

State of Nebraska - INVITATION TO BID CONTRACT

Date	7/21/23	Page	1 of 1
Solicitation Number	6804 OF		
Opening Date and Time	08/17/23	2:00 pm	
Buyer	VICKI COLLINS		

DESTINATION OF GOODS
 PUBLIC HEALTH ENVIRONMENTAL LABORATORY
 3701 S 14TH ST
 LINCOLN NE 68502-5317

Per Nebraska's Transparency in Government Procurement Act, DAS is required to collect statistical information regarding the number of contracts awarded to Nebraska contractors. This information is for statistical purposes only and will not be considered for contract award purposes.

 X NEBRASKA CONTRACTOR AFFIDAVIT: Bidder hereby attests that bidder is a Nebraska Contractor. "Nebraska Contractor" shall mean any bidder who has maintained a bona fide place of business and at least one employee within this state for at least the six (6) months immediately preceding the posting date of this ITB.

_____ I hereby certify that I am a Resident disabled veteran or business located in a designated enterprise zone in accordance with Neb. Rev. Stat. §73-107 and wish to have preference, if applicable, considered in the award of this contract.

Contract to supply and deliver Laboratory Sample Submission Forms to the State of Nebraska as per the attached specifications for a two (2) year period from date of award. The contract may be renewed for three (3) additional one (1) year periods when mutually agreeable to the vendor and the State of Nebraska.

(AM 7/20/23)

INVITATION					
Line	Description	Quantity	Unit of Measure	Unit Price	Extended Price
1	ALCOHOL LABORATORY SAMPLE SUBMISSION FORM	2.5000	M	\$508.64	\$1,271.60
2	LABORATORY SAMPLE SUBMISSION FORM	75.0000	M	\$171.02	\$12,826.50

BIDDER MUST COMPLETE THE FOLLOWING

DISCOUNT PAYMENT TERMS: _____ % _____ DAYS

By signing this Invitation to Bid form, the bidder guarantees compliance with the provisions stated in this Invitation to Bid, agrees to the terms and conditions unless otherwise agreed to and certifies that bidder maintains a drug free work place environment. Vendor will furnish the items requested within 30 work days after receipt of order. Failure to enter Delivery Date may cause quotation to be REJECTED.

Sign Here Lisa C. Pruett Kim Paul
Lisa C. Pruett (Aug 7, 2023 11:33 EDT)
 (Authorized Signature Mandatory - Form must be signed manually in ink or by DocuSign)

Enter Contact Information Below

VENDOR# 501601
 VENDOR: RR DONNELLEY & SONS COMPANY
 Address: 35 W WACKER DR
CHICAGO IL 60601-1723

Contact Kim Paul
 Telephone 816.812.1087
 Email kim.paul@rrd.com

VI. TECHNICAL SPECIFICATIONS

A. CONTRACTOR INSTRUCTIONS

Contractor must respond to each of the following statements. Specifications listed are minimum conditions that must be met in order for a Contractor to qualify for the award.

"YES" response means the Contractor guarantees they can meet this condition.

"NO" response means the Contractor cannot meet this condition and will not be considered.

"NO & PROVIDE ALTERNATIVE" responses should be used only with a narrative response in the NOTES/COMMENTS section explaining in detail any deviation from the Contractor's ability to meet the condition, and an explanation of how this would be determined to be an acceptable alternative to meeting the condition. Alternatives must be detailed in such a way that allows such deviations to be fully evaluated. The State shall determine at its sole discretion whether or not the Contractor's alternative is an acceptable alternative.

B. NON-COMPLIANCE STATEMENT

YES	NO	NO & PROVIDE ALTERNATIVE	
Yes			1. Read these specifications carefully. Any and all exceptions to these specifications must be written on or attached to solicitation response. Any noncompliance may void your bid. Non-compliance to any single specification can void your bid.
Yes			2. It is the responsibility of Contractors to obtain information and clarifications as provided below. The State is not responsible for any erroneous or incomplete understandings or wrongful interpretations of this solicitation by any Contractor.
Yes			3. No interpretation related to the meaning of solicitation specifications or other pre-bid documents will be made orally to any Contractor by the State. Any solicitation interpretation must be put in writing by the Contractor and uploaded through ShareFile link: https://nebraska.sharefile.com/r-rc3d8b71bba7d46fbac77692094b7b104 to the State Purchasing Bureau, by the last day to submit written questions per the Schedule of Events. (Inquiries received after the last day to submit written questions may not be addressed).
NOTES/COMMENTS:			

C. TECHNICAL SPECIFICATIONS: ALCOHOL LABORATORY SAMPLE SUBMISSION FORM - SEE ATTACHMENT A

YES	NO	NO & PROVIDE ALTERNATIVE	
Yes			1. Size: 8-1/2" x 11".
Yes			2. Paper: 24# White MOCR stock with peel-off labels.
Yes			3. Forms will contain two labels, white, 3-7/8" W x 2-5/16" H. with perforation across the form at 4" and 8". Layout per Attachment A
Yes			4. Ink must be Reflex Blue and must not smear
Yes			5. Label area is white, extreme temperature and pressure sensitive labels.
Yes			6. Forms and labels must perform well (no wrinkling, peeling or fading) in typical shipping temperature extremes. They will be exposed to hot trucks in the summer or freezing conditions in the winter.

