this Contract for cause charges payable under this Contract will be equitably adjusted to reflect those services that are cancelled.

In the event this Contract is cancelled for cause pursuant to this section, and it is therefore determined, for any reason, that the Contractor was not in breach of contract pursuant to the provisions of this section, that cancellation for cause shall be deemed to have been a cancellation for convenience, effective as of the same date, and the rights and obligations of the parties shall be limited to that otherwise provided in the Contract for a cancellation for convenience.

2. Cancellation For Convenience By the State. The State may cancel this Contract for its convenience, in whole or part, if the State determines that such a cancellation is in the State's best interest. Reasons for such cancellation shall be left to the sole discretion of the



State and may include, but not necessarily be limited to (a) the State no longer needs the services or products specified in the Contract, (b) relocation of office, program changes, changes in laws, rules, or regulations make implementation of the Contract services no longer practical or feasible, and (c) unacceptable prices for additional services requested by the State. The State may cancel the Contract for its convenience, in whole or in part, by giving the Contractor written notice 30 days prior to the date of cancellation. If the State chooses to cancel this Contract in part, the charges payable under this Contract shall be equitably adjusted to reflect those services that are cancelled.

3. Non-Appropriation. In the event that funds to enable the State to effect continued payment under this Contract are not appropriated or otherwise made available. The Contractor acknowledges that, if this Contract extends for several fiscal years, continuation of this Contract is subject to appropriation or availability of funds for this project. If funds are not appropriated or otherwise made available, the State shall have the right to cancel this Contract at the end of the last period for which funds have been appropriated or otherwise made available by giving written notice of cancellation to the Contractor. The State shall give the Contractor written notice of such non-appropriation or unavailability within 30 days after it receives notice of such non-appropriation or unavailability.
4. Criminal Conviction. In the event the Contractor, an officer of the Contractor, or an owner of a 25% or greater share of the Contractor, is convicted of a criminal offense incident to the application for or performance of a State, public or private Contract or subcontract; or convicted of a criminal offense including but not limited to any of the following: embezzlement, theft, forgery, bribery, falsification or destruction of records, receiving stolen property, attempting to influence a public employee to breach the ethical conduct standards for State of Michigan employees; convicted under State or federal antitrust statutes; or convicted of any other criminal offense which in the sole discretion of the State, reflects upon the Contractor's business integrity.
5. Approvals Rescinded. In the event any final administrative or judicial decision or adjudication disapproves a previously approved request for purchase of personal services pursuant to Article 11, Section 5 of the Michigan Constitution of 1963, and Chapter 7 of the Civil Service Rules. Notwithstanding any other provision of this Contract to the contrary, the State Personnel Director is authorized to disapprove contractual disbursements for personal services if the Director determines that the Contract of the disbursements under the Contract violate Article 11, Section 5 of the Constitution or violate applicable Civil Service rules or regulations. Cancellation may be in whole or in part and may be immediate as of the date of the written notice to the Contractor or may be effective as of the date stated in such written notice.

## II-FF NOTICE AND RIGHT TO CURE

In the event of a curable breach by the Contractor, the State shall provide the Contractor written notice of the breach and a time period to cure said breach described in the notice. This section requiring notice and an opportunity to cure shall not be applicable in the event of successive or repeated breaches of the same nature or if the State determines in its sole discretion that the breach poses a serious and imminent threat to the health or safety of any person or the imminent loss, damage or destruction of any real or tangible personal property.

**II-GG ELECTRONIC FUNDS TRANSFER**

Electronic transfer of funds is available to State contractors. Vendors are encouraged to register with the State of Michigan Office of Financial Management so the State can make payments related to this Contract electronically at [www.cpexpress.state.mi.us](http://www.cpexpress.state.mi.us).

