

COUNTY OF ROCKLAND  
Department of General Services  
**Purchasing Division**

# Contract Award Notification

Title: **Reproduction, Duplication, Lamination & Binding Services**

Contract Period: April 26, 2021 through April 25, 2022 w/2-1-year options  
Extended thru 4/25/23 w/1 year option

Original Date of Issue: April 26, 2021

Date of Revision: 2/28/22

**BID No:** **RFB-RC-2021-035**

**Catalog:** **Printing & Promotional Supplies**

Authorized Users: County agencies, All Political Subdivisions

Address Inquiries To:

Name: Kathy McSharar  
Title: Purchaser II  
Phone: 845-364-3821  
Fax: 845-364-3809  
E-mail: mcsharak@co.rockland.ny.us

**Description**

This contract is for Reproduction, Duplication, Lamination  
and Binding Services

Contract #	Vendor Number	Contractor & Address	Telephone No.
BID 21-035	0000003919	Oak Tree Printing Inc. 88 Route 303 Tappan, NY 10983 Contact: Nick Sfraga nick@oaktreeprinting.com	845-359-0181    FAX: 845-359-0011

**Please Note:**

**Before entering a requisition for straight copying, please check with the Rockland County  
Reproduction Department for a price.**

COUNTY OF ROCKLAND  
DGS – PURCHASING DEPARTMENT  
BLDG. A, 2ND FLOOR, 50 SANATORIUM ROAD  
POMONA, NY 10970  
TELEPHONE NO.: 845-364-3820  
FAX NO.: 845-364-3809

VENDOR: Oak Tree Printing

LINE NO.	DESCRIPTION	ITEM NUMBER	EST. QTY.	UNIT	UNIT PRICE
	<b>SECTION ONE</b>				
	<b>Engineering copies reproduced from hardcopy originals at same size</b>				
1-1.	Xeroxing engineering copies Vellum 18 x 24	96618000013	1	Each	<b>\$3.00</b>
1-2.	Xeroxing engineering copies Vellum 24 x 36	96618000014	1	Each	<b>\$6.00</b>
1-3.	Xeroxing engineering copies Vellum 36 x 48	96618000016	1	Each	<b>\$12.00</b>
1-4.	Xeroxing engineering copies Mylar 18 x 24	96618000017	1	Each	<b>\$10.00</b>
1-5.	Xeroxing engineering copies Mylar 24 x 36	96618000018	1	Each	<b>\$25.00</b>
1-6.	Xeroxing engineering copies Mylar 36 x 48	96618000020	1	Each	<b>\$36.00</b>
1-7.	Xeroxing engineering copies Bond 18 x 24	96618000021	100	Each	<b>\$1.50</b>
1-8.	Xeroxing engineering copies Bond 20 x 28	96618001022	1000	Each	<b>\$ 1.75</b>
1-9.	Xeroxing engineering copies Bond 24 x 36	96618000022	1000	Each	<b>\$ 1.95</b>
1-10.	Xeroxing engineering copies Bond 36 x 48	96618000024	500	Each	<b>\$ 3.25</b>

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LINE NO.	DESCRIPTION	ITEM NUMBER	EST. QTY.	UNIT	UNIT PRICE
	<b>SECTION TWO</b>				
	<b>Small format photocopies from hardcopy or electronic originals</b> (AutoCAD plot files or PDFs). For price determination, order quantity is defined by total output, without regard to the number of originals.				
2-1.	Photo Copies, Black & White 8 ½ x 11, 1-500 Multiply by 5000	96618000025	5000	Each	<b>\$0.10</b>
2-2.	Photo Copies, Black & White 8 ½ x 11, 501-1000 Multiply by 550	96618000026	550	Each	<b>\$0.10</b>
2-3.	Photo Copies, Black & White 8 ½ x 11, 1000+ Multiply by 110,000	96618000027	110,000	Each	<b>\$ 0.09</b>
2-4.	Photo Copies, Black & White 8 ½ x 14, 1-500 Multiply by 1	96618000028	1	Each	<b>\$ 0.15</b>
2-5.	Photo Copies, Black & White 8 ½ x 14, 501-1000 Multiply by 1	96618000029	1	Each	<b>\$0.14</b>
2-6.	Photo Copies, Black & White 8 ½ x 14, 1000+ Multiply by 1	96618000030	1	Each	<b>\$ 0.25</b>

