

SPECIFICATION NOTICE

PROCUREMENT ID NUMBER: PHPA-C115

ISSUE DATE: 7/18/13

TITLE: Velcro Ball and Catch Paddles Game

**THIS SOLICITATION SHALL BE MADE IN ACCORDANCE WITH THE SMALL
PROCUREMENT REGULATIONS DESCRIBED IN COMAR 21.05.07**

Item: Velcro Ball & Catch Paddles Game

Size: 7” Diameter paddles
 2.5” round ball



Material: Polypropylene, PVC, Velcro

Description: Velcro Ball & Catch Game Set

- Two (2) self-stick disc paddles, with hard plastic backing that has adjustable hand band/grips on the back. One (1) felt ball (sticks to Velcro)

Color: Black backing; hot pink and hot green paddle surface and ball

Quantity: 18,000 sets

- **Imprint:** WIC logo must be printed on the back side of each racket in white color. Ink must be permanent and should not rub or wash off.

Delivery: Complete order must be delivered on or before **11/30/2013**.

- We will not pay for overages. We will only pay for quantity indicated on the purchase order. If however, we receive less than the quantity on the purchase order, we will only pay for the lower quantity.

Sample Requirements

1. An initial sample meeting these specifications must be provided by the each bidder as part of the bid process. **A sample of the Velcro Ball & Catch Paddles Game is available for review**

at the Prevention and Health Promotion Procurement Office by calling Mr. Michael Trombetta at 410-767-5039.

2. Initial samples to be sent to Michael Trombetta, PHPA Procurement, Department of Health and Mental Hygiene, 201 W. Preston Street, Room 306, Baltimore, MD 21201.

Freight Terms

Maryland State WIC Program's freight terms for US domestic shipments are FOB destination, freight pre-paid by the vendor for all shipments.

Shipping Method

- Shipments that are 10 cartons and 200lbs or less and meet other FedEx or UPS ground guidelines should be shipped by FedEx or UPS ground.
- All orders that exceed 10 boxes and 200 lbs **must be palletized.**
- **No container shipments shall be accepted.**

Packaging Instructions

- Vendor shall provide shipping containers (boxes, cartons, etc.) constructed to provide for handling and shall afford the item protection.
- Vendor shall utilize shipping containers uniform in size whenever possible.
- Vendor shall utilize containers of minimum tare weight and size consistent with the protection required.
- Vendor shall utilize containers that meet the minimum packaging requirements of the common carriers (if so shipped) for acceptance for safe transportation.

Shipment Preparation

Carton Preparation

- No individual carton to exceed a maximum weight of 40 lbs.
- The following information shall be clearly placed, stamped, or printed on each box, carton or case. The Letters and numbers shall be a minimum of ½ inch in height and in bold print.
 - Mark the outside of each shipping carton with the WIC purchase order number
 - Item number
 - Quantity contained in box, carton or case.
 - Product description from purchase order
- Mark the total number of cartons being shipped on the outside of each carton (example: 1 of 6, 2 of 6, etc.).
- Packing lists must be attached to the outside of the cartons.

Palletized Loads

- All orders that exceed 10 boxes and 200 lbs must be palletized and conform to the following specifications:

- All pallets used shall be, at the minimum, a grade A GMA four-way pallet in good condition and measuring 48” (long) and 40” (wide).
- Each pallet shall have three single stringers (runners). One stringer shall be on each side and one in the center running the length of the pallet.
- The pallet shall not have any missing, broken, or split boards. Each pallet shall have five boards in good condition securely fastened on bottom and seven boards in good condition securely fastened on the top.
- Each pallet shall present a clean appearance with no dirt, grease, or other foreign material on it.
- The product stacked on pallets shall be stacked in a manner that maximizes the trailer cube, but does not damage the product.
- Pallets shall not exceed a maximum weight of 2,000lbs (908 kilograms).
- All carton labels must be facing outward and cartons securely shrink-wrapped to pallet.
- Each pallet must be identified as follows: PO number, pallet number 1 of 6, 2 of 6, etc.
- The vendor / shipper shall ensure that the last pallet loaded shall have a freight bill and / or packing list and it is facing the door of the trailer. Copy of the packing List should be attached to the paperwork.

Delivery Document Preparation

Packing List

Each WIC purchase order number must have a separate packing list. Vendor shall ensure that all materials shipped shall be accompanied by a standard commercial packing list. Vendor shall include the following information on the packing list:

- Ship-to address, exactly on the purchase order
- Ship From address
- Purchase order number
- Item number / purchase order item name / description
- Quantity of each purchase order item
- Mark the total number of cartons, pallets and total weight being shipped on packing list(s)
- Packing lists must be attached to the outside of the cartons.

Delivery Appointment Scheduling / Advance Shipping Notice

Delivery Scheduling

Advanced notice of delivery shall be made by phone 240-420-5263 or fax 240-420-5262 to Mike Pickerall. Delivery information shall include:

- Delivery date

- Number of cartons / pallets
- Purchase order number and item description

Delivery Address

Complete orders shall be shipped to the Maryland WIC Distribution Center, 947 North Burhans Boulevard, Hagerstown, MD 21742

SUBMISSION DEADLINE

Bids will only be accepted via hand delivery, mail or courier (i.e., Fed Ex, UPS, etc.). Original hand-delivered or mailed bids must be received by the Procurement Officer no later than 2:00PM on July 29, 2013 in order to be considered. Please put Procurement I.D. PHPD-C115 on the outside of the mailing envelope.

Bidders who hand-deliver bids are requested to please ask the building's security desk for a visiting pass and go to the third (3rd) floor, room 306 and ask for Michael Trombetta. *NOTE: When dropping off the bid, please obtain a receipt indicating bid was received.

Bidders who have a courier deliver bids are requested to please ask the building's security desk to telephone the PROCUREMENT OFFICER (Michael Trombetta, 410-767-5039). *NOTE: When dropping off the bid, please obtain a receipt indicating bid was received.

Bidders who mail bids should allow sufficient mail transit time to ensure timely receipt by the PROCUREMENT OFFICER. Bids and/or unsolicited amendments to bids arriving after the closing hour and date noted above will not be considered. For any response that is not hand-delivered, the bidder must confirm, at least 60 minutes before the deadline, that the bids were received in FHA Procurement. FHA is not responsible for bids dropped off in the mailroom. Questions regarding this solicitation should be directed to the PROCUREMENT OFFICER.

NO FAX OR EMAIL BIDS WILL BE ACCEPTED.

Bid Form

PROCUREMENT I.D. NUMBER: PHPA-C115

ISSUE DATE: 7/18/13

TITLE: Velcro Ball and Catch Paddles Game

Offeror Information:

Vendor Name: _____

Federal Tax ID (FEIN) #: _____

Contact Person: _____

Address: _____

Telephone: _____

Fax: _____

E-Mail: _____

SBR#: _____

\$_____ each, including **all costs (set up for imprint printing)**, packaging and shipping , x
18,000 = \$_____

Total cost _____ (not to exceed \$25,000)

Signature

Date

Vendor signature and date certifies that price submissions are correct and that vendor agrees to perform all services stated in **the Bid Board Solicitation**