



## **BID SUBMISSION REQUIREMENTS**

Each bidder must submit a bid package consisting of the original and one (1) copy of the proposal. (NOTE: See “Proposal Format” section of this IFB for detailed instructions on how to prepare the proposal package.) Packages **MUST BE RECEIVED** in the Department’s Albany Office not later than 4:30 P.M. EST on March 22, 2005. Late proposals will not be accepted. Applicants, not delivery services or other intermediaries, are responsible for the timely submission of proposals. The cost and technical components must be submitted in separate sealed envelopes. The entire proposal shall be submitted in an envelope that is clearly marked as follows: “Printing IFB – Checks for 2005 Farmers’ Market Nutrition Program”. Inside the envelope shall be two (2) envelopes which shall be identified as follows: 1) Bidder’s name, “Printing IFB – Checks for 2005 Farmers’ Market Nutrition Program -- Technical Component”; and 2) Bidder’s name, “Printing IFB – Checks for 2005 Farmers’ Market Nutrition Program -- Request for Bid Form”. Proposal packages shipped or mailed shall be addressed to:

Printing IFB – Checks for 2005 Farmers’ Market Nutrition Program  
Lucy Roberson, Director  
Division of Fiscal Management  
NYS Department of Agriculture and Markets  
10B Airline Drive  
Albany, New York 12235

Packages may be hand delivered to the receptionist in the Department’s Offices at 10B Airline Drive, Albany, NY. Proposals will NOT be accepted via FAX or email.

## **QUESTIONS CONCERNING THE IFB**

Prospective bidders with questions concerning this IFB should present those questions in writing to:

Jonathan Thomson, Program Manager  
New York State Farmers’ Market Nutrition Program  
New York State Department of Agriculture and Markets  
10B Airline Drive  
Albany, NY 12235  
FAX (518) 457-2716  
Email: [Jonathan.Thomson@agmkt.state.ny.us](mailto:Jonathan.Thomson@agmkt.state.ny.us)

All questions shall be submitted in writing (facsimile or e-mail will be accepted) to Mr. Thomson by 4:30 PM EST Wednesday, March 9, 2005. A list of questions about the IFB, answers to those questions, as well as an electronic version of this IFB and any changes, additions or deletions to the IFB will be posted on the Department’s website ([www.agmkt.state.ny.us](http://www.agmkt.state.ny.us)) under “Funding Opportunities”. Questions and responses will be posted on the website by Friday, March 11, 2005. Applicants are urged to check the Department’s website frequently for notices of any changes, additions or deletions to the

IFB. If you are unable to access the website, please contact Mr. Thomson to arrange for alternate delivery. All questions and responses shall be incorporated into this IFB as a formal addendum. NOTE: Bidders are required to submit a signed copy of any addendums with the bid package.

### **BACKGROUND AND PURPOSE**

The New York State Department of Agriculture and Markets administers both a Farmers' Market Nutrition Program for clients of the Women, Infants and Children (WIC) program and a Senior Farmers' Market Nutrition Program for income eligible seniors over age 60. Checks for the Senior Farmers' Market Nutrition Program are printed annually and distributed to approximately 250 sites statewide.

### **SCOPE OF WORK**

The contractor will print and deliver approximately 70,000-80,000 Checkbooks for the Senior Farmers' Market Nutrition Program.

### **SPECIFICATIONS**

#### **ESTIMATED QUANTITY:**

- Option 1:* 80,000 checkbooks with 9 checks per book; OR
- Option 2:* 70,000 checkbooks with 10 checks per book.

#### **NOTE:**

Bidders must provide a bid for BOTH options. The Department will make a final determination based on the availability of funds prior to the bid opening.

#### **SIZE:**

Checks – 9 -1/8” x3-5/8”, no bleeds. No Front Cover. Back Cover - 9-1/8” x 3-5/8” - No printing on cover.

#### **STOCK:**

Checks -- 24# White MICR bond. Back cover -- 100# white tag.

