

Maryland WIC Program Specifications: Washable Nursing Pads

#

Procurement ID: PHPA-C114

Issue Date: July 8, 2013

Commodity Details

Item: Washable Nursing Pads. Absorbent and non-irritating pads of washable cloth material designed to be worn inside the bra for the purpose of absorbing milk that may leak from the breasts of lactating women between infant nursings.

Color(s): White or natural in color, **no** patterns or designs



Size: The pad diameter should measure no less than 4 inches. The pad thickness should measure no less than 1/8 inch.

Material: 100% Cotton

Quantity: 14,000 packs (packs of 4)

Details:

- The pads should be washable to allow for economical reuse of the product. Washing instructions should incorporate common, easily accessible, household products and equipment.
- The inner and outer layers of the pads should be constructed of only 100% cotton material, without fillers that contain other fiber types.
- The pads must absorb at least 20cc of liquid (4 teaspoons) and draw it away from the skin and outer layers of the pad, both prior to and after laundering.
- The pads should be packaged in a sealed packet containing 4 pads. Each individual packet must include company name, and laundering instructions.

Delivery: Complete order must be delivered on or before **10/31/2013**.

- 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 lowest bidder as part of the bid process.

Maryland WIC Program Specifications: Washable Nursing Pads

#

2. Initial samples to be sent to Robert Bruce, Office of the Maryland State WIC Program, Department of Health and Mental Hygiene, 201 W. Preston Street, Room 103, 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

Maryland WIC Program Specifications: Washable Nursing Pads

#

- 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:

Maryland WIC Program Specifications: Washable Nursing Pads

#

- 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

Bid Submissions

Bid submissions must be hand-delivered or mailed to: Michael Trombetta, Procurement Officer, PHPA, DHMH, 201 W. Preston St, Room 306, Baltimore, MD 21201. Contact info: Michael.trombetta@maryland.gov and 410-767-5039. The bid sheets must be in an envelope that includes the Procurement ID on the outside. Bids must be received by the Procurement Office by 2pm on 7/17/13 – late bids will not be accepted. **E-mail or fax bids will not be accepted.**

Maryland WIC Program Specifications:
Washable Nursing Pads

#

Bid Form

PROCUREMENT I.D. NUMBER: PHPA-C114

ISSUE DATE: 7/8/2013

TITLE: Washable Nursing Pads

Offeror Information:

Vendor Name: _____

Federal Tax ID (FEIN) #: _____

Contact Person: _____

Address: _____

Telephone: _____

Fax: _____

E-Mail: _____

- \$_____ each, including packaging and shipping , x 14,000 = \$_____
- 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**