

Invitation to Bid #12PSX0361

Purchase of Envelopes, Plain and Printed

Contract Specialist: **Jill Belisle**

Date Issued: **22 October 2012**

Due Date: **9 November 2012**

Department of Administrative Services



TABLE OF CONTENTS

OVERVIEW	3
INSTRUCTIONS TO BIDDERS	3
BID / CONTRACT REQUIREMENTS	4
INDEX OF ABBREVIATIONS	7

Invitation to Bid

Purchase of Envelopes, Plain and Printed

Overview

This bid shall cover the requirements of All Using State Agencies, Political Subdivisions, and Not-for-Profit Organizations of the State for the Purchase of Envelopes, Plain and Printed listed in the proposal schedule for the period covering December 1, 2012 through November 30, 2013. The annual **estimated** dollar volume from December 1, 2011 through October 19, 2012 was \$225,773.00 and no way represent a commitment and/or intent to purchase.

This contract replaces the following contract award(s) in part or in total: 11PSX0261

Instructions to Bidders

I. Bid Schedule

RELEASE OF ITB:	Date: 22 October 2012
RECEIPT OF QUESTIONS:	Date: 29 October 2012, by noon Eastern Time
ANSWERS TO QUESTIONS POSTED AS ADDENDUM:	Date: 31 October 2012
BID DUE DATE:	Date: 9 November 2012 at 2:00 PM Eastern Time

During the period from your organization's receipt of this Invitation to Bid, and until a contract is awarded, your organization shall not contact any employee of the State of Connecticut for additional information, except in writing, directed to the Department of Administrative Services, Attn.: Jill Belisle, Procurement Services, 165 Capitol Avenue, 5th Floor South, Hartford, CT 06106.

III. Questions

Questions for the purpose of clarifying this bid must be emailed to: jill.belisle@ct.gov and must be received by the Contract Specialist no later than the date and time specified.

IV. Solicitation Submission

Solicitations shall be submitted online by the bid due date and time only. Bidders must upload their solicitation submission to their BizNet Account. Any material that is not submitted online with your company's solicitation submission shall not be accepted under any circumstances. No documentation shall be submitted by hard copy, fax or email.

V. Public Bid Opening

Please note that the public bid openings are now conducted online. Since solicitations are now uploaded to the bidder's BizNet account, solicitation results will be available online from all bidders that submitted a solicitation. The pricing results are only available for 24 hours after the bid opening date and time.

How to View Bid Results:

- Go to the DAS/Procurement website: das.ct.gov/Portal
- Click on the heading "Current Solicitations"
- Click radio button "Under Evaluation"
- Search for the bid
- Click on "Public Opening" under the bid due date and time

Bid / Contract Requirements

I. Mandatory Extension to State Entities

Bidders are required to offer and extend this contract (including pricing, terms and conditions) to Political Sub-Divisions of the State (Towns and Municipalities), Schools, and Not-For-Profit Organizations.

When a Political Sub-Division, School, and/or Not-For-Profit Organization utilize this contract, all references to the "State" are hereby replaced with the Name of the Using Sub-Division, School, or the name of the Not-For-Profit Organization.

II. Quantities and/or Usages

These are estimated quantities and/or usages only and in no way represent a commitment and/or intent to purchase. Actual quantities may vary and will be identified on individual purchase orders issued by the requesting state entity.

III. Contract Separately / Additional Savings Opportunities

The State reserves the right to either seek additional discounts from the contractor(s) or to contract separately for a single purchase, if in the judgment of DAS/Procurement Services, the quantity required is sufficiently large, to enable the State to realize a cost savings, over and above the published contract prices, whether or not such a savings actually occurs.

IV. Brand Name Specifications and/or References

The use of the name of a manufacturer or of any particular make, model or brand in describing an item does not restrict bidders to that manufacturer or specific article unless limited by the term "no substitute". However, the article being offered must be of such character and quality so that it will serve the purpose for which it is to be used equally as well as that specified, and the bidder shall warrant to the State that it is fit for that purpose. Bids on comparable items must clearly state the exact article being offered including any and all applicable options and the bidder shall furnish such other information concerning the article being offered as will be helpful in evaluating its acceptability for the purpose intended. If the bidder does not indicate that the article offered is other than as specified, it will be understood that the bidder is offering the article exactly as specified. Bidders must submit complete documentation on the specifications and quality levels of the proposed products. Bids submitted that do not contain this documentation are subject to rejection.

V. P-Card (Purchasing Credit Card)

Purchases for all state agencies that are less than \$1,000 shall be made using the State of Connecticut Purchasing Card (MasterCard) in accordance with Memorandum No. 2011-11 issued by the Office of the State Comptroller.

Contractor shall be equipped to receive orders issued from this Contract using the purchasing card. The Contractor shall be responsible for the credit card user-handling fee associated with credit card purchases. The Contractor shall only charge to the State's MasterCard upon delivery of goods or rendering of services.

The Contractor shall capture and provide to their Merchant Bank, Level 3 reporting at the line item level for all orders placed by State purchasing cards.

Questions regarding the state of Connecticut MasterCard Program should be directed to Ms. Kerry DiMatteo, Procurement Card Program Administrator at (860)713-5072.

