

ADDENDUM #1

Date: **February 5, 2024**

Subject: **PAPER BAGS**

IFB Number: **270602**

Due Date/Time: **March 1, 2024 @ 12:00 PM**

Addendum Number: **1**

To All Offerors:

A solicitation "Addendum" is defined by the Commonwealth of Pennsylvania as an addition to or amendment of the original terms, conditions, specifications, or instructions of a procurement solicitation (e.g., Invitation to Bid, Request for Proposals or Request for Quotations).

List all changes:

- Attached are questions received as of 12:00 PM on February 2, 2024, along with the PLCB's responses.

If you have already submitted a bid to the original solicitation, you may either submit a new response, or return this Addendum with a statement that your original response remains firm, by the due date to the above address.

Except as clarified and amended by this Addendum, the terms, conditions, specifications, and instructions of the solicitation and any previous solicitation addenda, remain as originally written.

Respectfully,

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PLCB

IFB 270602 – PAPER BAGS

Questions and Answers

Q1. Are you able to provide the estimated case volume for the new bid?

A1. The estimated annual volume for the standard quart sized paper bags is 25,200 cases (30 truckloads). The Pennsylvania Liquor Control Board (“PLCB”) cannot provide an estimated annual usage for the optional paper bags with handles because it currently does not use these supplies and has no immediate plans to start.

Q2. What are the estimated quantities for the two bags?

A2. See response to Q1.

Q3. The PCLB Distribution Centers Appendix B in the IFB states DC#4 – Southwestern’s address as:

FedEx Supply Chain
Papercraft Industrial Park
2 Papercraft Park
c/o Pennsylvania Liquor Control Board Southwestern Distribution Center Pittsburgh, PA 15239-3218

We are currently delivering to:

100 Papercraft Park
Pittsburgh, PA 15238

Just want to make sure we have the correct information as we calculate delivered freight for the bid.

A3. The correct shipping address for Distribution Center (“DC”) #4 is: Papercraft Building, 100 Papercraft Park, Pittsburgh, PA 15238. The revised Appendix B file named ‘IFB 270602 - PAPER BAGS - App B - PLCB Distribution Centers - REV A’ will be posted at the same time the Q&A addendum is uploaded and posted.

Q4. Could you please state the annual case volume for the quart bags and the handle bags?

A4. See response to Q1.

Q5. On page 5 of the pdf file named IFB 270602 – Paper Bags-FINAL there is a blue link that is PLCB DC Noncompliance Fee Schedule_120122.pdf (pa.gov). No pdf file comes up when clicked on.

A5. The web location was moved to a new link: [PLCB DC Noncompliance Fee Schedule 020124.pdf \(pa.gov\)](#)

Q6. Can you provide an estimated quarterly, semiannual, or annual volume for both bag types?

A6. See response to Q1.

Q7. Do you permit production outside the USA? We typically produce overseas with a blanket order and have inventory available for immediate shipment but with a request for 28 days to deliver we would need to produce domestically then switch to overseas manufacturing if permitted.

A7. The PLCB does permit production outside of the USA.

Q8. Would there be any exceptions for the first delivery to come in 60 days so we could produce overseas at a lower cost?

A8. No. Supply dates must be met as advertised.

Q9. Pallet Standards: Must be on GMA Pallets with Max dimensions of 48 x 40 x 60. These are a little different than standard pallets, but can you confirm that we can use a standard pallet size that is different than 48 x 40 x 60 as long as it confirms to GMA?

A9. The pallets must be as specified within the IFB with no exceptions.

Q10. Labeling/Barcoding: Can we use the same numeric for both DC's throughout the term or does it change for every shipment/order?

A10. The awarded bidder shall provide the PLCB with a valid UPC Code for their standard quart sized paper bags. In return, the awarded bidder will then be assigned a PLCB/State Code Item number, and a SCC code number for their standard quart sized paper bags. The PLCB will also do the same for the optional paper bags with handles if it decides to purchase those. Please refer to the Specifications sections 'Label Requirements and Specifications'.

You can also refer to this link: https://www.lcb.pa.gov/Wine-and-Spirits-Suppliers/Managing-Existing-Business/Documents/Labeling_Requirements.pdf

Q11. Contract Terms: Can you confirm the contract is only for 12 months and there are no extensions available?

A11. See the 'Term of Contract' paragraph on Page 3 of the IFB. The PLCB reserves the right to renew this Contract for four additional one-year Option Years at its sole discretion.

Q12. Bag Samples: Can we be provided with a few pieces of each bag as samples? If so, how does that process work?

A12. No. You are to refer to the bags' specifications in the IFB and the sample photos provided in Appendix C.

Q13. In the attached documents, it doesn't tell the quantities of the order? Can you please clarify how many quantities of bags is needed to be supplied?

A13. See response to Q1.

Q14. If the baseline for the first review is the PPI from the month in which the bid was submitted, would that be the preliminary PPI or final PPI for that month?

A14. The first opportunity to adjust the contract price based on the PPI will be three months after the start of the contract. If the final PPI is published and available for the first month the contract is effective, the final published PPI will be utilized. If the final PPI is not published, the PLCB will utilize the preliminary PPI.

In addition, the PLCB will utilize the preliminary PPI for any instance in which the final PPI has not yet been published. If the resulting calculated price is less than 3% of the current contract price, no price adjustment will be made. Adjustments will only be made when the calculation is 3% or greater.

Q15. If the intent is to use the final PPI, would that put up to a four month lag on the baseline PPI, and another up to four month lag on the PPI used for the first review?

For example: Preliminary PPI at time of March 2024 bid is 100.0. Final PPI, published in July for March 2024 is 105.0. Preliminary PPI at six-month mark of contract (Sept 2024) is 108.0. Final PPI for Sept 2024, published in Jan 2025 is 110.0. Which index do we use as the baseline – 100 or 105? At first review in Sept 2024, are we comparing 108 against 105, even though final Sept PPI won't be known until Jan 2025?

A15. See response to Q14.