

PENNSYLVANIA LIQUOR CONTROL BOARD

INVITATION FOR BID 260294

BANK DEPOSIT TICKETS

OVERVIEW

The Pennsylvania Liquor Control Board (PLCB) is seeking a contractor to provide printed two (2) part bank deposit tickets for approximately six-hundred eight (608) Fine Wine & Good Spirits stores located in Pennsylvania. Each order would be personalized by the contractor with specific store information. The contractor would also be required to provide an online/web-based ordering system for the PLCB Special Accounting Division to place orders for individual stores. The ordering system should provide three (3) interactive and updatable data files consisting of store addresses, bank account information and ordering profile, the specifics of which are detailed in the ordering system/requirements. Ordering is on demand every week as needed.

PLCB CONTRACTING OFFICER

The PLCB Contracting Officer is the PLCB official authorized to enter into and administer contracts and make written determinations with respect to contracts. The PLCB Contracting Officer is Melinda John, Director of Purchasing and Contract Administration, Room 316, Northwest Office Building, Harrisburg, PA 17124-0001, Email: meljohn@pa.gov.

ISSUING OFFICE

This Invitation for Bid (IFB) is issued by the PLCB, Bureau of Purchasing and Contract Administration, Room 316, Northwest Office Building, Harrisburg, PA 17124-0001, Email: patbell@pa.gov. P. Diana Bell is the Issuing Officer and the sole point of contact at the PLCB for this IFB.

PLCB CONTACT PERSON

The PLCB contact person, defined as the PLCB employee charged with the day-to-day supervision of the performance of the services and who interacts with the contractor is, Andrew Tiazkun, Bureau of Financial Operations, Room 312, Northwest Office Building, Harrisburg, PA 17124-0001, Email: antiazkun@pa.gov.

QUESTIONS

QUESTIONS REGARDING THIS IFB MUST BE SUBMITTED BY EMAIL ONLY, with the subject line entitled "IFB #260294 QUESTIONS to the Issuing Officer, P. Diana Bell, email: patbell@pa.gov, **no later than 12:00 NOON on October 14, 2014.**

Questions will not be accepted or answered after October 14, 2014.

DO NOT CONTACT THE ISSUING OFFICE BY PHONE WITH ANY QUESTIONS. The bidder shall not attempt to contact the Issuing Officer by telephone.

All questions submitted to the PLCB and its official response to each question will be posted to the Department of General Services (DGS) website at www.emarketplace.state.pa.us on or before October 16, 2014.

All questions and official responses are considered an addendum to, and part of, this IFB. The PLCB shall not be bound by any verbal information nor shall it be bound by any written information that is not either contained within the IFB or formally issued as an addendum by the Issuing Office. The Issuing Office does not consider questions to be a protest of the specifications or of the solicitation.

ADDENDA TO THE IFB

If the Issuing Office deems it necessary to revise any part of this IFB before the bid response date, the Issuing Office will post an addendum to the DGS website at www.emarketplace.state.pa.us. It is the Bidder's responsibility to periodically check the website for any new information or addenda to the IFB.

COST SHEET

Complete and submit your quote on **Attachment #4 QUOTATION FOR TWO PART DEPOSIT TICKETS.**

RESPONSE DATA

Bids must be signed in ink by an official authorized to bind the bidder to its provisions. **FAILURE TO SIGN THE BID FORM BOP-1206 SHALL DISQUALIFY YOUR BID IMMEDIATELY.** For this IFB, the bid must remain valid for at least ninety (90) days. The contents of the bid of the successful bidder will be incorporated into the Contract.

