
BID BOARD NOTICE

PROCUREMENT ID NUMBER: PHPA-C202

ISSUE DATE: March 3, 2015

TITLE: Brown Kraft Paper Bags

**PLEASE READ THE ENTIRE SOLICITATION BEFORE SUBMITTING
YOUR BID**

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

This solicitation has been designated as a Small Business Reserve (SBR); only registered SBRs may respond. Please apply at <https://emaryland.buyspeed.com/bsr> to begin the process, and then follow the prompts to see if your business qualifies. For assistance in the SBR registration process, please call 410-767-1492. If you qualify, please put your SBR number on the Financial Proposal Form.

PROCUREMENT METHOD

Small Procurement – Invitation for bid

EXPECTED DATE OF DELIVERY:

April 15, 2015

Maryland WIC Program: Brown Kraft Paper Bag Specifications

Commodity Details

Item:

Bag Makers – Eco Shopper Jenny, Item #: 11ECO814 or equal to the item number requested.
<http://www.bagmakersinc.com/Search/ProductDetails/7?searchParameters.SearchTerms=jenny>

Quantity: 50,000

SPECIFICATIONS:

Size: 10"W x 5" x 13"H

Description:

Brown Kraft paper shopper with matching twisted paper handles and serrated cut top.

Color: Brown Kraft

Imprint:

Maryland WIC

1-800-242-4942 www.mdwic.org

Imprint Area: 9" W x 7" H

Imprint Method: Flexographic Ink

Imprint Color: PMS 2593

Each paper bag shall be imprinted on both sides using non-toxic, lead-free material that does not rub off and should be legible. Artwork will be provided. Set-up charge must be included in the unit cost.

Cost:

Price must include item, set-up fee, imprint, shipping and any other incurred expenses. No additional costs will be allowed.



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- 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 Requirement:

A sample of the bag imprinted with PMS 2593 color logo of any type will be requested from all bidders. This sample will be evaluated to be certain that it meets the above specifications. Also, a sample with the WIC imprint will be required from the selected vendor prior to award.

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 20 lbs.
- **Each carton is to hold 5 inner cartons that will each hold 50 bags.**
- 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

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- Product description from purchase order
- Language of WIC logo imprint (i.e., English or Spanish)
- 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

- Each pallet shall contain cartons which contain one item number.
- 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

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- 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

Advanced notice of delivery shall be made by phone 301-714-2081 or fax 240-420-5262 to Mike Pickerall. Delivery information shall include:

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

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

Failure of the vendor / shipper to comply shall result in the product being returned at the vendor's expense.

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BID SUBMISSION INFORMATION

Bidders shall submit an original and one (1) signed copy of the completed Bid Form (page 8). The Bid Form must include ALL final costs for completing the project. Bid Forms should be placed in a single SEALED envelope. Bidders shall also submit a sample product, as specified on page 3 "Sample Requirement". The sample product and the SEALED envelope containing the Bid Forms, should be placed together in ONE larger envelope as ONE submission. Vendor information, Procurement Officer information and the Procurement ID must be clearly marked on both the inside and outside envelopes.

SUBMISSION DEADLINE

Proposals must be mailed or hand-delivered and must be received by the **Procurement Officer NO LATER than 2:00 p.m. on March 16, 2015** in order to be considered. **Bidders cannot submit multiple responses. Only one sealed bid and one sample is permitted per 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 Michele Ferges. *NOTE: When dropping off your bid, please obtain a receipt indicating your bid was received.

Bidders that have a courier deliver bids are requested to please ask the building's security desk to telephone the PROCUREMENT OFFICER (Michele Ferges, 410-767-5039). *NOTE: When dropping off the bid, please obtain a receipt indicating your 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 arriving after the closing hour and date noted above will not be considered. For any response that is not hand-delivered, the bidders must confirm, at least 60 minutes before the deadline, that the bids were received in PHPA Procurement. **PHPA is not responsible for bids dropped off in the mailroom.** Questions regarding this solicitation should be directed (**By e-mail only**, no phone calls will be accepted) to the PROCUREMENT OFFICER.

NO FAX OR EMAIL BIDS WILL BE ACCEPTED.

Maryland WIC Program:
Brown Kraft Paper Bag Specifications

PROCUREMENT OFFICER:

Michele Ferges

Procurement Supervisor
201 W. Preston Street, Suite 306
Baltimore, Maryland 21201
Michele.Ferges@maryland.gov

ISSUING OFFICE:

Lindsay Unitas

Procurement Specialist
Maryland WIC Program
Department of Health & Mental Hygiene
201 W. Preston Street, 1st Floor
Baltimore, Maryland 21201

**MINORITY BUSINESS ENTERPRISES ARE STRONGLY ENCOURAGED TO
RESPOND TO THIS SOLICITATION**

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Bid Form

PROCUREMENT: Brown Kraft Paper Bags
I.D. NUMBER: PHPA-C202
ISSUE DATE: March 3, 2015

Bidder Information:

Vendor Name: _____
Federal Tax ID (FEIN#): _____
Contact Person: _____
Address: _____

Email: _____
Telephone/Fax: _____
eMM#: _____
SBR Number: _____

Signature

Date

Vendor signature and date certifies that vendor agrees to perform all services stated in Bid Board Notice - PHPA-C202.

Fully Loaded Rate to include all Commodity Details and Descriptions and all expenses not to exceed \$15,000

Total price for this project: \$ _____

Attachments:

- A sample product, as specified on page 3 "Sample Requirement".

BIDS ARE DUE TO THE PROCUREMENT OFFICER **NO LATER THAN 2:00 P.M. ON, MARCH 16, 2015.**

Important: Do not alter this page. Failure to fill out this page completely or altering the Bid Form in any way may render your submission non-responsive. Should you have any questions regarding this Bid Form, contact the Procurement Officer **by e-mail only**, no phone calls will be accepted.