Yes			7. Forms and labels must perform well (no wrinkling, peeling, or fading) in <u>wet</u> or <u>dry</u> conditions. A large number of samples need to be iced as the forms will be exposed to wet conditions. They will be exposed to both direct moisture and humidity. The bottle may come in direct contact with water from ice, not dry ice. Some of the samples may be exposed to just sweat from being cold.
Yes			8. Labels will be applied to multiple surfaces, such as plastic bottles, glass, paper, cardboard and hard plastic lids. The labels may be applied to the container before or after exposure to substances or temperature extremes.
Yes			9. Forms and labels must perform well (no wrinkling, peeling or fading) when exposed to various chemicals and preservatives. Many sample containers contain preservatives and the forms could potentially come into contact with these preservatives. The preservatives used in the sample containers are 50% hydrochloric acid, sodium thiosulfate, sodium sulfite, 50% nitric acid, 50% sulfuric acid, and ascorbic acid.
NOTES/COMMENTS:			

D. TECHNICAL SPECIFICATION: LABORATORY SAMPLE SUBMISSION FORM (SSF) – SEE ATTACHMENT B

YES	NO	NO & PROVIDE ALTERNATIVE	
Yes			1. Size: 8-1/2" X 11"
Yes			2. Paper: 24# White MOCR stock with peel-off labels
Yes			3. Forms will contain eight (8) labels 1-13/16" x 7/16" and two (2) labels 3-15/16" x 3-15/16". There must be a tear off perforation 4.5625" from top of form. Layout per Attachment B
Yes			4. Ink must be Reflex Blue and must not smear.
Yes			5. Labels are white, extreme temperature and pressure sensitive
Yes			6. Labels will be applied to multiple surfaces such as plastic bottles, glass, paper, Petri plates, cardboard and hard plastic lids. The labels may be applied to the container before or after exposure to substances or temperature extremes.
Yes			7. Forms and labels will perform well (no wrinkling, peeling or fading) in typical shipping temperature extremes. They will be exposed to hot trucks in the summer or freezing conditions in the winter.
Yes			8. Forms and labels will perform well (no wrinkling, peeling, or fading) in wet or dry conditions. A large number of samples need to be iced as the forms will be exposed to wet conditions. They will be exposed to both direct moisture and humidity. The bottle may come in direct contact with water from ice, not dry ice. Some of the samples may be exposed to just sweat from being cold.
Yes			9. Labels will be applied to multiple surfaces such as plastic bottles, glass, paper, cardboard and hard plastic lids. The labels may be applied to the container before or after exposure to substances or temperature extremes.
NOTES/COMMENTS:			

E. COMPATIBILITY AND QUALITY GUARANTEE:

YES	NO	NO & PROVIDE ALTERNATIVE	
Yes			1. These forms are tied directly to the laboratory computer data system. Form line spacing must match the preset computer line printing. No changes in text line spacing will be allowed.
Yes			2. Forms must be laser compatible and feed through any laser printer (currently using an HP 4015X and HP LaserJet P3015) without labels peeling off or jamming.
Yes			3. Labels must remain in existing position to accommodate computer printing.
Yes			4. Labels must withstand temperature changes from 0 to 150 degrees Fahrenheit or wet conditions.
Yes			5. Perforations on the forms must allow for removal of the top section of the form from the label section easily. However, both sections must stay attached until the separation is desired by the laboratory.
Yes			6. Ink must not smear or fade due to contact with water and chemicals.
Yes			7. Forms that fail to conform to specifications and/or do not perform to the States satisfaction, for any reason, may be rejected in whole or in part. Rejected material will be replaced at the vendor's expense or refunded at the State's choosing. Vendor may be liable for any excess expenses incurred by the State as a result of such failings.
NOTES/COMMENTS:			

F. ANNUAL USAGE, ESTIMATED

YES	NO	NO & PROVIDE ALTERNATIVE	
Yes			1. Annual usage figures provided are estimates and are not to be construed as either a minimum or maximum purchase quantity. The orders shall be for the actual quantities of each item ordered by or for any agency during the life of the contract. Contractor shall not impose minimum order requirements.
Yes			2. Alcohol Laboratory Request Forms -- 2,500 annually
Yes			3. Laboratory Sample Submission Form – 100,000 annually
NOTES/COMMENTS:			

