State of New Mexico  
General Services Department  
Purchasing Division  

Statewide Price Agreement Amendment

Awarded Vendor:  
0000096493  
RR Donnelley & Sons  
4273 Montgomery Blvd. NE, Suite 250  
Albuquerque, NM 87109  
Telephone No.: (505) 268-0681

Price Agreement Number: 70-000-16-00005  
Price Agreement Amendment No.: Two  
Term: August 11, 2016 – August 10, 2019

Procurement Specialist: Vanessa LeBlang  
Telephone No.: (505) 827-0266

Ship To:  
All State of New Mexico agencies, commissions, institutions, political subdivisions and local public bodies allowed by law.

Invoice:  
As Requested

Title: Uniform Traffic Citations

This Price Agreement Amendment is to be attached to the respective Price Agreement and become a part thereof.

In accordance with Price Agreement provisions, and by mutual agreement of all parties, this Price Agreement is extended from August 11, 2018 to August 10, 2019 at the same price, terms and conditions.

The provisions of the Price Agreement shall remain in full force and effect, except as modified by this amendment.

Accepted for the State of New Mexico

[Signature]
New Mexico State Purchasing Agent  
Date: August 2, 2018

Purchasing Division, 1100 St. Francis Drive 87505, PO Box 6850, Santa Fe, NM 87502-6850 (505) 827-0472
VL
State of New Mexico  
General Services Department  
Purchasing Division  

Price Agreement Amendment

Awarded Vendor
0000096493
RR Donnelley & Sons
4273 Montgomery Blvd. NE, Suite 250
Albuquerque, NM  87109

Telephone No.  (505) 268-0681

Price Agreement Number: 70-000-16-00005
Price Agreement Amendment No.: One
Term: August 11, 2016 – August 10, 2018

Ship To:
All State of New Mexico agencies, commissions, institutions, political subdivisions and local public bodies allowed by law.

Invoice:
As Requested

Procurement Specialist: Teri Arevalo
Telephone No.: (505) 827-0266

Title: Uniform Traffic Citations

This Price Agreement Amendment is to be attached to the respective Price Agreement and become a part thereof.

This amendment is issued to reflect the following effective August 11, 2017 to August 10, 2018 at the same price, terms and conditions.

Except as modified by this amendment, the provisions of the Price Agreement shall remain in full force and effect.

Accepted for the State of New Mexico

[Signature]

New Mexico State Purchasing Agent

Date: 07/11/2017

Purchasing Division, 1100 St. Francis Drive 87505, PO Box 6850, Santa Fe, NM 87502-6850 (505) 827-0472
July 11, 2017

TO:   RR Donnelley & Sons  
       Louis Metzger  
       Louis.Metzger@RRD.com  
       4273 Montgomery Blvd. NE, Suite 250  
       Albuquerque, NM 87109  
       (505) 268-0681

SUBJECT: Extend the term of Statewide Price Agreement#70-000-16-00005 Uniform Traffic Citations

Please be advised that the New Mexico Statewide Price Agreement above will expire August 10, 2017. By mutual agreement between the New Mexico State Purchasing Agent and the Awarded Vendor, we would like to extend this Price Agreement until August 10, 2018 at the same terms, price and conditions. Be advised, signature of this form is not notice of an award. Vendor must receive a signed amendment for the extension from State Purchasing for this award to be in effect. You are required to submit a sales report for the past 12 months of all sales based on any contracts awarded through State Purchasing. This report should contain total sales per contract, description of the sale and if possible to what agency or public body of government the sales were made. We are interested in the distinction between sales to state agencies and local public bodies (like cities and counties) to evaluate to whom our contracts are most beneficial. This information will help us to better strategically source future procurements and help us utilize our staffing resources and ensure we are meeting the needs of our customers.

Please respond by emailing your signature on this letter to E-MAIL to: Teri.Arevalo@state.nm.us, no later than July 21, 2017

(Please check only one)

☒ I wish to extend
☐ I do not wish to extend

Company Name & Address (if different than above):

________________________

Print Name: Todd Marshall

Signature of Authorized Representative: __________ Date: 7/12/2017

Thank you for your continued business.

Sincerely,

Teri Arevalo
Procurement Officer

PHYSICAL ADDRESS: 1100 ST. FRANCIS DRIVE, ROOM #2016 • MAILING ADDRESS: P.O. BOX 6850, SANTA FE, NM 87502 • (505) 827-0472 • FAX (505) 827-2484
WWW.GENERALSERVICES.STATE.NM.US/STATEPURCHASING

"THE HEART AND SOUL OF STATE GOVERNMENT"
State of New Mexico
General Services Department
Statewide Price Agreement

Awarded Vendor
0000096493
RR Donnelley & Sons
4273 Montgomery Blvd. NE, Suite 250
Albuquerque, NM 87109
(505) 268-0681

Telephone No. (505) 268-0681

Price Agreement Number: 70-000-16-00005
Payment Terms: Net 30
F.O.B.: Destination
Delivery: See page 6

Ship To:
All State of New Mexico agencies, commissions, institutions, political subdivisions and local public bodies allowed by law.