#### **COPY:**

Camera ready copy will be furnished - tints, surprints, and reverses are required. *NOTE: Center portion of check to contain a faint background design (picture). Area on right front approximately 5/8” x 1-1/2” to contain security pantograph that will show the word “VOID” (in letters approximately 1/4” high) when run through a color copier.*

#### **PRESSWORK:**

Checks print 2 colors front plus magnetic ink for MICR line - 1 color black. Back cover is blank. *Sample checks must be provided to the Department for approval at least 48 hours prior to main print run.*

**INK:**

Front - Two PMS colors (to be specified). Back - One PMS color. Pantograph - One PMS color. *NOTE: Back will be one of the PMS colors used on front. Pantograph will be one of the PMS colors used on front.*

**NUMBERING:**

Each check must be consecutively numbered on front in red with 9-digit numbers in the upper right corner. Sequence of numbers must be guaranteed. Missing, duplicate, or skipped numbers are not acceptable. 9-digit consecutive MICR numbering must be identical to the 9-digit preprinted number at the upper right of each check except for the addition of an 10th digit calculated using the modulus 9 DSR check digit system.

**PERFORATION:**

Each check to be vertically perfed 1/2" from left edge to produce a binding stub.

**CONSTRUCTION:**

Checks must be stapled in binding stub in sets of ten (10) checks with back cover. Checks must be collated in ascending order with lowest numbers on top.

**RECYCLED CONTENT:**

The minimum content requirements for post consumer material, based on fiber weight, are as follows:

- 30% for uncoated printing and writing papers, including copier paper, forms bond, carbonless bond, and white wove envelope paper;
- 20% for colored wove envelope paper; unbleached kraft envelope paper, and bristols;
- 10% for coated printing paper.

**RECYCLED CERTIFICATION:**

When recycled materials are used, any one of the following will be acceptable: a Paper Manufacturer's Affidavit of Recycled Content verifying a minimum of 30%, 20% or 10% whichever is applicable, (*see* Recycled Content requirements in preceding paragraph) post consumer content for the proposed paper is on file with the New York State Office of General Services; or, the paper has been authorized by the New York State Department of Environmental Conservation for use of the Official New York State Recycled Emblem; or, the New York State Office of General Services is able to ascertain through readily available sources, such as trade publications and mill literature, that the proposed paper complies with New York State's recycled requirements.

If none of the preceding conditions are met, the Department will notify bidder to submit a Paper Manufacturer's Affidavit of Recycled Content. Failure to submit a properly completed affidavit within six (6) calendar days after notification may result in disqualification of bid.

#### OVERRUNS:

Overruns up to 3% of the quantity specified will be accepted. The Department, at its option, may either accept or reject additional quantities beyond the allowable overrun. If overruns beyond the allowable percentage are accepted, they will be at a negotiated reduction in price. No underruns are acceptable.

#### PACKING & SHIPPING:

Shrink wrap checkbooks in lots of 20 books in numerical order. Ship in new corrugated cartons not to exceed 40 pounds gross. Mark all cartons on end with item, quantity, P.O. number, and beginning and ending check numbers contained therein.

#### DELIVERY:

The contractor must ship the completed checkbooks to approximately 250 senior nutrition sites in New York State in quantities to be specified by the Department. The number of checkbooks per site will range from 50 to 12,000 and will, in most cases, be in multiple batches of 20. The balance of the checkbooks must be sent to an address to be specified by the Department.

The Department will provide the contractor with a master list of the specific delivery addresses, the number of checkbooks and the specific sequences of checkbooks that must be shipped to each address. This information will be provided to the contractor by May 1, 2005. The contractor may elect to use their own labeling system however the addresses must be identical to those specified by the Department. Each shipment to a local agency must contain the checkbook sequences specified by the Department.

Shipments must be made by UPS or equivalent service that can track the status of the shipment and ensure delivery to a responsible **individual** and not to an unsupervised delivery point.

**Delivery must be completed no later than June 10, 2005.**

#### PREPARATORY MATERIALS:

All mechanicals, negatives, disks and magnetic cartridges are or will become the property of the Department, and must be delivered to the Department within fifteen (15) days after completion of job.