G. USAGE REPORT

YES	NO	NO & PROVIDE ALTERNATIVE	
Yes			1. The contractor shall, upon request, provide a usage report of this contract by state agencies and political subdivisions. Information will include agency name, item(s), and dollar amount and shall include the information of the time period requested. Information may be requested at any time by the SPB.
Yes			2. If requested, a usage report will be submitted to the SPB sixty (60) days prior to the end of the contract year, and/or at any time during the term of the contract within ten (10) days after a written request.
NOTES/COMMENTS:			

H. DELIVERY ARO

YES	NO	NO & PROVIDE ALTERNATIVE	
Yes			1. Delivery desired within twenty-one (21) days after receipt of order(s).
Yes			2. At the time of delivery, a designated State employee will sign the "invoice/packing slip." This signature will only indicate that the order has been received and that the items actually delivered agree with the delivery invoice. This signature does not indicate all items were received in good condition and/or that there is not possible hidden damage.
NOTES/COMMENTS:			

I. DELIVERY LOCATIONS / INSTRUCTIONS (CONTRACTOR AGREES THAT THEY CAN MEET THE DELIVERY LOCATIONS/INSTRUCTIONS)

YES	NO	NO & PROVIDE ALTERNATIVE	
Yes			1. Orders are to be delivered to: Nebraska Public Health Environmental Laboratory 3701 S 14th Street Lincoln, NE 68502
NOTES/COMMENTS:			

J. PACKAGING

YES	NO	NO & PROVIDE ALTERNATIVE	
Yes			1. Packages are to be clearly marked with size, weight, color, quantity, and the purchase order number.
Yes			2. Packaging must be of suitable size and of sufficient strength to protect the contents during shipping, handling and storage.
Yes			3. Forms will be shrink wrapped in packages of 250 forms and packed in cartons approximately 25 lbs.

NOTES/COMMENTS:

K. ORDERS

YES	NO	NO & PROVIDE ALTERNATIVE	
Yes			1. Orders will be placed either by, phone, e-mail or Internet (if available and not to the exclusion of the other methods).
Yes			2. All orders must reference a purchase order number and the purchase order number must be referenced on the packing slip and invoice. Invoices are to be sent to the "Invoice to" address on the purchase order.
Yes			3. The vendor shall not require a minimum order quantity.
NOTES/COMMENTS:			

L. QUALITY

YES	NO	NO & PROVIDE ALTERNATIVE	
Yes			1. Product quality must meet specifications and be consistent for the term of the contract. All materials must be of first quality, under standard production by the manufacturer and be of standard design, complete as regularly advertised and marketed and be of proven performance.
Yes			2. A guarantee of satisfactory performance by the contractor and meeting delivery dates are considered to be an integral part of the purchase contract resulting from this bid invitation.
Yes			3. Products are to be fully guaranteed and may be returned for full credit or replacement (at the State's option) for any reason during the initial warranty period with no additional charges for shipping or restocking.
NOTES/COMMENTS:			

M. AUTHORIZED DEALER & WARRANTY

YES	NO	NO & PROVIDE ALTERNATIVE	
Yes			1. To the extent required by the manufacturer, the Contractor shall be an authorized dealer. Contractor may be required to substantiate that he/she is an authorized dealer. Proof, if required, must be submitted to SPB within three (3) business days of the request and prior to the award of any contract.
Yes			2. The terms of the original manufacturer's standard warranty shall apply to all equipment acquired from this solicitation for the entire warranty period.
NOTES/COMMENTS:			

N. WARRANTY

YES	NO	NO & PROVIDE ALTERNATIVE	
Yes			1. The Contractor warrants for a period of one (1) year from the date of Acceptance that: (a) the Products perform according to all specific claims that the Contractor made in its response to the solicitation, (b) the Product is suitable for the ordinary purposes for which such Product is used, (c) the Product is suitable for any special purposes identified in the solicitation or for which the State has relied on the Contractor's skill or judgment, (d) the Product is designed and manufactured in a commercially reasonable manner, and (e) the Product is free of defects. Upon breach of the warranty, the Contractor will repair or replace (at no charge to the State) the Product whose nonconformance is discovered and made known to the Contractor. If the repaired and/or replaced Product proves to be inadequate, or fails of its essential purpose, the Contractor will refund the full amount of any payments that have been made. The rights and remedies of the parties under this warranty are in addition to any other rights and remedies of the parties provided by law or equity, including, without limitation actual damages, and, as applicable and awarded under the law, to a prevailing party, reasonable attorneys' fees and costs.
NOTES/COMMENTS:			