Procurement Specialist: India Garcia or Teri Arevalo
Telephone No.: 505-827-0483 or 505-827-0266

Invoice:
As Requested

Title: Uniform Traffic Citations

Term: 08/11/2016 – 08/10/2017

This Price Agreement is made subject to the “terms and conditions” shown on the reverse side of this page, and as indicated in this Price Agreement.

Accepted for the State of New Mexico

[Signature]
New Mexico State Purchasing Agent

Date: 08/10/2016

Purchasing Division: 1100 St. Francis Drive, Santa Fe, NM 87505; PO Box 6850, Santa Fe, NM 87502 (505) 827-0472
State of New Mexico
General Services Department
Purchasing Division
Price Agreement #: 70-000-16-00005

Terms and Conditions
(Unless otherwise specified)

1. General: When the State Purchasing Agent or his/her designee issues a purchase document in response to the bid, a binding contract is created.

2. Variation in Quantity: No variation in the quantity of any item called for by this order will be accepted unless such variation has been caused by conditions of loading, shipping, packing or allowances in manufacturing process and then only to the extent, if any, specified in this order.

3. Assignment:
   a. Neither the order, nor any interest therein, nor any claim thereunder, shall be assigned or transferred by the Contractor, except as set forth in Subparagraph 3b or as expressly authorized in writing by the State Purchasing Agent or his/her designee. No such assignment or transfer shall relieve the Contractor from the obligations and liabilities under this order.

   b. Contractor agrees that any and all claims for overcharge resulting from antitrust violations which are borne by the State as to goods, services, and materials purchased in connection with this bid are hereby assigned to the State.

4. State Furnished Property: State furnished property shall be returned to the State upon request in the same condition as received except for ordinary wear, tear and modifications ordered hereunder.

5. Inspection: Final inspection and acceptance will be made at the destination. Supplies rejected at the destination for nonconformance with specifications shall be removed at the Contractor's risk and expense, promptly after notice of rejection.

6. Inspection of Plant: The State Purchasing Agent or his/her designee may inspect, at any reasonable time, the part of the Contractor's place of business, which is related to the performance of this contract.

7. Commercial Warranty: The Contractor agrees that the supplies or services furnished under this order shall be covered by the most favorable commercial warranties the Contractor gives for such to any customer for such supplies or services. The rights and remedies provided herein shall extend to the State and are in addition to and do not limit any rights afforded to the State by any other clause of this order. Contractor agrees not to disclaim warranties of fitness for a particular purpose of merchantability.

8. Taxes: The unit price shall exclude all state taxes.

9. Packing, Shipping and Invoicing:
   a. The State's purchasing document number and the Contractor's name, user's name and location shall be shown on each packing and delivery ticket, package, bill of lading and other correspondence in connection with the shipments. The user's count will be accepted by the Contractor as final and conclusive on all shipments not accompanied by a packing ticket.

   b. The Contractor's invoice shall be submitted duly certified and shall contain the following information: order number, description of supplies or services, quantities, unit price and extended totals. Separate invoices shall be rendered for each and every complete shipment.

   c. Invoices must be submitted to the using agency and NOT the State Purchasing Agent.

10. Default: The State reserves the right to cancel all or any part of this order without cost to the State, if the Contractor fails to meet the provisions of this order and, except as otherwise provided herein, to hold the Contractor liable for any excess cost occasioned by the State due to the Contractor's default. The Contractor shall not be liable for any excess costs if failure to perform the order arises out of causes beyond the control and without the fault or negligence of the Contractor, such causes include but are not restricted to, acts of God or the public enemy, acts of the State or Federal
State of New Mexico
General Services Department
Purchasing Division
Price Agreement #: 70-000-16-00005

Government, fires, floods, epidemics, quarantine restrictions, strikes, freight embargoes, unusually severe weather and defaults of subcontractors due to any of the above, unless the State shall determine that the supplies or services to be furnished by the subcontractor were obtainable from other sources in sufficient time to permit the Contractor to meet the required delivery scheduled. The rights of the State provided in this paragraph shall not be exclusive and are in addition to any other rights now being provided by law or under this order.

11. Non-Collusion: In signing this bid the Contractor certifies he/she has not, either directly or indirectly, entered into action in restraint of free competitive bidding in connection with this offer submitted to the State Purchasing Agent or his/her designee.

12. Nondiscrimination: Contractor doing business with the State of New Mexico must be in compliance with the Federal Civil Rights Act of 1964 and Title VII of the Act (Rev. 1979) and the Americans with Disabilities Act of 1990 (Public Law 101-336).