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LINE NO.	DESCRIPTION	ITEM NUMBER	EST. QTY.	UNIT	UNIT PRICE
2-7.	Photo Copies, Black & White 11 x 17, 1-500 Multiply by 200	96618000031	200	Each	<b>\$ 0.25</b>
2-8.	Photo Copies, Black & White 11 x 17, 501-1000 Multiply by 1	96618000032	1	Each	<b>\$ 0.25</b>
2-9.	Photo Copies, Black & White 11 x 17, 1000+ Multiply by 1	96618000033	1	Each	<b>\$ 0.25</b>
2-10.	Photo Copies, Black, on Color Bond , 8 1/2 x 11, 1-500 Multiply by 500	96618000054	500	Each	<b>\$ 0.12</b>
2-11.	Photo Copies, Black, on Color Bond, 8 1/2 x 11, 501-1000 Multiply by 1	96618000055	1	Each	<b>\$ 0.12</b>
2-12.	Photo Copies, Black, on Color Bond, 8 1/2 x 11, 1000+ Multiply by 50,000	96618000056	50,000	Each	<b>\$0.10</b>
2-13.	Photo Copies, Black, on Color Bond, 8 1/2 x 14, 1-500 Multiply by 1	96618000057	1	Each	<b>\$ 0.16</b>
2-14.	Photo Copies, Black, on Color Bond, 8 1/2 x 14, 501-1000 Multiply by 1	96618000058	1	Each	<b>\$ 0.16</b>

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LINE NO.	DESCRIPTION	ITEM NUMBER	EST. QTY.	UNIT	UNIT PRICE
2-15.	Photo Copies, Black, on Color Bond, 8 ½ x 14, 1000+ Multiply by 1	96618000059	1	Each	\$ 0.15
2-16.	Photo Copies, Black, on Color Bond, 11 x 17, 1-500 Multiply by 1	96618000060	1	Each	\$ 0.25
2-17.	Photo Copies, Black, on Color Bond, 11 x 17, 501-1000 Multiply by 1	96618000061	1	Each	\$ 0.24
2-18.	Photo Copies, Black, on Color Bond, 11 x 17, 1000+ Multiply by 1	96618000062	1	Each	\$ 0.23
2-19.	Photo Copies, Color 8 ½ x 11, 1-500 Multiply by 600	96618000045	600	Each	\$ 0.35
2-20.	Photo Copies, Color 8 ½ x 11, 501-1000 Multiply by 1	96618000046	1	Each	\$ 0.35
2-21.	Photo Copies, Color 8 ½ x 11, 1000+ Multiply by 1001	96618000047	1001	Each	\$ 0.35
2-22.	Photo Copies, Color 8 ½ x 14, 1-500 Multiply by 1	96618000048	1	Each	\$ 0.50

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LINE NO.	DESCRIPTION	ITEM NUMBER	EST. QTY.	UNIT	UNIT PRICE
2-23.	Photo Copies, Color 8 ½ x 14, 501-1000 Multiply by 1	96618000049	1	Each	<b>\$0.48</b>
2-24.	Photo Copies, Color 8 ½ x 14, 1000+ Multiply by 1	96618000050	1	Each	<b>\$0.50</b>
2-25.	Photo Copies, Color 11 x 17, 1-500 Multiply by 1	96618000051	1	Each	<b>\$0.75</b>
2-26.	Photo Copies, Color 11 x 17, 501-1000 Multiply by 1	96618000052	1	Each	<b>\$0.72</b>
2-27.	Photo Copies, Color 11 x 17, 1000+ Multiply by 1	96618000053	1	Each	<b>\$0.69</b>