O. SAMPLES WITH BID SUBMISSION

YES	NO	NO & PROVIDE ALTERNATIVE	
Yes			1. Ten (10) samples of similar work printed in the Bidder's facility in conformance with quality of paper are required prior to a contract award.
Yes			2. Samples are strongly recommended to be included with the bid submission but must be provided within ten (10) business days of a written request by State Purchasing Bureau.
Yes			3. Failure to provide samples or samples not meeting the specifications may void the bid or constitute a breach of the contract resulting from this bid invitation.
Yes			4. Samples will be provided at no cost to the State. Bids may be rejected based on the quality of samples provided.
Yes			5. Upon a written request from the Nebraska State Purchasing Bureau, sample(s) shall be shipped to: Attn: Lab Manager Nebraska Public Health Environmental Laboratory 3701 S 14th Street Lincoln, NE 68502 Receiving hours are between 9:00AM and 4:00PM Monday through Friday (excluding State holidays and/or as otherwise directed.)
NOTES/COMMENTS:			

P. PERFORMANCE TESTING

YES	NO	NO & PROVIDE ALTERNATIVE	
Yes			1. Ten (10) samples each of Blood Alcohol Test Forms and Laboratory Submission Forms, in conformance to the specifications per Attachments A and B, may be selected to provide a Proof document, prior to the Performance Testing phase.
Yes			2. Pre-approval of layout and labels must be obtained prior to printing forms for performance testing. Forms will need to be typeset. Proof may be submitted electronically to SPB prior to submitting the Performance Testing Samples to the following email address: as.materieipurchasing@nebraska.gov .
Yes			3. Samples of Blood Alcohol Test Forms and Laboratory Submission Forms shall be provided at no cost to the State and will not be returned to the Contractor upon completion of testing conducted by the Department of Health and Human Services.
Yes			4. The following characteristics of the sample labels will be tested: <ul style="list-style-type: none"> a. Non-smearing ink. b. Adhesive on label c. Perforation easily tears but not in printer.
Yes			5. The following tests will be performed on sample labels: <ul style="list-style-type: none"> a. Labels applied to multiple surfaces, including plastic bottles, glass, paper, cardboard and hard plastic lids. b. Exposure to typical shipping temperature extremes. c. Exposure to wet conditions, both direct moisture and humidity. d. Exposure to various chemicals and preservatives. e. Tested on desktop laser printer.
Yes			6. Successful Test Results are: <ul style="list-style-type: none"> a. No wrinkling of labels b. No peeling of adhesive c. No fading of ink. d. No ripping of perforation when used in laser printer.
NOTES/COMMENTS:			

Form A
Contractor Contact
Invitation To Bid Number 6804 OF

Form A should be completed and submitted with each response to this solicitation. This is intended to provide the State with information on the Contractor's name and address, and the specific person(s) who are responsible for preparation of the Contractor's response.

Preparation of Solicitation Contact Information	
Contractor Name:	RR Donnelley
Contractor Address:	35 WWACKER DR CHICAGO IL 60601-1723
Contact Person & Title:	Kim Paul, Account Manager
E-mail Address:	Kim.paul@rrd.com
Telephone Number (Office):	
Telephone Number (Cellular):	816.812.1087
Fax Number:	

Each Contractor shall also designate a specific contact person who will be responsible for responding to the State if any clarifications of the Contractor's response should become necessary.

Communication with the State Contact Information	
Contractor Name:	Same as above
Contractor Address:	
Contact Person & Title:	
E-mail Address:	
Telephone Number (Office):	
Telephone Number (Cellular):	
Fax Number:	

**ADDENDUM ONE
QUESTIONS and ANSWERS
6804 OF**

Date: 08/01/23

To: All Bidders

From: Vicki Collins, Procurement Contracts Officer
AS Materiel State Purchasing Bureau (SPB)

RE: Addendum for Invitation to Bid (ITB) Number 6804 OF for Laboratory Sample Submission Forms to be opened on August 17, 2023 at 2:00 p.m. Central Time

Following are the questions submitted and answers provided for the above-mentioned ITB. The questions and answers are to be considered as part of the ITB.

It is the Bidder's responsibility to check the SPB website for all Addenda or Amendments.

<u>Question Number</u>	<u>ITB Section Reference</u>	<u>ITB Page Number</u>	<u>Question</u>	<u>State Response</u>
1		1	What is line 3? There is no reference to it in the specification section VI.	Line 3 on ITB 6804 OF has been removed. Please reference the Revised ITB 6804 OF when submitting your bid proposal.

This Addendum will become part of the ITB and should be acknowledged with the ITB.