Bid must be sealed and hand carried or mailed (U.S. Postal service, Fed Ex., etc.) to:

PLCB Bureau of Purchasing & Contract Administration
Invitation for Bid #260294
Northwest Office Building, Room 316
Harrisburg, PA 17124-0001

Bids must be received on or before **October 24, 2014, no later than 2:00 P.M.**

Bidders mailing bids should allow time to insure timely receipt of their bid. If a receipt is desired, send by U.S. certified or Registered mail. Bid #260294 must be on the outside of the envelope. **Faxed or emailed bids will not be accepted.**

BID TABULATIONS RESULTS

Results of this bid will be posted within 48 hours to the DGS website at <http://www.emarketplace.state.pa.us/>. Bid results do not confer any contractual rights until a formal written contract has been executed by all necessary PLCB Commonwealth officials. Any additional information will require a Right to Know request found at <http://www.lcb.state.pa.us/portal/server.pt/community/bidopportunities/19114>.

PRIME CONTRACTOR RESPONSIBILITY

The contractor shall be required to assume responsibility for all services offered in this IFB. Further, the PLCB will consider the contractor to be the sole point of contact with regard to contractual matters.

TERM OF CONTRACT

This contract shall commence December 1, 2014 and continue for three (3) years. All terms and conditions shall apply for the term of the contract unless otherwise specified.

REJECTION OF INVITATION FOR BID QUOTES

The PLCB reserves the unqualified right to reject any and/or all bids received as a result of this IFB, to waive technical defects or any informality in bids and to accept or reject any part of any bid if, in its judgment, the best interest of the Commonwealth is thereby served.

CUSTOMER REFERENCES

Prospective bidders must provide a minimum of three (3) references for which they have performed services similar in nature to those requested in this IFB. References must include the customer name, current address, contact person and telephone number. The PLCB reserves the right to contact any and all persons listed by the prospective bidder concerning past work experience.

INVOICING

The contractor shall provide an invoice upon completion of delivery for each order and shall be compensated only for items which are delivered and accepted by the PLCB.

INCURRING COST

The PLCB is not liable for any cost incurred by anyone prior to issuance of a contract. The PLCB will pay the contractor only for services rendered at the rates in the contract.

SECURITY OF PLCB INFORMATION

The contractor shall safe guard the confidentiality of the PLCB's store bank information, including but not limited to, bank account numbers or transit routing numbers, with the same diligence with which it safe guards its own confidential information. If the contractor needs to disclose all or part of such information to third parties to assist in the work or service performed for the PLCB, it may do so only if such third parties sign confidentiality agreements containing substantially the same provisions as contained in this paragraph. The contractor agrees that such confidential information shall not be copied, in whole or in part, except when essential for authorized use under this contract. Upon termination or cancellation of this contract, the contractor will return to the PLCB all copies of the documentation and other materials containing confidential information in the contractor's possession. Both parties agree that a material breach of these requirements may result in termination of this contract for default, and the contractor will be liable to the PLCB for any and all damages resulting there from, including but not limited to, attorney's fees.

SUBCONTRACTING

The PLCB requires that at least thirty percent (30%) of the printing performed under this contract be performed at the contractor's facility. Also, any subcontractors utilized by the contractor must be approved by the PLCB. The PLCB will only pay the prime contractor, and the contractor shall be responsible for the quality, timeliness, and accuracy of any work done by any and all subcontractors.

WAGES AND WORKING CONDITIONS

1. The contractor represents and agrees that:
 - a. It will pay every employee engaged in the performance of the contract printing work the prevailing wage rate, as determined by the Secretary of the Pennsylvania Department of Labor and Industry, and provide for such employees working conditions equivalent to those prevalent in the locality in which the contract will be performed; or
 - b. It has a collective bargaining agreement in effect between the contractor and its employees, who will process and produce the printing under any contract/purchase order awarded to the company, and its employees are represented by a responsible organization which is in no way influenced or controlled by management. In this instance, the provisions of the collective bargaining agreement shall be considered as conditions prevalent in the contractor's locality.
2. The contractor agrees that if it receives a contract/purchase order award, the contractor shall maintain the conditions described in Paragraph "a" of this Section in the performance of the contract/purchase order.

AGREEMENT OF LEASE

Bidder must be the owner or lessee of sufficient equipment and machinery to perform the work required by this IFB. Included in the IFB on **Attachment #1** is a sample of an acceptable lease satisfying the requirement for leasing in the event the bidder does not own sufficient equipment to produce all work under this contract.