### CONTRACT TERMS

The Department is seeking bids for an initial 12-month contract beginning April 1, 2005. Any contract awarded will contain provisions authorizing a renewal or extension of the contract at the Department's option for another 12-month period. A

copy of the standard clauses that set forth the general terms and conditions required in all contracts awarded by the Department as well as any special conditions that will be required for this contract is attached hereto (*see* Attachment 2) and is hereby expressly made a part of this IFB as fully as if set forth at length herein. The initial contract and any subsequent renewals are contingent on the availability of funding and approval by the Department, the Attorney General's Office and Office of the State Comptroller. Price escalation will not be allowed and is specifically excluded from the terms and conditions of the Invitation for Bid, its specifications and subsequent contract award. Subcontracting of any portion of the services required by this IFB shall not be permitted.

#### *Appendix A (Standard Clauses for All State Contracts)*

Appendix A (5/03 version), which is posted on the Department's website at [www.agmkt.state.ny.us](http://www.agmkt.state.ny.us), is hereby expressly made a part of this IFB as fully as if set forth at length herein. The successful contractor will be responsible for complying with the terms and conditions contained therein.

#### *Cancellation/Discharge of Contractor*

The Department reserves the right to cancel the services under this contract at any time upon determination by the Department that the Contractor is unable or incapable of performing the service to the satisfaction of the Department, and in the event of such stoppage the Department shall have the right to arrange for completion of the service in such manner as it may deem advisable. If the costs of such completion exceed the amount of the contract, the Contractor shall be liable to the Department for all excess costs.

#### *Contract Liaisons*

The contractor will designate an employee to act as the primary contact person in all matters regarding this contract. Upon notification of award, contractor must provide the name, title, telephone and fax numbers of their contact person to the Department.

The Department's contact for questions regarding the specifications and requirements of the contract as well as questions regarding composition related matters and final approval of copy, proofs, and end product is Jonathan Thomson, Program Manager, New York State Farmers' Market Nutrition Program, 10B Airline Drive, Albany, NY 12235, Telephone: (518) 457-7076, FAX (518) 457-2716, Email: [Jonathan.Thomson@agmkt.state.ny.us](mailto:Jonathan.Thomson@agmkt.state.ny.us)

All inquiries or correspondence regarding this contract must be through the appropriate contact person or their designees.

#### *Invoicing and Payments*

Payment will be made on a reimbursement basis. Invoices for payment shall be submitted to the Department on a New York State Standard Voucher provided by the Department.

*Notification of Problems by Contractor*

If the contractor anticipates any delays or problems which may affect the quality, construction, manufacturing, or processing of the any of the required items, they must immediately serve written notification to the Department stating specifically the problem and/or delay and expeditiously pursue any remedies that may be necessary.

**QUALIFICATIONS**

**Bids will be considered only from bonafide printing companies possessing printing equipment capable of producing the printing requirements described in this invitation for bids.** Bidders must have completed at least three printing jobs (of similar size and scope) for two different clients. These jobs must have been completed within the past two years.

## PROPOSAL FORMAT

The bidder is solely responsible for the content and completeness of the proposal. The Department may request clarification from the bidder regarding items in the proposal. However, the Department is under no obligation to solicit information missing from the proposal.

The proposal shall be organized in the following format (submit the original and (1) copy):

### Section 1: Qualifications of Bidder

1.1 Completed Bidder's Certification (*See Cover Page*)

1.2 Work Samples -- Provide a minimum of three samples of items with similar specifications that were printed by the bidder. Include a short narrative (no more than one page) describing the jobs in terms of printing, deadlines, and any problems encountered in carrying out the work.

1.3 References -- Provide a list of at least three references from clients for whom you have provided printing services, including references for each work sample submitted. References should demonstrate the ability of the bidder to perform jobs similar in scope to the size, nature and complexity of the outlined bid. The references shall include the:

- Name, address, contact person, telephone number, and fax number for the referenced account; and
- Volume of business performed within the past three years for each referenced account.

The Department reserves the right to contact any or all of the clients listed to verify the information provided.

1.5 Attach a signed copy of any addendums obtained from Department website.

### Section 2: Financial Proposal

All bids must be submitted on the attached Request for Bid Form (Attachment 1). All bids must include the following for BOTH options:

- Price per 1,000 on total quantities specified; and
- Price for additional M's for quantity adjustments to increase up to 10% of quantities specified.

