

STATE OF OHIO  
DEPARTMENT OF ADMINISTRATIVE SERVICES  
GENERAL SERVICE ADMINISTRATION  
OFFICE OF STATE PURCHASING  
4200 SURFACE ROAD, COLUMBUS, OHIO 43228-1395

**TO:** ALL STATE AGENCIES, AND PROPERLY REGISTERED COUNTIES, TOWNSHIPS, MUNICIPAL CORPORATIONS, REGIONAL TRANSIT AUTHORITY, REGIONAL AIRPORT AUTHORITY, PORT AUTHORITY, SCHOOL DISTRICT, CONSERVANCY DISTRICTS, TOWNSHIP PARK DISTRICTS AND PARK DISTRICTS, PURSUANT TO SECTION 125.04(B) OF THE OHIO REVISED CODE, THE COOPERATIVE PURCHASING ACT. STATE UNIVERSITIES, STATE VOCATIONAL SCHOOLS, STATE COMMUNITY COLLEGES OR OTHER INSTITUTIONS OF HIGHER EDUCATION MAY USE THESE CONTRACTS SUCH USE HOWEVER, IS BASED UPON EACH ENTITY'S PROCUREMENT AUTHORITY.

**FROM:** ADMINISTRATOR, STATE PURCHASING

**SUBJECT:** PURCHASING INFORMATION, BID CONTRACT NUMBER 9189-P (12/31/98)

TERM CONTRACT

ENVELOPES, PLAIN INCLUDING RECYCLED

DURATION: This contract shall cover the State's requirement from April 1, 1996 through December 31, 1998.

ESTIMATED REQUIREMENTS

\$457,742.00

(More or Less)

The State does not obligate itself, or any using agency, to purchase the full amount of the quantity(ies) listed, however; the full discount offered must be allowed should the purchase be less. The state's requirements may exceed the quantities shown and the contractor shall be required to furnish all items as shown on the Purchase Order issued during the effective period of this contract (to be determined by opening date). FURTHER, AS DETERMINED BY THE ADMINISTRATOR, THE STATE RESERVES THE RIGHT TO ISSUE SPECIAL COMPETITIVE SEALED BIDS FOR LARGE OR UNUSUAL REQUIREMENTS.

CONDITIONS OF BID INVITATION NUMBERS 9189-P BECOME PART OF THIS CONTRACT All conditions and specifications set forth in Bid Numbers 9189-P dated February 23, 1996, and Pages 1 thru 8 (Standard Terms and Conditions and General Definitions) are included in and become a part of this contract.

"Any breach of this sales contract and all the provisions thereof, are governed by the laws of the State of Ohio."

SPECIAL NOTE Any encumbrance made against this contract shall be accomplished on an ADM-0523, purchase order. EXCEPTIONS Does not apply to state universities, state vocational schools, state community colleges and properly registered school districts, counties, townships, and municipal corporations located within the State of Ohio. These entities will utilize their own encumbering documents.

MINORITY SET-ASIDE IN ACCORDANCE WITH ORC CH. 125.081

Sandra A. Drabik, Director  
Department of Administrative Services

COOPERATIVE PURCHASING In accordance with the Ohio Revised Code Section 125.04, the Department of Administrative Services (DAS) State Purchasing Administrator, may permit a county, township, municipal corporation, regional transit authority or school district to participate in contracts into which DAS has entered for the purchase of certain supplies, services, materials and equipment. Contractors may receive purchase orders from these political subdivisions from a contract awarded pursuant to this Competitive Sealed Bid (CSB).

Vendors shall deal directly with the ordering political subdivisions. All invoices for such purchases shall be sent directly to the ordering political subdivision's billing address. Invoices sent to the State of Ohio's Office of State Purchasing shall be considered defective invoices and will be returned to the vendor.

TRANSPORTATION CHARGES Any item(s) ordered from this contract shall be shipped F.O.B. destination, freight prepaid. Shipment shall be made to any state agency, state vocational school, state university, state community college, or any properly registered counties, townships, municipal corporations and school districts located within the State of Ohio.

PLACEMENT OF ORDERS Purchase orders for any item(s) listed in this contract, will be placed directly with the successful vendor(s) by the using agency. No order shall specify delivery to exceed thirty (30) days beyond the expiration and/or cancellation date of the contract.