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LINE NO.	DESCRIPTION	ITEM NUMBER	EST. QTY.	UNIT	UNIT PRICE
	<b>SECTION THREE</b>				
	<b>First copy and additional copies are to be priced the same.</b>				
3-1.	Printing of black lines from AutoCAD plot files, JPEGs or PDFs on bond paper, 18 x 24 <u>First Copy and Additional Copies</u>	96618000034	50	Each	<b>\$1.50</b>
3-2.	Printing of black lines from AutoCAD plot files, JPEGs or PDFs on bond paper, 20 x 28 <u>First Copy and Additional Copies</u>	96618000035	1100	Each	<b>\$1.75</b>
3-3.	Printing of black lines from AutoCAD plot files, JPEGs, or PDFs on bond paper, 24 x 36 <u>First Copy and Additional Copies</u>	96618000036	1000	Each	<b>\$1.95</b>
3-4.	Printing of black lines from AutoCAD plot files, JPEGs, or PDFs on bond paper, 36 x 48 <u>First Copy and Additional Copies</u>	96618000040	200	Each	<b>\$3.25</b>
3-5.	Color Printing from AutoCAD plot files, JPEGs, or PDFs on white bond paper, 18 x 24 <u>First Copy and Additional Copies</u>	96618000071	10	Each	<b>\$5.00</b>
3-6.	Color Printing from AutoCAD plot files, JPEGs, or PDFs on white bond paper, 24 x 36 <u>First Copy and Additional Copies</u>	96618000073	10	Each	<b>\$5.00</b>
3-7.	Color Printing from AutoCAD plot files or PDFs on white bond paper, 36 x 48 <u>First Copy and Additional Copies</u>	96618000077	10	Each	<b>\$15.00</b>

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LINE NO.	DESCRIPTION	ITEM NUMBER	EST. QTY.	UNIT	UNIT PRICE
<b>SECTION FOUR</b>					
4-1.	Reductions onto bond paper, Reducing to 11 x 17 from 18 x 24 hardcopy, 1-250 Multiply by 10	96618000079	10	Each	\$ 3.00
4-2.	Reductions onto bond paper, Reducing to 11 x 17 from 24 x 36 hardcopy, 1-250 Multiply by 1000	96618000081	1000	Each	\$0.30
4-3.	Reductions onto bond paper, Reducing to 11 x 17 from 30 x 42 hardcopy, 1-250 Multiply by 10,000	96618000083	10,000	Each	\$0.22
4-4.	Reductions onto bond paper, Reducing to 11 x 17 from 36 x 48 hardcopy, 1-250 Multiply by 1	96618000085	1	Each	\$0.60
4-5.	Reductions onto bond paper , Reducing to 11 x 17 from 20 x 28 hardcopy, 1001+ mutiply by 1	96618000086	1	Each	\$0.55
4-6.	Reductions onto bond paper, Reducing to 11 x 17 from 20 x 28 hardcopy, 1001+ Multiply by 1	96618000087	1	Each	\$0.55



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LINE NO.	DESCRIPTION	ITEM NUMBER	EST. QTY.	UNIT	UNIT PRICE
<b>SECTION FIVE</b>					
5-1.	GBC binding to collate and bind bid specifications, when needed on 8 ½ x 11 paper. Thickness of book may vary; usual size is 1” to 2”. PRICE PER SECTION	96618000042	50	Each	<b>\$6.50</b>
5-2.	Chicago screw post binding 3 hole punch. ½” book. Price per book, 1-100 Multiply by 1	96618000088	1	Each	<b>\$8.00</b>
5-3.	Chicago screw post binding 3 hole punch. 1” book. Price per book., 1-100 Multiply by 250	96618000089	250	Each	<b>\$6.00</b>
<b>SECTION SIX</b>					
6-1.	Covers, acetate for reports Price per sheet.	96618000090	50	Each	<b>\$1.00</b>
6-2.	Index stock (colored) for cover and back sheets printed with text. Price per sheet.	96618000091	200	Each	<b>\$0.75</b>
6-3.	Insertion of bond flip sheets. Price per sheet.	96618000092	489	Each	<b>\$0.45</b>
<b>SECTION SEVEN</b>					
7-1.	Foam Core 18 x 24	96618000093	5	Each	<b>\$30.00</b>