**II-HH MODIFICATION OF CONTRACT**

Acquisition Services reserves the right to modify this contract at any time during the contract term. Such modification may include changing the locations to be serviced, additional locations to be serviced, method or manner of performance of the work, number of days service is to be performed, addition or deletion of tasks to be performed, addition or deletion of items, and/or any other modifications deemed necessary. Any changes in pricing proposed by the Contractor resulting from the proposed changes are subject to acceptance by the State. Changes may be increases or decreases. **IN THE EVENT PRICES ARE NOT ACCEPTABLE TO THE STATE, THE CONTRACT SHALL BE SUBJECT TO COMPETITIVE BIDDING BASED UPON THE NEW SPECIFICATION.**

**II-II UNFAIR LABOR PRACTICES**

Pursuant to 1980 Public Act 278, as amended, MCL 423.231, et seq, the State shall not award a Contract or subcontract to an employer whose name appears in the current register of employers failing to correct an unfair labor practice compiled pursuant to Section 2 of the Act. A Contractor of the State, in relation to the Contract, shall not enter into a Contract with a subcontractor, manufacturer, or supplier whose name appears in this register. Pursuant to Section 4 of 1980 Public Act 278, MCL 423.324, the State may void any Contract if, subsequent to award of the Contract, the name of the Contractor as an employer, or the name of the subcontractor, manufacturer or supplier of the Contractor appears in the register.

**II-JJ FORM, FUNCTION, AND UTILITY**

If the Contract is for use of more than one State agency and if the good or service provided under this Contract do not the meet the form, function, and utility required by a State agency, that agency may, subject to State purchasing policies, procure the good or service from another source.

**II-KK CONTRACT PAYMENT SCHEDULE**

The specific payment schedule for the Contract will be mutually agreed upon by the State and the Contractor. The schedule should show payment amount and should reflect actual work done by the payment dates, less any penalty cost charges accrued by those dates. As a general policy statements shall be forwarded to the designated representative by the 15th day of the following month.

**II-LL PROHIBITED PRODUCTS**

The State will not accept salvage, distressed, outdated or discontinued merchandise. Shipping of such merchandise to any State agency, as a result of an order placed against the Contract, shall be considered default by the Contractor of the terms and conditions of the Contract and may result in cancellation of the Contract by the State. The brand and product number offered for all items shall remain consistent for the term of the Contract, unless Acquisition Services has approved a change.

**II-MM RECYCLED CONTAINERS**

The Contractor is encouraged to offer products packaged in containers using recovered materials suitable for the intended use. 'Recovered material' is defined as post-consumer waste (any products generated by a business or consumer which have served their intended end use, and which have been separated or diverted from solid waste for the purpose of collection, recycling, and disposition) and 'secondary waste' (industrial by-products and wastes generated after completion of a manufacturing process that would normally not be reused).

**II-NN ASSIGNMENT OF ANTITRUST CAUSE OF ACTION**

For and in consideration of the opportunity to submit a quotation and other good and valuable consideration, the Contractor hereby assigns, sells and transfers to the State of Michigan all rights, title and interest in and to all causes of action it may have under the antitrust laws of the United States or this State for price fixing, which causes of action have accrued prior to the date of payment and which relate solely to the particular goods, commodities, or services purchased or procured by this State pursuant to this transaction.

**II-OO QUALITY ASSURANCE**

The State reserves the right to periodically test products which have been received to verify compliance with specifications. If laboratory analysis shows that the product does not meet specifications or fails to perform satisfactorily at any time, the Contractor shall be responsible for:

1. All costs of testing and laboratory analysis.
2. Disposal and/or replacement of all products which fail to meet specifications.
3. All costs of repair and/or replacement of equipment deemed to have been damaged by substandard products as determined by the State.

**II-PP INSPECTION**

All goods are subject to inspection and testing. In the event goods are defective in material or workmanship, or otherwise fail to meet the requirements of the Contract, the State shall have the right to reject the goods or retain the goods and correct the defects. The Contractor shall pay the State for expenses incurred in correcting defects. Rejected goods will be held for 45 days after delivery. The Contractor must arrange for the return of said goods, including paying for handling, packing, and transportation costs. The State has the authority to dispose of the goods without further liability to the State in the event the Contractor fails to make arrangements within the specified time period.