14. Items: All bid items are to be NEW and of most current production, unless otherwise specified.

15. Payment for Purchases: Except as otherwise agreed to, late payment charges may be assessed against the user state agency in the amount and under the conditions set forth in Section 13-1-158 NMSA 1978.

16. Workers' Compensation: The Contractor agrees to comply with state laws and rules pertaining to Workers' Compensation benefits for its employees. If the Contractor fails to comply with Workers' Compensation Act and applicable rules when required to do so, this Agreement may be terminated by the contracting agency.

17. Submission of Bid: Bids must be submitted in a sealed envelope with the bid number and opening date clearly indicated on the bottom left hand side of the front of the envelope. Failure to label bid envelope will necessitate the premature opening of the bid in order to identify the bid number.

18. Contractor Personnel: Personnel proposed in the Contractor’s written bid to the Procuring Agency are considered material to any work performed under this Price Agreement. Once a Purchase Order or contract has been executed, no changes of personnel will be made by the Contractor without prior written consent of the Procuring Agency. Replacement of any Contractor personnel, if approved, shall be with personnel of equal ability, experience, and qualifications. The Contractor will be responsible for any expenses incurred in familiarizing the replacement personnel to insure their being productive to the project immediately upon receiving assignments. Approval of replacement personnel shall not be unreasonably withheld. The Procuring Agency shall retain the right to request the removal of any of the Contractor’s personnel at any time.

19. Subcontracting: The Contractor shall not subcontract any portion of the Price Agreement without the prior written approval of the Procuring Agency. No such subcontracting shall relieve the Contractor from its obligations and liabilities under this Price Agreement, nor shall any subcontracting obligate payment from the Agency.

20. Records and Audit: The Contractor shall maintain detailed time and expenditure records that indicate the date, time, nature, and cost of services rendered during this Price Agreement’s term and effect, and retain them for a period of three (3) years from the date of final payment under this Price Agreement. The records shall be subject to inspection by the Agency, State Purchasing Division, Department of Finance and Administration, and for Information Technology contracts, State Chief Information Officer. The Agency shall have the right to audit billings, both before and after payment. Payment for services under this Price Agreement shall not foreclose the right of the Agency to recover excessive or illegal payments.
State of New Mexico
General Services Department
Purchasing Division
Price Agreement #: 70-000-16-00005

New Mexico Employees Health Coverage

A. If Contractor has, or grows to, six (6) or more employees who work, or who are expected to work, an average of at least 20 hours per week over a six (6) month period during the term of the contract, Contractor certifies, by signing this agreement, to have in place, and agrees to maintain for the term of the contract, health insurance for its New Mexico Employees and offer that health insurance to its New Mexico Employees if the expected annual value in the aggregate of any and all contracts between Contractor and the State exceeds $250,000 dollars.

B. Contractor agrees to maintain a record of the number of its New Mexico Employees who have (a) accepted health insurance; (b) declined health insurance due to other health insurance coverage already in place; or (c) declined health insurance for other reasons. These records are subject to review and audit by a representative of the state.

C. Contractor agrees to advise all of its New Mexico Employees of the availability of State publicly financed health care coverage programs by providing each of its New Mexico Employees with, as a minimum, the following web site link to additional information: https://www.bewellnm.com/.

D. For purposes of this Paragraph, the following terms have the following meanings:

(1) “New Mexico Employee” means any resident of the State of New Mexico employed by Contractor who performs the majority of the employee’s work for Contractor within the State of New Mexico, regardless of the location of Contractor’s office or offices; and

(2) “offer” means to make available, without unreasonable restriction, enrollment in one or more health coverage plans and to actively seek and encourage participation in order to achieve the goals of Executive Order 2007-049. This could include State publicly financed public health coverage programs such as Insure New Mexico!

New Mexico Pay Equity Initiative

Contractor agrees, if it has ten (10) or more New Mexico employees OR eight (8) or more employees in the same job classification, at any time during the term of this contract, to complete and submit the PE10-249 form on the annual anniversary of the initial report submittal for contracts up to one (1) year in duration. If contractor has (250) or more employees, contractor must complete and submit the PE250 form on the annual anniversary of the initial report submittal for contracts that are up to one (1) year in duration. For contracts that extend beyond one (1) calendar year, or are extended beyond one (1) calendar year, contractor also agrees to complete and submit the PE10-249 or PE250 form, whichever is applicable, within thirty (30) days of the annual contract anniversary date of the initial submittal date or, if more than 180 days has elapsed since submittal of the last report, at the completion of the contract, whichever comes first. Should contractor not meet the size requirement for reporting at contract award but subsequently grows such that they meet or exceed the size requirement for reporting, contractor agrees to provide the required report within ninety (90) days of meeting or exceeding the size requirement. That submittal date shall serve as the basis for submittals required thereafter.