Bidder must have the capacity to perform at least 51% of the printing and production work at the bidder's facilities.

OTHER CONDITIONS

The PLCB reserves the right to add or delete locations during the term of the contract at the same rates, terms and conditions.

TERMS AND CONDITIONS

BOP-1204 STD Terms and Conditions – Paper Contract (Rev 4/8/13) to be found at [http://www.portal.state.pa.us/portal/server.pt/document/1331986/bop-1204_std_terms_and_conditions - paper contract rev 2013-04-05 do](http://www.portal.state.pa.us/portal/server.pt/document/1331986/bop-1204_std_terms_and_conditions_-_paper_contract_rev_2013-04-05_do)

Printing Addendum to BOP-1204 is **Attachment #3**.

PLCB CONTRACT SPECIFICATIONS

Deposit Ticket Design

Two (2) part standard deposit ticket is required. Glued edge stub.

Finished Size	3-1/2" X 8-1/2"
Paper Part #1	#22 White CB (8-1/2" X 11" base stock)
Paper Part #2	#21 Pink CF (8-1/2" X 11" base stock – carbonless)
Ink on Face	Black MICR Ink imprint (All parts print alike)
MICR	Static Only
Arabic	None
Numbering	None
Extra Perfs	None
Binding	Glue
Printing	Done Digitally on Xerox Machine

INDIVIDUAL STORE ORDER REQUIREMENTS

Orders placed for each individual store will have the following information printed on each deposit ticket per the attached sample. (**Attachment #2**)

1. Fine Wine & Good Spirits Store #.
2. Bank name.
3. Bank MICR charts for account number, transit routing number and store number.

ORDERING SYSTEM REQUIREMENTS

Contractor to provide an online/web-based ordering system for PLCB Special Accounting Division to place orders for bank deposit slips with the following system specifications:

1. System must provide database files for:
 - a. Store file: store number, address, phone number & bank information.
 - b. Bank file: bank ID number, name and MICR layout with store number, bank account number and transit routing number.
 - c. Order history: store number, order date, ship date and UPS tracking number.
2. Initial information for store file (approximately six-hundred eight (608) records) and bank file (approximately one-hundred thirty (130) records) will be provided via Excel spreadsheets.
3. Deposit tickets will be ordered via store number.

4. When store number is entered, the system will display the store address and bank name with MICR layout information. This screen will also have three (3) options:
 - a. Edit the store data.
 - b. View previous orders.
 - c. Place new orders.

Verification and maintenance will be directed from this screen with the option choices.

5. System will provide user maintenance access for the store and bank files.
6. System will allow search/view capability of order history by store or by date.
7. System will maintain order history records for the life of the contract.
8. System must have the capability of adding new stores.

SAMPLE AND TESTING

The PLCB will require the online/web-based ordering system be available for review, testing and approval by the PLCB within two (2) weeks from the receipt of the purchase order. The PLCB will test store and bank data files to ensure accuracy and enter test orders.

Within ten (10) calendar days upon awarded contract with notice to proceed, three (3) samples (proofs) of a deposit ticket must be submitted to the PLCB for approval during testing to the following address:

PA Liquor Control Board
Attention: P. Diana Bell
Northwest Office Building, Room 316
910 Capital Street
Harrisburg, PA 17124-0001

PACKAGING AND SHIPPING INFORMATION

The contractor will be responsible for printing the deposit tickets as well as packaging and delivering them directly to each individual store location within two (2) weeks after each order is placed. It must be understood that orders will be placed for each individual store via the online ordering system by the PLCB. The orders are to be personalized to each individual store and shipped FOB destination in packs of 200 deposit tickets that are loose and wrapped with poly wrap.

A packing slip must accompany all deposit slip shipments received.

Delivery addresses will be provided to the contractor upon award of the purchase order for entry into the database file. Thereafter, the address file will be maintained by the PLCB Special Accounting Division as required.