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LINE NO.	DESCRIPTION	ITEM NUMBER	EST. QTY.	UNIT	UNIT PRICE
7-2.	Foam Core 24 x 36	96618000094	50	Each	<b>\$40.00</b>
7.3.	Foam Core 30 x 42	96618000095	5	Each	<b>\$65.00</b>
7-4.	Foam Core 36 x 42	96618000096	5	Each	<b>\$70.00</b>
<b>SECTION EIGHT</b>					
8-1.	Laminating Services 8 ½ x 11	96251010001	1	Each	<b>\$1.00</b>
8-2.	Laminating Services 8 ½ x 14	96251010002	1	Each	<b>\$1.50</b>
8-3.	Laminating Services 11 x 17	96251010003	1	Each	<b>\$2.50</b>
<b>SECTION NINE</b>					
9-1.	Laminating Services Misc. sizes by square foot percent discount off list price Bidder must enter 0 in the appropriate column if there is no discount offered for this item.	96251010004	1	Sq Ft	<b>\$4.00</b>
9-2.	Cost for split delivery Bidder must enter 0 in the appropriate column if there is not a charge for this item. Each additional Location.	96618000097	5	Each	<b>\$0.00</b>

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LINE NO.	DESCRIPTION	ITEM NUMBER	EST. QTY.	UNIT	UNIT PRICE
9-3.	Cost for rush delivery Bidder must enter 0 in the appropriate column if there is not a charge for this item.	96618000098	5	Each	<b>\$0.00</b>
9-4.	Cost for folding sets Bidder must enter 0 in the appropriate column if there is not a charge for this item.	96618000099	25	Set	<b>\$3.00</b>
9-5.	Cloth Tape Binding for 11" Book	96618000100	50	Each	<b>\$2.50</b>
9-6.	Cloth Tape Binding for 20" Book	96618000112	20	Each	<b>\$4.50</b>
9-7.	Tape Binding for 11" Book	96618000113	10	Each	<b>\$2.50</b>
9-8.	Tape Binding for 20" Book	96618000114	10	Each	<b>\$4.50</b>
9-9.	Percent discount off list price for supply items not listed on bid Bidder must enter 0 in the appropriate column if there is no discount offered for this item.	96618000103	\$500	Percent off	<b>0%</b>
9-10.	Percent discount off list price for services not listed on bid Bidder must enter 0 in the appropriate column if there is no discount offered for this item.	96618000102	\$1,000	Percent off	<b>0%</b>

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LINE NO.	DESCRIPTION	ITEM NUMBER	EST. QTY.	UNIT	UNIT PRICE
<b>SECTION TEN</b>					
<b>Photographic Prints—Prints of digital photos (JPEG format) on Gloss or Matte photographic paper</b>					
10-1.	4" x 6" prints on glossy photographic paper	915386300001	1	Each	<b>\$2.00</b>
10-2.	4" x 6" prints on matte photographic paper	915386300002	5	Each	<b>\$2.00</b>
10-3.	5" x 7" prints on glossy photographic paper	915386300003	1	Each	<b>\$2.00</b>
10-4.	5" x 7" prints on matte photographic paper	915386300004	1	Each	<b>\$2.00</b>
10-5.	8" x 10" prints on glossy photographic paper	915386300005	5	Each	<b>\$2.00</b>
10-6.	8" x 10" prints on matte photographic paper	915386300006	1	Each	<b>\$2.00</b>
<b>MINIMUM ORDER AMOUNT FOR SECTION TEN</b>			<b>ONE</b>		