Contractor also agrees to levy this requirement on any subcontractor(s) performing more than 10% of the dollar value of this contract if said subcontractor(s) meets, or grows to meet, the stated employee size thresholds during the term of the contract. Contractor further agrees that, should one or more subcontractor not meet the size requirement for reporting at contract award but subsequently grows such that they meet or exceed the size requirement for reporting, contractor will submit the required report, for each such subcontractor, within ninety (90) days of that subcontractor meeting or exceeding the size requirement. Subsequent report submittals, on behalf of each such subcontractor, shall be due on the annual anniversary of the initial report submittal. Contractor shall submit the required form(s) to the State Purchasing Division of the General Services Department, and other departments as may be determined, on behalf of the applicable subcontractor(s) in accordance with the schedule contained in this paragraph. Contractor acknowledges that this
subcontractor requirement applies even though contractor itself may not meet the size requirement for reporting and be required to report it self.

Two (2) copies of the Pay Equity Worksheet shall be submitted prior to Award by the prospective Awarded Contractor.

The PE10-249 and PE250 worksheet is available at the following website: http://www.generalservices.state.nm.us/statepurchasing/Pay_Equity.aspx

Statewide Price Agreement

Note: This Statewide Price Agreement is between the Taxation and Revenue Department (TRD) and the awarded vendor. New Mexico law enforcement agencies will be ordering this item directly from the vendor using this Statewide Price Agreement. Any copy changes (with the exception of "personalization" as noted in Specifications) will be provided to the vendor by the Taxation and Revenue Department ONLY.

In the event of a product cost increase an escalation request will be reviewed by this office on an individual basis. Please be aware this measure is not intended to allow any increase in profit margin, only to compensate for an actual cost increase. Price decreases as well as increases shall apply. If vendor’s prices are reduced for any reason, users shall receive the benefit of such reductions. Price increases will not be retroactive to orders already in house or backorders. Orders will be filled at the price in effect on the date of receipt of the order by the vendor.

Article I - Statement of Work: Under the terms and conditions of this Statewide Price Agreement any New Mexico law enforcement agency may purchase the item described in Specifications. The terms and conditions of this Statewide Price Agreement shall form a part of each order issued hereunder.

It is understood that no guarantee or warranty is made or implied by either the State Purchasing Division or the Taxation & Revenue Department of the State of New Mexico that any order for any definite quantity will be issued under this Statewide Price Agreement. The successful bidder is required, upon award of this Statewide Price Agreement, to furnish the items and service in accordance with the articles for each order issued.

All purchase documents issued hereunder shall bear both an order number and this Statewide Price Agreement number.

Article II - Specifications: The Specifications contain the specific, individual item covered by this Statewide Price Agreement.

Article III - Quantities: This Statewide Price Agreement is designed to permit ordering according to any quantity of forms itemized in the price schedule of the ITB.

Article IV - Numbering/Missing Numbers: The total number of citation forms ordered will be delivered. Missing numbers are allowed on the order. If the order has missing numbers, the numbers sequence will be higher than (by the amount of missing numbers) than the ordering agency expects. As it is the responsibility of the ordering agency to verify and order the correct next number sequence, Vendor must supply a readable and understandable list of any and all missing numbers or out-of-sequence books to ordering agency with shipment(s). There will be NO MISSING NUMBERS within a book. Duplicated numbers are not allowed. All books must have twenty five (25) sequential numbers ending in 25, 50, 75 or 00 not including the check digit. The sequence number of sets in each book are to be printed on cover backstrap in red ink in a large font size so as to be readable while the books are stacked on a shelf. Vendor is encouraged to assist each agency in maintaining correct ordering number sequence but cannot be responsible for the ordering of incorrect numbers, ordering number sequence is the sole responsibility of the ordering agency.
State of New Mexico
General Services Department
Purchasing Division
Price Agreement #: 70-000-16-00005

Article V - Composition and Construction: Art work will be required by vendor. No composition charge will be paid. Composition and construction charges caused by any future required changes and subsequent proofing will be included in vendor's price. See Article VIII – Proofs

Article VI - Award of Bid: Method of award will be all or none to lowest overall bidder by item number.

The Department reserves the right to refuse the award of bid to any vendor it has determined is not responsive, does not have a proven track record or have the capability and resources to perform in full compliance all the specifications and other requirements.

No brokers or subcontractors allowed on this Statewide Price Agreement. Bidders/Vendors MUST be manufacturers. The complete manufacturing operation must be conducted in the bidders/vendor's plant.

Vendors business site(s) must be staffed during normal New Mexico business hours to handle telephone, fax or e-mail business.

Article VII - Recycled Papers: No recycled papers allowed for products covered by this Statewide Price Agreement.

Article VIII - Proofs: The Taxation and Revenue Department will require initial hard copy proofs within two (2) calendar weeks after the award of bid and receipt of copy. In the event that copy changes are required by the Taxation and Revenue Department anytime during the term of this Statewide Price Agreement, new proofs will be required within two (2) calendar weeks after copy changes are received by the vendor. Cost of proofing is to be included in the vendor’s price. Vendor must provide proofs at no cost directly to ordering agencies and/or TRD upon request. Proofs will be either e-mailed as a .pdf or faxed.

