

Maryland WIC Program Specifications:
Children's Sparkle Toothbrush

Procurement ID: PHPA-C117

Issue Date: August 09, 2013

Commodity Details

Item: Childs toothbrush

Color(s): Variety (blue, green, orange, purple, red, Yellow, other colors acceptable) with glitter filled translucent handles.



Size: 7" child size

Material: Plastic

Quantity: 700 boxes (100,800 toothbrushes individually wrapped / 144 per box)

Details: 7" child's toothbrush with 6" straight handle and 1" tapered head. Ribbed thumb grip on brush for ease of handling. 28 tufts. Rounded nylon bristles. Medium firmness.

Imprint Information: Printed on the back of the handle in white.

Maryland WIC Program 1-800-242-4942

Cost: Total cost, including freight and imprinted logo, cannot exceed \$25,000

- 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.

Delivery: Complete order must be delivered on or before **09/30/2013**.

Samples:

- A sample of the toothbrush imprinted with a logo of any type will be requested from the lowest bidder. This sample will be evaluated to be certain that it meets the above specifications. Sample should be sent to Robert Bruce at the Maryland State WIC Program, Department of Health and Mental Hygiene, 201 W. Preston Street, Room 105A, Baltimore, MD 21201, Telephone # (410) 767-1449.

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- Blueline proofs with the imprints must be provided by the awarded vendor prior to production for approval. Please send to Robert Bruce at the Maryland State WIC Program, Department of Health and Mental Hygiene, 201 W. Preston Street, Room 105A, Baltimore, MD 21201, Telephone # (410) 767-1449.

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
 - 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.

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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
- 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.

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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.

SUBMISSION DEADLINE

Proposals will only be accepted via hand delivery, mail or courier (i.e., Fed Ex, UPS, etc.). **Original hand-delivered or mailed proposals must be received by the Procurement Officer no later than 10:00 AM on August 21, 2013 in order to be considered.** Please put Procurement I.D. PHPD-C117 on the outside of the mailing envelope.

Offers who hand-deliver proposals 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.

Offers that have a courier deliver proposals 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.

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

NO FAX OR EMAIL PROPOSALS WILL BE ACCEPTED.

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Questions regarding this solicitation should be directed (By e-mail only, no phone call will be accepted) to the **PROCUREMENT OFFICER.**

PROCUREMENT OFFICER:

Michael Trombetta
Procurement Officer
Prevention and Health Promotion Administration
201 West Preston Street
Baltimore, MD 21201
Phone: 410-767-5039
410-333-7106
Email: Michael.trombetta@maryland.gov

ISSUING OFFICE:

Office of the Maryland WIC Program
Attn: Robert Bruce
201 West Preston Street

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Bid Form

PROCUREMENT I.D. NUMBER: PHPA-C117

ISSUE DATE: August 9, 2013

TITLE: Children's Sparkle Toothbrush

Offeror Information:

Vendor Name: _____

Federal Tax ID (FEIN) #: _____

Contact Person: _____

Address: _____

Telephone: _____

Fax: _____

E-Mail: _____

- \$ _____ each, including logo and shipping , x 100,800 = \$ _____
- 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**