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LINE NO.	DESCRIPTION	ITEM NUMBER	EST. QTY.	UNIT	UNIT PRICE
<b>SECTION ELEVEN</b>					
<b>Large Format Scanning—Black &amp; White or Color hardcopy originals scanned to JPEG format</b>					
11-1.	Scan to JPEG, B&W original, 18 x 24	915480000001	1	Each	<b>\$5.00</b>
11-2.	Scan to JPEG, B&W original, 24 x 36	915480000002	5	Each	<b>\$6.00</b>
11-3.	Scan to JPEG, B&W original, 36 x 48	915480000003	5	Each	<b>\$8.00</b>
11-4.	Scan to JPEG, Color original, 18 x 24	915480000004	5	Each	<b>\$5.00</b>
11-5.	Scan to JPEG, Color original, 24 x 36	915480000005	5	Each	<b>\$6.00</b>
11-6.	Scan to JPEG, Color original, 36 x 48	915480000006	1	Each	<b>\$10.00</b>
<b>MINIMUM ORDER AMOUNT FOR SECTION ELEVEN</b>			<b>ONE</b>		

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**TITLE: REPRODUCTION DUPLICATION, LAMINATION AND  
BINDING SERVICES, AS SPECIFIED**

**RFB #: RFB-RC-2021-035**

## PURCHASES BY OTHER

### LOCAL GOVERNMENTS, SCHOOL DISTRICTS, AND NON PROFIT AGENCIES

As per the New York State General Municipal Law, all political subdivisions of New York State are allowed to make purchases through the resulting contract(s). As per Rockland County Procurement Policy, Non Profit Agencies approved to participate in New York State's Contract Extension Program are authorized to make purchases through the resulting contract(s).

1. The County of Rockland shall make all contract award information available to other political subdivisions and non profit agencies through our website: [www.rcpurchasing.com](http://www.rcpurchasing.com)
2. Any other political subdivision or Rockland County non profit agency will issue purchase orders directly to vendors within the specified contract period referencing the County's contract and shall be liable for any payments due on such purchase orders; and shall accept sole responsibility for any payment due.
3. All purchases shall be subject to audit and inspection by the other political subdivisions and Rockland County non profit agencies for which the purchase was made.
4. No officer, board or agency of a county, town, village, or school district shall make any purchase through the County when bids have been received for such purchase by such officer, board or agency, unless such purchase may be made upon the same terms, conditions and specifications at a lower price through the County.
5. All Bidders shall be on notice that as a condition of the award of a County contract, the successful bidder shall accept the award of a similar contract with any other political subdivision in New York State and Rockland County non profit agencies authorized to use New York State's contracts, if called upon to do so. A listing of approved Rockland County non profit agencies is available on the Purchasing Division's website at [www.rcpurchasing.com](http://www.rcpurchasing.com). The County, however, will not be responsible for any debts incurred by the participants pursuant to this or any other agreement.
6. Necessary deviations from the County's specifications in the award of a participant contract, whether such deviations relate to quantities, or delivery points shall be resolved between the successful bidder and the other political subdivisions and Rockland County non profit agencies.

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## **SPECIFICATIONS**

### **1. SCOPE**

- 1.1. The County of Rockland is seeking sealed bids for the purpose of obtaining reproduction services for various departments throughout the County of Rockland.

### **2. REQUIREMENTS**

- 2.1. Unless otherwise specified herein, the contractor is to furnish all materials, tools, equipment, manpower and consumables needed to complete the work.
- 2.2. The selected contractor must be able to provide services on an immediate short-term basis.
- 2.3. Price to include pick up and delivery of all items from and to various locations listed on the bid. Pick up and deliveries shall be made between the hours of 9:00 AM and 4:00 PM, Monday through Friday excluding holidays observed by the County of Rockland.
  - 2.3.1. Contractor shall provide FTP information for electronic transmission of files to be output. FTP transmission will be used when feasible but will not be mandatory.
- 2.4. Contractor shall pick up within eight (8) business hours after telephone request and receipt of Purchase Order. The completed job shall be returned within a maximum of 48 hours after receipt of originals. Any rework required, due to vendor error, shall be corrected and returned within four hours after submission at no additional cost to the County.
- 2.5. Contractor may be required, on occasion, to make an overnight delivery to a second source and return originals to the County of Rockland.
- 2.6. Contractor may be required, on occasion, to maintain originals at contractor's facility.
- 2.7. Quantities are estimated for a one-year usage and may vary for actual orders. Quantities may be more or less. Minimum order for sections 1-9 will be \$20.00. For responses uploaded into Bonfire the Minimum order requirement form (page 9) for Sections 10 and 11 must be included.
- 2.8. Prices are to be quoted per piece, not by square foot unless otherwise specified.
- 2.9. Contractor to submit current price lists to be used with percent discount for supply items not specifically listed on bid.
- 2.10. Order quantities are to be calculated per click. E.g., 50 copies of a 25-page document will be charged at the 1000+ price.