Article IX - Delivery: Delivery to be within four (4) calendar weeks of receipt of orders by vendor. Eight (8) calendar weeks for Items 001-002-003 (see Price Schedule).

If any agency orders are received by vendor prior to the completion of the initial proof process, delivery to be within four (4) calendar weeks from date of receipt by vendor of approved proof from the Taxation & Revenue Department.

Each ordering agency and the Taxation & Revenue Department must be notified in writing by overnight courier of any circumstances that would delay delivery.

Article X - Overruns or Underruns: Underruns are not authorized, overruns are not authorized for payment.

Article XI - Security: Successful vendor will provide documentation certifying the production plant has current ISO certification. ISO Certification must be maintained during the life of the contract. Vendor will certify that any valid excess, waste or salvage forms printed and not shipped with order will be destroyed or disposed of in such a manner as not to be reusable. If printed forms are kept on hand as samples, they must bear the word “SAMPLE”, "VOID" or similar term printed, punched or stamped across the face. Measures must be taken to secure artwork and forms before, during and after manufacturing.

Article XII - Printing Preparatory Materials: All printing composition artwork, electronic or otherwise (hereinafter referred to as "PPMs") such as artwork, PDF's and any other related items are the property of the State of New Mexico, Taxation & Revenue Department. Vendors must hold secure all PPMs for a minimum of one year after completion of order. TRD may request the return of any PPMs at any time. Approval must be obtained from the TRD prior to disposal of any PPM. In the event a vendor goes out of business (or ceases business with the TRD or the State of New Mexico) approval must be obtained from the Department prior to disposal of any PPM.
State of New Mexico  
General Services Department  
Purchasing Division  
Price Agreement #: 70-000-16-00005 

Article XIII - Shipping, Packaging and Palletizing:
1. All shipments must be F.O.B. Destination and must be delivered during business hours 8:00 am - noon or 1:00 pm - 5:00 pm New Mexico time, Monday thru Friday (excluding holidays) unless prior authorization is given from ordering agency.

2. Any order large enough to warrant the use of pallets must be shipped on standard commercial pallets and banded or wrapped securely.

3. Individual boxes in shipment must be plainly marked on the outside with the Department form number; example form MVD11015, the quantity and number sequence (if applicable) of the contents. If a box contains a numbering break(s) between the numbered books, the sequence(s) of the break(s) must be indicated on the outside. Do not affix a sample item (even if voided) to the outside of the boxes.

4. Box containing packing list must be on the outside of pallet and outside face of that box must indicate that packing list is contained inside that particular box. If packing list is affixed to the outside face of one of the outside boxes on the pallet it must be protected from being dislodged. Each pallet in shipment(s) must have its own packing list.

5. Boxes with highest number sequences are to be stacked on pallets first so that the lowest sequences are on top of the pallets.

6. If item(s) is shipped in partial shipments and the item(s) has a control number, the shipments must be sent in proper numerical sequence. That is, the lowest numbered forms must be shipped first and the highest last.

Article XIV - Billing: Each order issued by the agency shall be for one time shipment. No order is to be invoiced until shipped and payment will be made only after receipt of the completed order and vendor's invoice. Invoice must indicate both an order number and this Statewide Price Agreement number. Each agency's order must be invoiced separately. Additional payment for special handling charges, when emergency shipment is required by the agency, will be authorized (except when situation is caused by vendor noncompliance) and paid for by the individual requesting agency.

Article XV - Penalties:
A. Penalty for late receipt of initial proofs is $100.00 per calendar day proofs are late. (Only applicable with the Taxation & Revenue Department.)

B. Penalty for late delivery is one percent (1%) of total cost of order per calendar day delivery is late.

C. Penalty for not complying with product or general requirement specifications (other than late delivery of product or initial proofs) may be up to and including ten percent (10%) of total cost of order for each noncompliance unless noncompliance(s) constitutes a 100% default.

The State Purchasing Division's policy is outlined under "Terms and Conditions" accompanying this Statewide Price Agreement and any action taken by the State Purchasing Division may be in addition to any penalties specified by the ordering agency.

Article XVI - Term: The term of this agreement shall be for one (1) year from date of award with the option to extend for a period (s) of three (3) additional years, on a year-to-year basis, by mutual agreement of all parties and approval of the New Mexico State Purchasing Agent at the same price, terms and conditions. This agreement shall not exceed four (4) years.
Article XVII - Amendments & Pricing: This Statewide Price Agreement may be amended by written mutual agreement between TRD and the vendor, and approval by the State Purchasing Agent. **All prices must remain firm for at least ninety (90) calendar days.** Any vendor requests for price increases are to be substantiated via a combination of price data from Pulp and Paper Weekly, copies of invoices paid by the vendor to its suppliers, and/or then-current market conditions. Price revisions will be considered as necessary and are subject to approval by TRD and State Purchasing and shall not exceed 3% per request.