MINIMUM ORDER No order shall be placed against a contract awarded pursuant to this Competitive Sealed Bid for less than one (1) carton and/or twenty-five (\$25.00) dollars. Orders must be in full carton lots. On orders less than one (1) carton and/or twenty five (\$25.00) dollars, using agencies shall order from the Office Supply Contract, Index Number GDC-37.

MINIMUM ORDER No orders shall be issued against the ensuing contract for less than \$25.00 dollars. The minimum dollar value of any order placed against a contract, awarded pursuant to the Invitation, for delivery F.O.B. destination, transportation charges prepaid, at any one time to one destination, shall be not less than three hundred (\$300.00) dollars.

ON ORDERS TOTALING LESS THAN THREE HUNDRED (\$300.00) DOLLARS Shipment is to be made by freight, parcel post, express or commercial package delivery, whichever is the most economical method for proper delivery of the item, F.O.B. destination. The cost of transportation from the vendor's address to the destination on such orders shall be prepaid and added to the invoice.

DELIVERY: Items shall be delivered within five (5) working days after receipt of order and for store-door/dock side delivery. Delivery dates for exceptionally large volume orders will be established at the time of order placement. Extension of the delivery shall be with prior approval of the ordering

O.R.D.E. CONTENT: Each Purchase Order (ORDE) shall show a contact person with correct phone number who is knowledgeable of the order. Orders without this information are subject to being returned to the ordering agency.

SPECIAL NOTE: ALL DELIVERIES SHALL BE SHIPPED COMPLETE FROM ONE SHIPPING POINT AND ON ONE INVOICE. SHIPPING FROM MULTIPLE SHIPPING POINTS ON MULTIPLE INVOICES SHALL NOT BE PERMITTED UNLESS PRIOR APPROVAL IS GRANTED BY THE ORDERING AGENCY.

SAMPLES: Bidders shall submit three (3) finished samples for each type of envelope, with their completed Competitive Sealed Bid. Samples should be properly marked and identified as to bid number and opening date. Samples may be submitted by manufacturing mills, on behalf of supplying vendors, however, mills shall include a listing showing those bidders that are representing their product line. Failure to submit sample by the time of bid opening either by bidder or manufacturer, shall deem your bid non-responsive and no further consideration for award shall be given.

BID EVALUATION To determine the low lot total price of the CSB, the State will multiply the estimated annual usage of each item by its corresponding unit price and the total for up charges and then add these totals together. Failure to bid all items shall deem your bid as non responsive with no further consideration for award given.

AWARD: There will be one (1) low lot total award made to the lowest responsive and responsible bidder meeting all bid specifications and requirements listed herein. Failure to bid all items shall deem your bid non-responsive and no further consideration for award shall be given.

MULTIPLE BIDS: Bidders shall not submit more than one (1) bid proposal. Bidders submitting more than one proposal shall be deemed non-responsive with no further consideration given for any bid proposal submitted.

ESCALATOR CLAUSE (OPEN END INCREASE) No price adjustment shall be granted during the first ninety (90) days duration of an awarded contract. Thereafter, in the event the vendor receives a general price increase in the cost of the finished product contracted for, due to increases in the cost of raw materials, labor, freight, etc., upon giving thirty (30) days prior notice and if proper documentation is submitted as proof, said increase in addition to the unit price quoted herein, may be permitted, subject to the sole discretion of the Office of State Purchasing. In the event any such increase is granted, no price adjustment will be permitted prior to the effective date of any increase received by the contractor from his own suppliers, or on purchase orders that are already being processed, or have been filled and are awaiting shipment.\*

Should there be a decrease in the cost of the finished product due to a general decline in the market or some other factor, the State of Ohio shall be notified immediately and the resulting price adjustment will be incorporated as part of the terms of the awarded contract.

The vendor shall submit the following documentation with each request for a price increase: (1) Copies of the old and the current price lists or similar documents which indicate the original base cost of the product to the vendor and the corresponding increase; OR (2) Copies of correspondence sent by the vendor's supplier on the supplier's letterhead, which contain the above price information and explain the source of the increase in such areas as raw materials, freight, fuel or labor, etc.; OR (3) Copies of excerpts from business publications, market quotations or trade journals recognized as being representative of their particular trade or industry, that indicate a trend toward an increase in the current market for the commodities under the awarded contract.