**II-QQ OPTIONAL USE OF STATE AGENCY PRODUCTION FACILITIES**

State agencies are exempt from utilizing the resulting Contract if they would instead prefer to purchase similar items from the following State agency production facilities:

- Michigan State Industries (MSI), which provides valuable training opportunities for inmates at State correctional facilities.
- Department of Management and Budget, Print and Graphics Services



## ATTACHMENT A

## SPECIFICATIONS

The specifications listed below will be common to all envelopes indicated on the attached Item Listing unless stated differently.

**Paper:** 24# white wove.

**Gumming:** ½” gummed strip on the flap. No gum 1” from edge on either side.

**Window Patch Material:** Clear, non-glare, 1½” mil polystyrene. Window patch material shall be fully fastened to facilitate high-speed machine inserting (no loose edges). Window material shall be taut, wrinkle free and meet all United State Postal specifications.

**Printing:** Both sides and flap. PMS-300 blue ink is to be used. The PMS-300 blue ink is to be carbonless. Camera ready line copy shall be provided by the vendor. Artwork for logo will be provided to the successful vendor.

If Contractor has access to a union label, it must be used.

Printing quality of the printing plate shall be better than rubber. The printing of bar codes shall meet all United States Postal Service specifications.

**Proof:** A proof and mockup of the envelope verifying dimensions and copy shall be prepared by the vendor and shall be submitted within seven (7) days after receipt of camera ready or draft copy. The proof must be approved by Leon Herriman, Analyst, Management Services Division, (517) 241-4229, prior to production. Send to:

Michigan Department of State  
Business Enterprise Division  
Purchasing and Supplies Services  
124 West Allegan, 2<sup>nd</sup> Floor  
Lansing, MI 48918-1444

**Note:** The Department of State reserves the right to change the line copy between scheduled deliveries. Indicate number of calendar days needed prior to delivery for copy change notification: **30 calendar days**

On the back of the envelope in the bottom left corner to the right of the form number, please enter the month/year the envelope was printed.

Envelope orders may increase or decrease, depending on the needs of the department. An envelope may be completely eliminated, new envelopes added, or existing envelopes revised. Colors may be added or deleted, depending on the needs of the department.

The final order shall not exceed 1% more than the total amount requested.

**Packaging:** Envelopes shall be firmly packed 500 per box, 2,500 per carton. All cartons shall be labeled as to their contents in ½” block letters or larger print. No other packaging will be accepted. Cartons shall be placed on skids allowing content labeling to be seen.



**Delivery:** The vendor shall make no deliveries prior to the scheduled month without the approval of the Mail Services Section manager, the Management Services Division analyst, or director.

All deliveries shall be made to:

Department of State  
Tranter Warehouse  
735 East Hazel  
Lansing, MI 48912

Deliveries will be accepted from 8:00 a.m. through 4:00 p.m., Monday through Friday.

**Defective Envelopes:** The vendor shall reimburse the State for the cost of materials, supplies and any other costs used in replacement of envelopes which are later found by either the vendor or the State to be defective.