VI. E-Commerce (Electronic Commerce)

The State utilizes an internet-based E-Procurement ordering system, known as Core-CT. Awarded contractors will receive purchase orders from the State through the Core-CT System and shall provide electronic invoicing to be loaded into the Core-CT System.

Contractors shall provide the State with functional data files that include specific formats for product and pricing information to be loaded into the Core-CT system, or enable electronic access/interface to the Contractor's catalog (either through a punch-out catalog or a third-party hosted catalog). In the event third-party hosted catalog is used, the Contractor shall invoice the State for the awarded products at the contracted prices. By providing a punch-out catalog solution, the Contractor shall provide its own online catalog of the State's offerings. By providing a third-party hosted catalog, the Contractor shall provide a list of its products/pricing in an electronic data file to a third-party provider which hosts multiple catalogs for the State.

Upon contract award, the Contractor shall provide the State with a functional data file that will then be loaded into a catalog in Core-CT for Client Agency ordering purposes. The Core-CT Catalog will be maintained in Core-CT by State personnel or through a third-party acting on the State's behalf. Contractors shall provide functional data files within ten (10) business days from the date of contract award notification. Failure to provide functional data files within the time allotted will constitute breach of the contract. Detailed information on the functional data file requirements and Core-CT is available at www.das.ct.gov/SupplierKitCoreCT.

When the Contractor is required to provide the State with a punch-out or third-party hosted catalog, the Contractor shall cooperate with the State to create a project plan, project schedule and methodology of operation to enable and maintain the integration of the Contractors statewide contract offerings within a timeframe that is mutually agreeable to the State and the Contractor. The State will determine which of the catalog structures (either punch-out or hosted) must be provided by the Contractor. The State may utilize a third-party provider to coordinate this integration on behalf of the State.

Contractor's functional data files or catalogs must contain the most current pricing, as well as the most up-to-date product offerings that the Contractor is authorized to provide in accordance with the Contract. During the term of the contract, functional data file updates and/or catalog updates must be provided in a timely manner. Frequency of these updates are outlined in the pricing specification section of the Contract. Additional information on functional data file updates is available in the "Supplier Kit" found at www.das.ct.gov/SupplierKitCoreCT. State approved price adjustments are not effective until implemented within the Core-CT catalog, punch-out catalog or third-party hosted catalog and a Contract Supplement is issued by the State.

Existing pricing/product information will remain in effect until a functional data file or catalog is received, approved, loaded and a contract supplement is issued by the State.

A. Contract Award

1. Upon contract award, contractors will be notified that a functional data file is needed.
2. Contractors shall provide functional data files within ten (10) business days from the date of notification.
3. Failure to provide functional data files within the time allotted will constitute a breach of contract.

B. Data Updates

1. During the term of the contract, data file updates (price changes, product changes) must be provided in the format specified.
2. Frequency of data file updates is outlined in the pricing specifications section of this bid/RFP document). Additional information on data updates is available in the supplier kit found at: <http://das.ct.gov/SupplierKitCoreCT>.
3. Existing pricing/product information will remain in effect until a functional data update is received and a contract supplement is issued.

VII. Contract Award

The State reserves the right to award this Contract in a manner deemed to be in the best interest of the State and may include, but not be limited to:

- A. by item, group of items, or in it's entirety
- B. geographic location to adequately service the entire State of Connecticut in the best possible manner
- C. Multiple Contractor Award

VIII. Micro Business Preference

This contract shall be awarded to the lowest responsible qualified bidder. The qualities of articles to be supplied, their conformity with the specifications, their suitability to the requirements of the state government and the delivery terms will be taken into consideration, and the life-cycle costs and trade-in or resale value of the articles may be considered where it appears to be in the best interest of the state. In determining the lowest responsible qualified bidder, a price preference of up to ten percent (10%) may be given for the purchase of the goods or services from micro businesses. Micro business means a business with gross revenues not exceeding three million dollars (\$3,000,000) in the most recently completed fiscal year. To be considered for this ten percent (10%) price preference, bidders shall provide a copy of their Federal Internal Revenue tax return form, with their bid, for the most recent fiscal year, confirming their gross revenues of less than three million dollars (\$3,000,000). Failure to provide such tax return with the bid shall deny bidder consideration for price preference. For companies who have not yet filed their tax return for the most recently completed fiscal year, in lieu of a tax return, a letter from a Certified Public Accountant attesting to the company's gross estimated revenues for the most recently completed fiscal year will be accepted.

IX. Subcontractors

DAS must approve any and all subcontractors utilized by the successful bidder prior to any such subcontractor commencing any work. Bidders acknowledge by the act of submitting a bid that any work provided under the contract is work conducted on behalf of the State and that the Commissioner of DAS or his/her designee may communicate directly with any subcontractor as the State deems to be necessary or appropriate. It is also understood that the successful bidder shall be responsible for all payment of fees charged by the subcontractor(s). A performance evaluation of any subcontractor shall be provided promptly by the successful bidder to DAS upon request. The successful bidder must provide the majority of services described in the specifications.

Index of Abbreviations

Abbreviations:

- DAS Department of Administrative Services
- ITB Invitation to Bid