CONTRACT EXTENSION As a condition of any award resulting from this Invitation To Bid /Contract, the State of Ohio reserves the right to extend the period covered by the ensuing contract under the same prices, terms and conditions stated herein, for a maximum of ONE (1) CALENDAR MONTH beyond the normal expiration date of the contract. Any further extension(s) not to exceed ONE (1) CALENDAR MONTH EACH, up to a maximum of six (6) such extensions, shall be mutually agreed to.

ANNUAL EXTENSION Subject to mutual agreement, the period covered by the ensuing contract under the same prices, terms and conditions stated herein can be extended for THREE (3) additional years in one year increments.

QUALITY CONTROL: At the option of the Office of State Purchasing or the using state agency, samples may be taken from deliveries made pursuant to an ensuing contract and submitted for laboratory tests. Failure to meet the specification requirements will invalidate the awarded contract and will result in the vendor being liable for any financial losses incurred by the State of Ohio.

CONTRACT COMPLIANCE During the term of this contract, each using agency shall be responsible to monitor the contractor's performance and compliance with the terms and conditions of the contract. If an agency observes any infraction(s), such shall be documented and conveyed to the contractor for immediate correction. If the contractor fails to rectify the problem(s), the agency shall notify the Contract Compliance Office of State Purchasing to help resolve the incident(s). Continued failures on the contractor's part to comply with the terms and conditions of the contract may result in the immediate removal of the contractor from the contract by the Administrator of State Purchasing.

NOTE: If the contractor fails to furnish envelopes according to the terms of the contract, the Department of Administrative Services and/or using agency, shall purchase the required envelopes on the open market. After notifying the contractor, in writing, of such action, the cost, in excess of the contract, shall be collected from the contractor.

\*If the vendor receives orders calling for quarterly delivery, then this condition shall not apply and the increase, if approved by the Office of State Purchasing, will apply immediately to all deliveries made after the effective date of the price increase.

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## ITEM SPECIFICATIONS

### I. SCOPE

- A. This Competitive Sealed Bid covers the requirements for various types of plain envelopes which shall be purchased by various State Agencies.

ITEM SPECIFICATIONS (Cont'd)

II. GENERAL REQUIREMENTS

A. Envelopes offered in this Competitive Sealed Bid shall be equivalent to those products manufactured by the following companies:

- 1) U.S. Envelope, Mail-Well, Karolton, National

III. REQUIREMENTS

A. Requirements for Commercial Envelopes

1. All envelopes shall be die cut style.
2. The seal flap shall be a high cut, inserting machine style. The size of the flap and seal shall be proportionate with the envelope size and in accordance with standards of the envelope industry.
3. Regular and window commercial envelopes shall be manufactured from White wove 24# lbs. Wt., paper stock, diagonal seams. **SIDE SEAMS WILL NOT BE ACCEPTABLE.**
4. Gum - To be resin or resin dextrin, evenly applied to a thickness of .0065 - .007. Gum shall not discolor, crystallize or warp the envelope. During summer months, split gumming may be acceptable, however, only with prior approval from the ordering agency. There will be no additional charge for split gumming.
5. Window Material - Patch to be made with high transparency film, D.W.F. 6001, or equal made for window envelope purposes. The window patch must be edge gummed for trouble-free use on inserting machines. The patch must not pucker, nor the envelope warp.
6. Window Sizes and Positions: Standard Envelopes

	<u>WINDOW</u> *	<u>POSITION FROM</u>	
		<u>LEFT</u>	<u>BOTTOM</u>
No. 6-3/4	1-1/8 x 4-1/2	7/8"	1/2"
No. 9	1-1/8 x 4-1/2	7/8"	1/2"
No. 10 left and right	1-1/8 x 4-1/2	7/8**	1/2"
Warrant	1-3/8 x 4-1/4	7/8"	1/2"

\* Right hand window: Same position only from right edge

NOTE: On some orders, additional window sizes and placements, as specified on the purchase order, may be requested.

All envelopes shall be of quality manufacture and compatible for use in AM, Pitney-Bowes, or any other automatic inserting equipment currently in use by State Agencies. Side seam envelopes shall not be acceptable.