**ITEM LISTING**  
**CONTRACT #071B3001316**  
**PRINTING OF SPECIALTY ENVELOPES**

<b><u>ITEM</u></b>	<b><u>NIGP CODE</u></b>	<b><u>UNIT OF MEASURE</u></b>	<b><u>DESCRIPTION</u></b>	<b><u>UNIT PRICE/TH VIRGIN STOCK</u></b>	<b><u>UNIT PRICE/ TH RECYCLED STOCK</u></b>
<b>1.</b>	<b>966-31</b>	<b>TH</b>	<b>BDVR-(ENV)-7 RENEWAL BY MAIL TAB ENVELOPE</b> Size: 4-1/8" X 8-5/8", 24# WHITE WOVE. WINDOW GUMMED FLAP. WINDOW LOCATED 1-3/4" FROM RIGHT EDGE AND 5/8" FROM BOTTOM. WINDOW SIZE: 7/8" WIDE AND 2-5/8" LONG. WINDOW TO BE COVERED WITH CLEAR, NON-GLARE GLYCINE. PRINT IN ONE COLOR, RETURN ADDRESS PRINTED IN BLUE (PMS-300) INK. <b>MINIMUM ORDER: 50,000</b>	<b><u>\$22.86</u></b>	<b><u>\$24.48</u></b>
<b>2.</b>	<b>966-31</b>	<b>TH</b>	<b>DR-(ENV)-10 PREPARED DRIVER LICENSE APPLICATION ENVELOPE</b> SIZE: 9-1/2" x 4-1/2", 24# WHITE WOVE, WINDOW, OPEN SIDE SEAM, MODIFIED "V" FLAP 1-1/4" IN DEPTH AT THE CENTER. 1/2" GUMMED STRIP ON FLAP AT THE CENTER. NO GUM 1" FROM EDGE ON EITHER SIDE. PRINT ONE COLOR ON FACE AND BACK (PMS – 300 BLUE). WINDOW SIZE: 4-1/4" LONG AND 1" HIGH. WINDOW LOCATED ON FACE 3/4" FROM LEFT EDGE AND 1" FROM BOTTOM. WINDOW PATCH TO BE CLEAR, NON-GLARE 1-1/2 MIL POLYSTYRENE. <b>MINIMUM ORDER: 280,000</b>	<b><u>\$12.48</u></b>	<b><u>\$14.05</u></b>
<b>3.</b>	<b>966-31</b>	<b>TH</b>	<b>DR-(ENV)-11 DRIVER LICENSE PREPARED APPLICATION ENVELOPE</b> SIZE: 9-1/2" X 4-1/2", 24# WHITE WOVE, WINDOW, OPEN SIDE SEAM, MODIFIED "V" FLAP 1-1/4" IN DEPTH AT THE CENTER. 1/2" GUMMED STRIP ON FLAP. NO GUM 1" FROM EDGE ON EITHER SIDE. PRINT ONE COLOR ON FACE AND BACK (PMS 300 BLUE). WINDOW SIZE: 4-1/4" LONG AND 1" HIGH. WINDOW TO BE CLEAR, NON-GLARE 1-1/2 MIL POLYSTYRENE. <b>MINIMUM ORDER: \$275,000</b>	<b><u>\$12.48</u></b>	<b><u>\$14.05</u></b>

4.	966-31	TH	<p><b>DR-(ENV)-14 DRIVER LICENSE ENVELOPE</b>          SIZE: 9-1/2" X 4-1/8" (#10 ENVELOPE), 24# WHITE WOVE, WINDOW, DIAGONAL SIDE SEAMS, DEEP STRAIGHT EDGE FLAP WITH CONTOURED CORNERS 1-1/4" IN DEPTH AT THE CENTER. 1/2" GUMMED STRIP ON FLAP. NO GUM 1" FROM EDGE ON EITHER SIDE. PRINT ONE COLOR ON FACE AND BACK (PMS 300 BLUE). WINDOW SIZE: 4-1/2" LONG AND 1-1/4" HIGH. WINDOW LOCATED ON FACE 3/4" FROM LEFT EDGE AND 3/4" FROM BOTTOM. WINDOW PATCH TO BE CLEAR, NON-GLARE 1-1/2 POLYSTYRENE.</p> <p>NOTE: ENVELOPE TO BE OF SUCH CONSTRUCTION AS TO PERMIT AUTOMATED INSERTION OF DRIVER LICENSES BY AN ON SERTS INSERTER AS OPERATED BY THE DEPARTMENT OF MANAGEMENT AND BUDGET MAILING SERVICES SECTION.  <b>MINIMUM ORDER:</b> 1,715,000</p>	<u>\$13.01</u>	<u>\$14.58</u>
5.	966-31	TH	<p><b>EI-(ENV)-3 DRIVER AND VEHICLE PREPARED APPLICATION ENVELOPE</b>          SIZE: 9-1/2" X 4-1/2", 24# WHITE WOVE, WINDOW, OPEN SIDE SEAM, MODIFIED "V" FLAP 1-3/8" IN DEPTH AT THE CENTER. 1/2" GUMMED STRIP ON FLAP. NO GUM 1" FROM EDGE ON EITHER SIDE. PRINT ONE COLOR ON FACE AND BACK (PMS 300 BLUE). WINDOW SIZE: 4-1/2" LONG AND 1-1/16" HIGH. WINDOW LOCATED ON FACE 4" FROM LEFT EDGE AND 1" FROM BOTTOM. WINDOW PATCH TO BE CLEAR, NON-GLARE 1-1/2 MIL POLYSTYRENE. TAG LINE TO BE NO GREATER THAN 1/4" ABOVE THE WINDOW.  <b>MINIMUM ORDER:</b> 4,757,500</p>	<u>\$10.87</u>	<u>\$12.42</u>
6.	966-31	TH	<p><b>EI-(ENV)-9 DRIVER AND VEHICLE RETURN ENVELOPE</b>          SIZE: 8-3/4" X 4-1/4", 24# WHITE WOVE. OPEN SIDE SEAM, MODIFIED "V" FLAP 1-1/4" IN DEPTH AT THE CENTER. 1/2" GUMMED STRIP ON FLAPS. NO GUM 1" FROM EDGE ON EITHER SIDE. PRINT ONE COLOR (PMS 300 BLUE) ON FACE AND BACK. PRINTING BLEEDS, BAR CODE, FIM. BAR CODES AND FIM SHALL MEET U.S.P.S. SPECIFICATIONS.  <b>MINIMUM ORDER:</b> 4,532,500</p>	<u>\$9.59</u>	<u>\$11.14</u>