Article XVIII - Termination: This Statewide Price Agreement may be terminated by either party upon written notice to the other at least sixty (60) calendar days in advance of the date of termination. Notice of termination shall not affect any outstanding orders nor prohibit the ordering agencies from placing orders up until the termination date.

**Additional Articles required by State Purchasing Division**

Article XIX – Termination
The Agency may terminate this Agreement for convenience or cause. The Contractor may only terminate this Agreement based upon the Agency’s uncured, material breach of this Agreement. Contractor shall give Agency written notice of termination at least sixty (60) days prior to the intended date of termination, which notice shall (i) identify all the Agency’s material breaches of this Agreement upon which the termination is based and (ii) state what the Agency must do to cure such material breaches. Contractor’s notice of termination shall only be effective (i) if the Agency does not cure all material breaches within the thirty (30) day notice period or (ii) in the case of material breaches that cannot be cured within thirty (30) days, the Agency does not, within the thirty (30) day notice period, notify the Contractor of its intent to cure and begin with due diligence to cure the material breach. Termination of this Contract, however, shall not affect any outstanding orders. This provision is not exclusive and shall not waive other rights and remedies afforded either party in the event of breach of contract or default. In such instances the contract may be cancelled effective immediately.

Article XX – Amendment
This Statewide Price Agreement may be amended by mutual agreement of the New Mexico State Purchasing Agent or his/her designee and the Contractor upon written notice by either party to the other. An amendment to this Statewide Price Agreement shall not affect any outstanding orders issued prior to the effective date of the amendment as mutually agreed upon, and as published by the New Mexico State Purchasing Agent or his/her designee. Amendments affecting price adjustments and/or the extension of a statewide price agreement expiration date are not allowed unless specifically provided in the bid and statewide price agreement specifications.
Article XXI - Issuance or Orders
Only written signed orders are valid under this Statewide Price Agreement.

Article XXII - Price Schedule
Prices as listed in the price schedule hereto attached are firm.

Direct Inquiries To:                                      Send Proofs Overnight Via Ups Only To:
Gary Wells                                               Gary Wells
Taxation & Revenue Department                           Joseph Montoya Building
ASD - General Services Bureau                           Room 3088
P. O. Box 1028                                          1100 S. St. Francis Dr.
Santa Fe, New Mexico 87504-1028                         Santa Fe, New Mexico 87501
Phone: (505) 827-0401 Fax: (505) 827-0178
Email: gary.wells@state.nm.us

SPECIFICATIONS:

MVD-11015, New Mexico Uniform Traffic Citation

4-Part Snap-Out Sets Bound In Books

Specifications

General: There is a general version and a Native American version. There is a slight variations of copy for the Native American version if requested.

Agency Name, Agency Codes, County Codes and “Local Penalty Assessment Address” (back of ply 3) will be different with each agency order.

Size:
Part 1 8 1/2” wide x 11 3/8” tall
Part 2 8 1/2” wide x 11 3/8” tall
Part 3 8 1/2” wide x 11-5/8” tall
Part 4 8 1/2” wide x 11 3/8” tall

Paper: Carbonless, chemical transfer, black image, mill brand bond paper (odorless & non-allergenic preferred), fine grain, non-gloss. 3M, Boise Cascade, Mead, Nashua, NCR or equivalent. Vendor’s best quality required. Readability and microfilm ability of paramount importance. Caution: Proper roller pressure and heat dissipation must be maintained during printing to eliminate premature activation of chemicals.

Part 1: 16 lb. white, CB
Part 2: 22 lb. white, CFB
Part 3: 22 lb. white, CFB
Part 4: 15 lb. white, CF

Important: Paper weight for Parts 2 & 3 must be a least 22 lb. or slightly more.

Vendors must submit with bid a four part test packet for approval. Sample packet must be crash imprinted in correct positions with black numbering and demonstrate functional numbering clarity. Also required on test packet is a Mod 10, 3
of 9 Barcode with check digit as described under the “BARCODE” portion of these specifications. Test packet must be properly sized, bound, glued and perforated as per specifications. No other printing required on test packet.

**Compositions:** Five (5) different compositions (excluding colored strips and marginal wording).
Face: All parts same composition (see Page 13). Back: All parts different compositions.

**Ink:** Parts 1 - 4 Face: "Drop-Out Blue" (PMS 5285) and red (also see Marginal Wording and Set Numbering).
Density of ink will vary from part to part. That is, Part one must be visually readable by a law enforcement officer at night while Parts 2 & 3 must be scannable by a Kodak or IBM Scanner or equivalent technology.
Parts 1 - 4 Back: Black only.
Parts 2 - 4 Face: Additional "non-bleed" colored strips at bottom margin of Parts 2 - 4 approximately 3/16" tall, short of left edge of form and extending to the right only as far as the vertical Secondary Citation Number space.