B. Catalog Envelopes

1. Catalog envelopes shall be manufactured from 28# or 32# Brown Kraft Assorted, as specified, die cut style. Flap shall be of same style as Commercial type envelopes.
2. Gum - Gum application of flap to be first grade long lasting that will not deteriorate in storage within one (1) year. Flap to be gummed with Resin-Dex, or Vinyl-Dex.

ITEM SPECIFICATIONS (Cont'd)

REQUIREMENTS (Cont'd)

C. Envelopes - Special Type

1. Specifications for the Warrant Window Envelope

- a. Size - 3-7/8 x 8-1/4  
Paper - 24# Brown Kraft or 24# White Wove  
Construction - Die cut, standard flap, diagonal seams  
Window - Size: 1-3/8 x 4-1/4 - Square Corners  
Location: 7/8" Left, 1/2" Bottom
  - b. Flap must not be less than 1-3/8" or more than 1-1/2" deep.  
Window material shall be the same as used for Window Envelopes listed in this bid.
  - c. Bottom flap, seal flap, and center seam shall be proportionate to the size of envelope and in accordance with standards of the envelope industry for catalog envelopes.
2. Gumming of diagonal seam to be tight so that suction cups of Automatic Inserting Machine will lift entire back of envelope evenly to allow the insertion of two IBM cards at one operation. This operation also requires that the back of the envelope be cut diagonally from each corner directly under the flap to allow proper clearance for inserting the two cards.
- a. Gum application of flap to be first grade, long lasting, that will not deteriorate in storage within one (1) year. Flap only to be gummed with 100% PVA Gumming.
  - b. The window film is to be properly glued with ribbed gumming so that the entire upper edge of the film is permanently attached to prevent catching and that the envelope will remain flat and free of warping and curling.

IV. PACKAGING, LABELING, AND SHIPPING REQUIREMENTS

A. Commercial Envelopes

1. Packing - To be packed 500, in chipboard boxes, with tight corners and seams, and with dust-free type lids.
- a. Nos. 6-3/4, and 9 - 5,000 per carton. Nos. 10, and 11 - 2,500 per carton. Special - 3-7/8 x 8-1/4 - 5,000 per carton.
  - b. Cartons containing regular envelopes to be labeled in WHITE: Window envelopes with GREEN LABELS. In addition to the master carton label, each box within the master carton shall be properly labeled as to its contents.

B. Kraft Catalog Envelopes & Packing- Flap folded - Preferred packing (bidders shall note any differences).

<u>Sizes</u>	<u>Packing</u>
6 x 9	1M/Carton
7-1/2 x 10-1/2	500/Carton
9 x 12	500/Carton
10 x 13	500/Carton
10 x 16-1/2	250/Carton
12 x 15-1/2	250/Carton

ITEM SPECIFICATIONS (Cont'd)

C. Additional Packing Requirements for Envelopes

1. Cartons shall be strong enough to withstand tier storage. When banded with steel or other binding device, cartons must not be crushed in any manner.
2. Cartons that are to be bound on skids or pallets, shall be stacked no more than six (6) feet high.
3. Cartons shall be placed on skids in such a manner to meet the stacking requirements of the ordering agency.

D. Pallet or Skid Specifications: All pallets or skids must comply with the following dimensions:

1. The inside width between outside runners shall be 26".
2. Shall have at least 8" clearance to floor.
3. Maximum skid shall be 38 x 50.

Pallets shall be standard size 40" x 48".

E. Any change in the packaging proposed by the vendor, other than the one stated herein, shall be subject to the acceptance of the using agency. If proposed packaging is denied, the awarded contractor shall furnish the item(s) according to the packaging stated herein.

SPECIAL NOTE Bidders are to state by letter attachment with their bid any variation to packing requirements as stated herein.

F. DAMAGE

1. Any items delivered under this contract that have visible damage at time of delivery, shall be examined and noted by agency personnel. Upon notification from the agency, the vendor shall replace the damaged stock immediately at no additional cost to the State.

V. PART II. RECYCLED

A. SCOPE: These specifications shall cover the requirements for various types of plain envelopes containing recycled paper content which shall be purchased by various State Agencies.