7.	966-31	TH	<p><b>MS-(ENV)-19 #10 WINDOW ENVELOPE</b>          SIZE: 9-1/2" X 4-1/8", 24# WHITE WOVE, WINDOW, OPEN SIDE SEAM, MODIFIED "V" FLAP 1-1/4" IN DEPTH AT THE CENTER. 1/2" GUMMED STRIP ON FLAP. NO GUM 1" FROM EDGE ON EITHER SIDE. PRINT ONE COLOR ON FACE AND BACK (PMS 300 BLUE). WINDOW SIZE: 4-1/2" LONG AND 1-1/16" HIGH. WINDOW LOCATED ON FACE 3/4" FROM LEFT EDGE AND 3/4" FROM BOTTOM. WINDOW PATCH TO BE CLEAR, NON-GLARE 1-1/2" MIL POLYSTYRENE.  <b>MINIMUM ORDER:</b> 900,000</p>	<u>\$10.95</u>	<u>\$12.51</u>
8.	966-31	TH	<p><b>PI-(ENV)-2 PERSONAL IDENTIFICATION RENEWAL APPLICATION ENVELOPE</b>          SIZE: 9-1/2" X 4-1/2", 24# WHITE WOVE, WINDOW, OPEN SIDE SEAM, MODIFIED "V" FLAP 1-1/4" IN DEPTH AT THE CENTER. 1/2" GUMMED STRIP ON FLAP. NO GUM 1" FROM EDGE ON EITHER SIDE. PRINT ONE COLOR ON FACE AND BACK (PMS 300 BLUE). PRINTING BLEEDS. WINDOW SIZE: 4-1/4" LONG AND 1" HIGH. WINDOW LOCATED ON FACE 3/4" FROM LEFT EDGE AND 3/4" FROM BOTTOM. WINDOW PATCH TO BE CLEAR, NON-GLARE 1-1/2" MIL POLYSTYRENE.  <b>MINIMUM ORDER:</b> 88,000</p>	<u>\$15.17</u>	<u>\$16.75</u>
9.	966-31	TH	<p><b>RV-(ENV)-2 RECREATIONAL VEHICLE RETURN ENVELOPE</b>          SIZE: 8-3/4" X 4-1/4", 24# WHITE WOVE, OPEN SIDE SEAM MODIFIED "V" FLAP 1-1/4" IN DEPTH AT THE CENTER. 1/2" GUMMED STRIP ON FLAP. PRINT ONE COLOR ON FACE AND BACK (PMS – 300 BLUE). PRINTING BLEEDS. BAR CODES, FIM. BAR CODES AND FIM SHALL MEET U.S.P.S. SPECIFICATIONS.  <b>MINIMUM ORDER:</b> 150,000</p>	<u>\$13.47</u>	<u>\$15.04</u>
10.	966-31	TH	<p><b>TI-(ENV)-1 TITLE ENVELOPE</b>          SIZE: 9" X 4-1/8", 24# WHITE WOVE, WINDOW, OPEN SIDE SEAM, MODIFIED "V" FLAP 1-1/4" IN DEPTH AT THE CENTER. 1/2" GUMMED STRIP ON FLAP. NO GUM 1" FROM EDGE ON EITHER SIDE. PRINT ON COLOR ON FACE AND BACK (PMS 300 BLUE). WINDOW SIZE: 4-1/2" LONG AND 1-1/4" HIGH. TO BE CLEAR, NON-GLARE 1-1/2" MIL POLYSTYRENE.  <b>MINIMUM ORDER:</b> 2,190,000</p>	<u>\$10.77</u>	<u>\$12.32</u>