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<td>Black, Non-Scan Blue 5285, PMS 185, Process Blue / Black Backer</td>
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**Marginal Wording:** A) Each ordering agency may elect to "personalize" all parts of the citations at the upper left corner with their agency name (in the same dropout blue ink as the body of the form), subject to space limitations. In addition, the citations may be further personalized with the address of the applicable court near the bottom of the form and the court address on back of Defendant’s copy.

B) Bottom center face each part in red ink (reverse print on colored strips
Parts 2 - 4) to read: Part 1: COURT COPY
Part 2: ABSTRACT COPY
Part 3: DEFENDANT'S COPY
Part 4: ISSUING AGENCY COPY

**Perforations:** All parts full horizontal at top stub.

**Fastening:** All parts permanent glued at top stub, Parts 1 & 2 temporary line glued at bottom margin not to cover the words “ABSTRACT COPY”.

**Bar Code:** Barcode requires Bar Code 3 of 9, medium density to include the County Code, Agency Code, Citation Number and Weighted Mod 10 DSR check digit. 1 position perpendicular at the bottom right side ply 1. Human readable number required under barcode for verification purposes. Barcode number must match the Mod 10 number positioned parallel at top and perpendicular at bottom right side. Barcode has 2 crash numbered Mod 10 positions AND the Barcode with human readable for verification. These numbers must match each other for content. Barcode printed on Ply 1 only.

**Set Numbering:** There are three (3) different numbers identified at the top of the set and one (1) at the bottom right corner (see Page 13):

A) COUNTY CODE: Ordering agencies may elect to have their 2-digit County Code number preprinted (press printed) sequentially in black ink in the first two boxes provided at the top of the form on each part of each set depending upon jurisdiction.
State of New Mexico
General Services Department
Purchasing Division
Price Agreement #: 70-000-16-00005

Example 1: State Police, who can issue citations in any county, should not have their citations preprinted with any particular County Code and therefore must manually enter the appropriate County Code when the citation is issued. (This also applies to law enforcement agencies with jurisdictions overlapping into other counties.)

Example 2: A municipal police agency with jurisdiction totally within the boundaries of a county should have their county’s code preprinted on the citation. If not, they must manually indicate the County Code each time a citation is issued.

B) AGENCY CODE: Each agency has its own 3-digit Agency Code which must be preprinted (press printed) sequentially in black ink in the three boxes at the top of the form just to the right of the County Code boxes on each part of each set.

NOTE: See pages 14 thru 16 for County & Agency Code listings.

C) CITATION NUMBER: Check Digit, Weighted Modulus 10 - IBM Standard System consecutively preprinted (imprinted each part or crash printed) at the top of the form just to the right of the Agency Code boxes on each part of each set in black ink. The first seven digits are the citation number and the last (or 8th) digit is the check digit. Vendor: No agency may place an order with a beginning citation number of less than 1000001 (seven digits). Books may not have missing numbered forms. All books must have twenty-five (25) sequential numbers ending in 25, 50, 75 or 00 not including the check digit.

D) SECONDARY PRINTED NUMBERS: The county code, agency code, followed by the secondary eight digit citation number (including check digit) preprinted (imprinted each part or crash printed) in black ink positioned vertically at the lower right corner of form facing inboard. That is, the bottom edge of the numbers must be facing inboard, towards the text of the form, the top edge must be facing toward the bar code position. The secondary citation number must match sequentially the primary Citation Number at the top of the form and the bar coding to the right of the secondary number if the bar code is printed.

E) The recommended type style for a) County Code, b) Agency Code and c) primary Citation Number numbering is 10 - 12 point OCR - "A" Sans Serif. The Secondary Printed Numbers may be in any standard type style.

Booking: 25 citation sets per book in consecutive sequential order, full wrap-around matchbook Triad Book Cover so leading edge may be inserted between citation sets, chipboard insert behind last citation, 150# manila cover paper, stapled 3 times through cover.

Book Numbering: Each book on cover spine in red denoting Agency Code and Citation Number (minus check digit) sequence of sets in book. Books may not have missing numbered citation forms. All books must have twenty-five (25) sequential numbers ending in 25, 50, 75 or 00.

Carton Numbering: Each carton label to be printed with numbering sequence of books contained within. Cartons also must be numbered with lowest to highest numbering sequence (with lowest numbers on top tier of pallet – if palletized). Any missing numbers within the box must be identified on the label.

Packaging: 32 books per box. Box must meet 32 ECT Requirements.

