**This solicitation has been designated as a Small Business Reserve (SBR); only registered SBRs may respond. Please apply at https://emaryland.buyspeed.com/bso/ to begin the process, 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 bid page.**

**Commodity Details**

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Item: Brochure and business card holder.

**Description:** Brochure and business card holder (see picture)

**Requirements:**

* Acrylic material that is durable and of a good quality.
* Dimensions: 4-1/8” wide x 8” high x 1-1/4” deep
* Front of Pocket Height: 6” high
* Pocket Dimensions: Fits 4” wide x 9” high literature and 1-1/4” deep)
* Business Pocket Dimensions: Fits standard 3-1/2” wide x 2” high business card
* Color: Clear
* Imprint of WIC logo in one color (see sample below). Imprint area is 3.25” wide x 2.5” wide on the front pocket above the business card holder.
* Delivery must be **within 30 days** from contract award.

**Imprint:** USDA requires the WIC logo be printed on all promotional items. The logo must include at least the name of the program andtelephone number. An example of the logo is shown below. Good quality logo will be provided once contract is awarded. Vendor must ensure that the logo fits the printable area, it is legible, and of good quality (permanent and should not rub off or wash off) prior to submitting the bid.



(Not for reproduction)

Quantity: 5,000 each

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.

**Cost: Total cost** (all inclusive) cannot exceed $24,500.00.

**Delivery:** Delivery must be within 30 days from contract award.

**Sample Requirements**

A sample of the exact product (without imprint) must be delivered with bid submission in order to be certain that it meets the above specifications. Also, a sample with the 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 200 lbs 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
* 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 2,000 lbs (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 1of 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**

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.

**PROCUREMENT I.D. NUMBER: PHPA-C172**

**ISSUE DATE: 9/2/14**

**TITLE:** Brochure and Business Card Holder

**Offeror Information:**

Vendor Name:

Federal Tax ID (FEIN) #:

Contact Person:

Address:

Telephone:

Fax:

E-Mail:

SBR number:

* $\_\_\_\_\_\_\_\_ each (all inclusive) x 5,000 = $\_\_\_\_\_\_\_\_\_\_\_\_
* Total cost \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (not to exceed $24,500.00)

      

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.**

Bid sheet and sample must be mailed or hand-delivered to the Procurement Officer below:

Vern Shird, CPPB

DHMH

201 West Preston St, Room 322

Baltimore, MD 21201

No e-mails or faxes are permitted. Bids and samples must be received by the Procurement Officer by 10am on 9/12/14. Please contact the Procurement Officer at 410-767-5555 if hand-delivering so you can be given a receipt.