11.	966-31	TH	<p><b>VR-(ENV)-10 ENVELOPE FOR MAILING DECALS AND VEHICLE REGISTRATION CERTIFICATES</b>          SIZE: 4-1/4" X 8-1/2", BOOKLET OPEN SIDE SEAM STYLE WITH AN ENLONGATED FLAP. FLAP IS 1-1/2" DEEP AND RUNS FULL LENGTH OF THE ENVELOPE WITH A 55 DEGREE CORNER CUT AT EACH END OF THE FLAP. FLAP CORNERS ARE TO BE ROUNDED. FLAP IS TO HAVE 1/2" GLUE STRIP. 24# WHITE WOVE.</p> <p>WINDOW MATERIAL: CLEAR, NON-GLARE 1-1/2" MIL POLYSTYRENE. WINDOW PATCH MATERIAL SHALL BE FULLY SEALED ON EDGES TO FACILITATE HIGH SPEED MACHINE INSERTING OF ITEMS TO BE MAILED. WINDOW POSITIONS AND SIZES: LEFT WINDOW TO BE 1" WINDOW X 1-1/2" HIGH AND LOCATED 1-3/4" FROM THE LEFT EDGE AND 3/4" FROM THE BOTTOM OF THE ENVELOPE. A POCKET IS TO BE FORMED BEHIND THIS WINDOW WITH GLUE STRIPES 1/2" FROM THE LEFT OF THE WINDOW, 1/8" FROM THE RIGHT OF THE WINDOW AND 1/4" BELOW THE BOTTOM OF THE WINDOW.</p> <p>NOTE: THE POCKET BEHIND THE LEFT WINDOW IS SET TO THE LEFT SO A CONTROL NUMBER ON THE RIGHT SIDE OF THE TAB CAN ALWAYS BEEN SEEN THROUGH THE WINDOW.</p> <p>THE RIGHT WINDOW IS TO BE 1-1/4" HIGH AND 3-1/2" LONG LOCATED 4-1/4" FROM THE LEFT AND 1" FROM THE BOTTOM EDGES OF THE ENVELOPE. A VERTICAL GLUE STRIP LOCATED 1/8" FROM THE LEFT OF THE WINDOW IS TO FORM A POCKET 4-3/8" WIDE TO HOLD A CERTIFICATE OF REGISTRATION WHICH IS 4" WIDE BY 4" HIGH.</p> <p>CAUTION: EXCESSIVE GLUE WILL CREATE A SMALLER POCKET, WHICH WILL NOT BE ACCEPTABLE. BOTH WINDOWS SHALL HAVE ROUNDED CORNERS AND BE SO CONSTRUCTED AS TO FACILITATE HIGH SPEED MACHINE INSERTING OF MATERIAL BEING MAILED.          PRINTING: ONE COLOR LINE COPY TO BE PRINTED IN PSM-300 BLUE INK.  <b>MINIMUM ORDER:</b> 50,000</p>	<u>\$29.90</u>	<u>\$31.71</u>
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