B. DEFINITIONS

1. Recycled Paper: For purposes of this specification, recycled paper shall be waste paper as defined by the U.S. E.P.A.'s Guideline for Federal Procurement of Paper and Paper Products Containing Recovered Materials 47 CFR 250.
2. Waste Paper: Includes both post-consumer received materials and pre-consumer items as defined herein and as stipulated in RCRA Section 6002. Mill broke is specifically excluded from the definition of recovered materials because it is waste generated before completion of the paper making process.
3. Post Consumer Recovered Materials Items which have been recovered after passing through their end usage as a consumer item, such as old magazines, newspapers, used corrugated containers, and office waste.
4. Pre Consumer Waste: These would include manufacturing wastes like paper and paperboard waste generated after completion of the paper making process (i.e. cutting and trimming) and other paper and paperboard waste, resulting from printing, cutting, forming, and other converting operations; box, bag, and carton manufacturing wastes; and butt rolls, mill wrappers, and rejected unused stock; and finished paper and paperboard from obsolete inventories of paper and paperboard manufacturers, merchants, wholesalers, dealers, printers, converters, and others.

ITEM SPECIFICATIONS (Cont'd)

C. CLASSIFICATION Shall cover commercial envelopes in the following weights and sizes.

1. No. 6-3/4, 24#
2. No. 10, 24#
3. No. 11, 24#

D. APPLICABLE DOCUMENTS

The latest revisions of the following shall apply:

1. Resource Conservation and Recovery Act (RCRA) Section 6002
2. U.S. E.P.A.'s "Guideline for Federal Procurement of Paper and Paper Products Containing Recovered Materials".

E. GENERAL REQUIREMENTS

1. Envelopes offered in this Competitive Sealed Bid shall be equivalent in design and quality to those products manufactured by the following companies:
  - a. U.S. Envelope, Mail-Well, Karolton, Westvaco, National
2. Percentage of Recycled Paper Content The types of envelopes stipulated herein, shall be manufactured with a recycled content of not less than 50%. Tyvek products shall have a minimum of 25% post consumer recycled products.
3. Physical Properties: The bursting strength, tear and moisture content shall be as equal to each items virgin counterpart as much as possible.
4. Other Requirements: All other requirements as stipulated in paragraphs 3 through 5, shall apply as applicable.

PRICE SCHEDULE

NIGP CODE NO.	DESCRIPTION	COLOR	Min Order Quantity (Carton)	QUANTITY PER CARTON	PRICE PER CARTON
310-30-67-126-2	No. 6-3/4 - 24# White Wove Regular	White	1	5,000	\$ 65.64 **
310-30-67-175-9	No. 9 - 24# White Wove Regular	White	1	2,500	\$ 37.625
310-30-67-205-4	No. 10 24# White Wove, Regular Right Window	White	5	2,500	\$ 71.625
310-30-67-224-5	No. 10 - 24# White Wove Regular	White	1	2,500	\$ 36.475
310-30-67-222-9	No. 10 24# White Wove Regular Window* Right Hand Position 4 3/4"	White	1	2,500	\$ 50.175
310--30-76-215-2	No. 10-24 # White WoveWindow, Left Hand Position 4 3/4 "	White	1	2,500	\$ 50.175
310-30-67-310-2	No. 11 - 24# White Wove Regular	White	1	2,500	\$ 77.025
310-30-76-185-7	No. 9 - 24# White Wove WindowRight Hand Position, 4 1/2" Window*#	White	8	2,500	\$ 78.90
310-30-76-180-7	No. 9 - 24# White Wove Window, Left Hand Position, 4 1/2" Window	White	8	2,500	\$ 78.90
310-30-76187-3	No. 9 24 # White Wove Window*	White	1	2,500	\$ 49.20
310-30-76-217-8	No. 10 - 24# White Wove Window	White	1	2,500	\$ 45.175
310-30-27-131-1	6 x 9 - 28# Catalog - O.E.	Brown Kraft	1	2,500	\$ 97.40
310-30-27-331-7	7-1/2 x 10-1/2 - 28# Catalog O.E.	Brown Kraft	1	1,500	\$ 85.68
310-30-27-450-5	9 x 12 - 28# Catalog - O.E.	Brown Kraft	1	500	\$ 24.875
310-30-27-600-5	10 x 13 - 28# Catalog - O.E.	Brown Kraft	1	500	\$ 31.33
310-30-27-616-1	10 x 16-1/2 - 32# Catalog - O.E.	Brown Kraft	20	500	\$ 70.565
310-30-27-710-2	12 x 15-1/2 - 28# Catalog - O.E.	Brown Kraft	1	1,000	\$ 104.87

BRAND NAME:: Western White Sulphite & Brown Roptex

310-30-43-060-2	3-7/8 x 8-1/4 - 24# White Wove Window Warrant	White	5 *	2,500	\$ 67.35 **
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BRAND NAME: Western Sulphite

310-30-76-050-3	3-7/8 x 8-1/4 - 24# Kraft Window Warrant	Brown Kraft	5 *	2,500	\$ 84.55 **
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BRAND NAME: Roptex-Brown Kraft

\*\*Indicates price decrease effective for all orders placed on or after July 1, 1996.