**Incomplete Bids will be rejected.** The total quantities listed are estimated quantities. The actual quantity required by the Department could vary. The final quantity will be determined by May 1, 2005. Any subsequent adjustments, due to extenuating circumstances, will be negotiated with the contractor. Prices quoted are to be firm for the entire period of the contract.

### OTHER REQUIRED DOCUMENTS

1. Contractor Responsibility Questions (Attachment 3)
2. MacBride Stipulation (Attachment 4) -- The bidder shall certify that it either has no business operations in Northern Ireland, or if it does have such business



operations, it shall take lawful steps in good faith to conduct such operations in accordance with the MacBride Fair Employment Principles.

3. Signed and Notarized Non-Collusive Bidding Certification (Attachment 5)

**DECISION CRITERIA**

The Department will evaluate the proposals in two stages. If deemed to be in the best interest of the Department and the State, a contract will be awarded to the single qualified responsible bidder whose proposal represents the lowest total cost to the Department.

*Note: The Department reserves the right to reject all proposals and to seek new proposals if it is determined that it is in the best interest of the Department and the State.*

The evaluation of the proposals will be done in 2 stages as follows:

**Stage 1 – Evaluation of the Bidder Qualifications**

Each proposal will be screened to eliminate from contention any bidder that fails to meet the qualification requirements using the criteria below. A “No” response to any of the evaluation standards below will result in disqualification of the bidder.

<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No	1. Did the bidder provide a list of at least 3 clients? <ul style="list-style-type: none"> <li>• Did the bidder provide at least 3 samples of the work done within the past 2 years for at least 2 separate clients identified on the list of references?</li> <li>• Does the bidder have experience in providing the services required to satisfy the IFB? The Department reserves the right to contact the references to verify that the bidder did perform the services for the clients and performed those services in a timely manner.</li> </ul>
<input type="checkbox"/> Yes <input type="checkbox"/> No	2. Did bidder comply with the recycled content and recycled certification requirements?
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	3. Did bidder submit a signed copy of the required forms and addendum(s)?
<input type="checkbox"/> Yes <input type="checkbox"/> No	4. Did the bidder provide a completed Request for Bid Form?

**Stage 2- Evaluation of Financial Proposal**

Proposals that pass the qualitative screen in Stage 1 will be evaluated on the basis of the lowest total bid price. Award shall be made by Grand Total Bid for Option 1 OR Option 2 based on the cumulative total of the Weighted Grand Total for the Option selected by the Department prior to bid opening.

**MINORITY AND WOMEN OWNED BUSINESS ENTERPRISES**

The Department of Agriculture and Markets recognizes the need to take affirmative action to insure that Minority and Women Owned business enterprises and minority and women employees are given the opportunity to participate in providing goods and services sought by the Department. This opportunity for full participation in our free enterprise system by

traditionally, socially and economically disadvantaged persons is essential to obtain social and economic equality and improve the functioning of the State economy. Accordingly, it is the policy of the Department to foster and promote the full participation of such individuals and business firms in the Department's contracting program.

The bidder, by bidding on this contract, acknowledges his or her understanding and support for the social policy herein stated and pledges to fully cooperate with the State of New York in the implementation of this policy, and further to exert a good faith effort to solicit and obtain the participation of such individuals and firms as subcontractors, suppliers and employees on this contract.

For this contract the Department has established the following goals:

Minority-Owned business enterprises	1%
Women-Owned business enterprises	1%

#### **CERTIFICATION PURSUANT TO NEW YORK STATE TAX LAW SECTION 5-A**

Pursuant to Tax law Section 5-a, contractors with New York State are required to certify whether or not the contractor, its affiliates, its subcontractors and affiliates of its subcontractors are required to register to collect state sales and compensating use tax. The successful contractor will be required to complete and sign, under penalty of perjury, the Contractor Certification Form ST-220. (See Attachment 6) Contractors must also submit a copy of the Certificate of Authority, if available for itself, any affiliates, any subcontractors and any affiliates of the subcontractors required to register to collect state sales and compensating use tax. If Certificates of Authority are unavailable, the contractor, affiliate, subcontractor or affiliate of subcontractor must represent that it is registered and that it has confirmed such status with the Department of Taxation and Finance

#### **FREEDOM OF INFORMATION**

All proposals submitted and all related contracts and reports may be subject to disclosure under the Freedom of Information Law.