

Maryland WIC Program Specifications: Tenders® Pre-Toothbrushes

Commodity Details

Item: Tenders® Infant Pre-Toothbrushes (No substitutes)

Size: 3”L x 1-1/4” W (one size fits all)

Description: Soft, hand-washable, single-finger swab cleans small mouths before tooth brushing age (infant oral care)



Quantity:

- Must be multiple of 144 (due to package requirements of 144/box)
- Quantity is 348 boxes (50,112 toothbrushes)



Packaging: - Individual blister packaged with instructions for use

- 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.

Color: - White Cloth with Blue – Pink – Yellow – White – Green trim at band

Cost:

- **Total cost, including freight, cannot exceed \$25,000**
- Breakdown on bid sheet.

Material: Machine woven in the USA of 90% cotton/10% poly trim

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.

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- 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.
- **MASTER CARTONS are to hold 250 bags which will be comprised of 5 inner cartons that will hold 50 bags. Each master carton will hold one inner carton of each color as mentioned on page 1.**
- 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
 - 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

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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

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

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.

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 7/15/13 – late bids will not be accepted. **E-mail or fax bids will not be accepted.**

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Bid Form

PROCUREMENT I.D. NUMBER: PHPA-C108

ISSUE DATE: July 3, 2013

TITLE: Tenders Pre-Infant Toothbrushes

Offeror Information:

Vendor Name: _____

Federal Tax ID (FEIN) #: _____

Contact Person: _____

Address: _____

Telephone: _____

Fax: _____

E-Mail: _____

- \$_____ per box X 348 boxes (144 toothbrushes/per box) = \$_____
- plus Shipping _____ (to Hagerstown, MD 21742)
- 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 PHPA-C108.**