Bid all or None – All prices to be per book – Be sure to read article VI. Award of Bid
Bid must include the entire ITB with specifications along with an electronic or hard copy of only the items’ spreadsheet in Excel format on a CD ROM or Flash Drive. Verify you respond to the number of items indicated - (**15 items total for this ITB.**)
NEW MEXICO UNIFORM TRAFFIC CITATION STANDARD CODING SYSTEM

COUNTY CODES

01 - Santa Fe 13 - McKinley 24 - Guadalupe
02 - Bernalillo 14 - Valencia 25 - Socorro
03 - Eddy 15 - Otero 26 - Lincoln
04 - Chaves 16 - San Juan 27 - DeBaca
05 - Curry 17 - Rio Arriba 28 - Catron
06 - Lea 18 - Union 29 - Sandoval
07 - Dona Ana 19 - Luna 30 - Mora
08 - Grant 20 - Taos 31 - Harding
09 - Colfax 21 - Sierra 32 - Los Alamos
10 - Quay 22 - Torrance 33 - Cibola
11 - Roosevelt 23 - Hidalgo
12 - San Miguel

AGENCY CODE SCHEME

New Mexico Government Agencies: 001 thru 100 & 790 This Page
New Mexico County Sheriff's Departments: 101 thru 199 17-19
New Mexico Municipalities and Towns: 200 thru 399 17-19
New Mexico Tribal & Pueblo Agencies: 400 thru 450 17-19

NEW MEXICO LAW ENFORCEMENT AGENCY CODES

790 - NM State Police
001 - TRD-MVD Compliance Unit
002 - NM Dept. of Public Safety
      Motor Transportation Division
003 - NM Taxation & Revenue
      Motor Vehicle Division
004 - NM Game & Fish Dept.
005 - NM Livestock Board
006 - NM Parks & Recreation Dept.
007 - NM Dept. of Public Safety
      Special Investigation Division
008 - SHTD
009 - SHTP
010 - NM Military Institute Police Dept.
011 - University of New Mexico
      Campus Police Department
012 - NM State University Police Dept.
013 - Eastern New Mexico University
      Police Department
014 - Western New Mexico University
      Police Department
015 - New Mexico Institute of Mining
      and Technology Police Department
016 - New Mexico Highlands University
      Police Department
017 - Burlington Northern –
      Santa Fe Railroad
018 - University of New Mexico
      Campus Police Department Gallup Branch
019 - University of New Mexico
      Campus Police Department Valencia Branch
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TRIBAL & PUEBLO AGENCIES WITH NEW MEXICO STATE POLICE CREDENTIALS

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<th>AGENCY NAME</th>
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<td>Acoma Tribal Police Dept.</td>
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<td>US-BIA Enforcement Section</td>
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EXAMPLE AGENCY ORDER

1,000 Books MVD-11015, New Mexico Uniform Traffic Citation
(25,000 Sets)

Price Agreement: 70-000-16-00005,
Price Schedule, Page 21, Item 11.

Specifications:

Exactly as per Price Agreement and Price Schedule except for:

1. Marginal Wording "personalization" option to read:

   Santa Fe Police
   Department

2. County Code: 01

3. Agency Code: 201

4. Citation Number: 1000001 thru 1025000

5. Book Numbering: 201 1000001 thru 201 1025000

6. COURT APPEARANCE: address to read:

   2511 Camino Entrada, Santa Fe, NM 87507

7. Defendant's Copy backer - bottom Mail to: address to read:

   Motor Vehicle Division
   NMPA Department
   P.O. Box 25130
   Santa Fe, NM 87504-25130

*******************************************************************************

NOTE: Citation number sequence for subsequent orders must be consecutive. That is, it must start up where the previous order left off. Examples:

A) An Agency's first order for a 7 digit citation was placed off a previous price agreement and the ending number was 1025000. It is now time for the agency to place its second order. The starting number must be 1025001.

B) An agency is placing an order for a 7 digit citation for the very first time. The starting Citation Number must be 1000001.
SPECIAL AGENCY NOTIFICATION

1. This price agreement is designed to assist New Mexico law enforcement agencies in the purchase of Uniform Traffic Citations and to provide a reasonable cost from a single source. It is not mandatory that you purchase your citations from this price agreement but any citations not conforming to these specifications will not be processed by the Motor Vehicle Division. By law, only the director of the Motor Vehicle Division can authorize composition or construction changes.

2. See page 13 for example of how to place your order.

SPECIAL VENDOR REQUIREMENT

If requested by the New Mexico Taxation and Revenue Department, successful vendor must provide a listing of agency orders placed against this price agreement including the agency name, order date, quantity, county code (if applicable), agency code, citation number sequences and a missing numbers list (if applicable).
State of New Mexico  
General Services Department  
Purchasing Division  
Price Agreement #: 70-000-16-00005  

Price Schedule

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<tr>
<th>Item</th>
<th>Unit</th>
<th>Article and Description</th>
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<td>1</td>
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<td>Price per book 25 sets per book for a total of 250 sets. 8 week delivery</td>
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<td>Books</td>
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<td>Books</td>
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***15 Items Total***