\*Indicates change

PRICE SCHEDULE (Cont'd)

TYPE II, RECYCLED

NIGP CODE NO.	DESCRIPTION	COLOR	Min. Order Quantity (Carton)	QUANTITY PER CARTON	PRICE PER CARTON	PERCENT OF RECYCLED MATERIAL
310-60-41-165-4	No. 6-3/4 - 24# White Wove Regular	White	1	5,000	\$ 93.75	100
310-60-41-270-2	No. 10 - 24# White Wove Regular	White	1	2,500	\$ 48.62	100
310-60-39-200-3	12 x 16 Tyvek O. E. 2 " Expansion 18 # (Plain)	White	1	500	\$ 388.475	25
310-60-39-210-2	12 x 16 Tyvek O. S. 2 " Expansion 18 # (Plain)	White	1	500	\$ 430.995	25
310-60-39-100-5	10 x 13 Tyvek O.E. 14# (Plain)	White	1	500	\$ 112.98	25
310-60-39-300-1	18 x 23 Tyvek O.E. 18# (Plain)	White	1	250	\$ 308.25	25
310-60-45-050-4	9 x 12 O.E. Catalog 28#	Brown Kraft	1	1,000	\$ 56.84	50

BRAND NAME: White Recovery, Brown Kraft Roptex

CONTRACTOR INDEX

CONTRACTOR, TERMS AND SHIPMENT

BID CONTRACT NO: 9189-P (12/31/98)

(CERTIFIED MINORITY BUSINESS ENTERPRISE)

\*31-0860351  
 Graphic Action  
 3736 Regent Avenue #  
 Cincinnati, Ohio, 45212

SHIPMENT: As required

TERMS: Net 30 Days

CONTRACTOR'S CONTACT: Elizabeth Beckert

Telephone: (513) 351-7300 #  
 FAX: (513) 351-1710 #

NIGP CODE NO: 962-98-98-105-9; Freight charges on orders totaling less than stated minimum

NIGP CODE NO: 936-73-01-014-1 \$6.00 per thousand up charge for additional window placement

\*NOTICE TO CONTRACTOR - ALL INVOICES TO THE STATE OF OHIO MUST SHOW THE VENDOR'S E.I. TAX NUMBER. THIS CONTRACT SHOWS YOUR NUMBER AS PART OF THE ADDRESS AND IS ALSO YOUR CURRENT VENDOR NUMBER.

\*NOTICE TO INSTITUTIONS Your purchase orders against this contract MUST include the vendor number as shown above.

#Indicates Change

## **ATTACHMENT A**

**THE FOLLOWING PAGES ARE OFFERED BY GRAPHIC ACTION AS AN AID TO ASSIST IN THE ORDERING OF ENVELOPES. PLEASE NOTE THAT ALL CUSTOM MADE ITEMS( SPECIAL ORDER) AND MINIMUM ORDERING QUANTITIES FOR THESE ITEMS ARE INDICATED. ADDITIONALLY, ALL CUSTOM MADE ITEMS REQUIRE A MINIMUM DELIVERY TIME OF FOUR WEEKS.**

**ALL STATE AGENCIES SHALL USE THE COMPLETE NIGP CODE WHEN PLACING ORDERS.**

**IT IS NOT NECESSARY TO USE THE GRAPHIC ACTION PRODUCT NUMBER WHEN ORDERING.**

**AGENCIES SHALL USE THE PRICING INFORMATION SHOWN IN THE CONTRACT PRICING SCHEDULE. ( THE PRICING INFORMATION SHOWN ON THE ATTACHED PAGES WILL NOT BE ADJUSTED IN THE EVENT OF PRICE CHANGES).**