### **3. REFERENCES**

- 3.1. Vendor shall provide a minimum of three references for which reproduction services has been provided in the last three years.

### **4. AWARD**

- 4.1. Sections One (1) through Section Nine (9) bid will be awarded as a group to the lowest responsive responsible bidder meeting all the requirements. Sections 10 and 11 will be awarded separately to its respective lowest responsive responsible bidder meeting all the requirements.

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4.2. Note: The electronic responses will have the percent discount offered multiplied by the Section dollar amounts indicated in lines 9-9 and 9-10 which will then be subtracted from the dollar amount for an extended total. The extended total will then be added to the total of Section 9 and in turn for an overall bid total for Sections One through Nine. This will enable both the electronic bid responses and any hard copy bid responses to be analyzed the same.

## 5. NOTE TO VENDOR

5.1. To obtain the extended price, on the proposal pages, for items listed with multiple quantities in the estimated quantity column follow these instructions: multiply the unit price by the number indicated in the estimated quantity column. This information is needed for evaluation purposes.

## 6. LIST OF LOCATIONS FOR PICK UP AND DELIVERY

6.1. This bid may be used by other County of Rockland departments including but not limited to the following locations:

6.2.

County of Rockland, DGS/Facilities Management  
 50 Sanatorium Road/Bldg. A/2<sup>nd</sup> Floor  
 Pomona, NY 10970  
 Rockland Community College  
 145 College Road  
 Suffern, NY 10910  
 Rockland County Office Building  
 11 New Hempstead Road  
 New City, NY 10956  
 County of Rockland Drainage Agency  
 23 New Hempstead Road  
 New City, NY 10956

County of Rockland Sewer District # 1  
 4 Route 340  
 Orangeburg, NY 10962  
 County of Rockland Planning Department  
 Building T, Sanatorium Road  
 Pomona, NY 10970  
 County of Rockland Highway Department  
 23 New Hempstead Road  
 New City, NY 10956

## 7. PRICING

7.1. Contract pricing shall remain firm for the **first twelve (12) month term of contract**. All renewal periods may be subject to mill increase or decreases with verification from the mill. Price adjustments must be supported by a general price increase in the cost of the finished supplies. Adjustments shall be made on the basis of the Producer Price Index (PPI) for paper, WPU09 and WPU0913, published by the U.S. Department of Labor, Bureau of Labor Statistics. Detailed documentation, to include a comparison list of the contract items and proposed price increases, must be submitted to support the requested increase.

7.1.1. Adjustments shall be established as follows: Following the first twelve months of the contract, a price adjustment shall be effected beginning the first month following the first twelve months of the contract and then every twelve months of the contract thereafter. The adjustment shall be based on the average percentage of increase or decrease in the average delivered price in the six months ending one month prior to the date in which price adjustments are effected. For example, if price adjustments are scheduled to be effected on March 1st, they will be based on the average percentage of increase or decrease in the average pricing from the preceding August through January as published by PPI.



**COUNTY OF ROCKLAND - DGS-PURCHASING**  
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TELEPHONE: 845-364-3820 / TELEFAX: 845-364-3809

**TITLE: REPRODUCTION DUPLICATION, LAMINATION AND  
BINDING SERVICES, AS SPECIFIED**

**RFB #: RFB-RC-2021-035**

- 7.1.2. 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 contractor is responsible to notify the County of Rockland Purchasing Division immediately.
- 7.1.3. All price adjustments shall be incorporated into the contract and shall be effective on all purchase orders issued after the effective date of the adjustment.