

BID SOLICITATION



STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS
CAPITOL HILL
PROVIDENCE RI 02908

BID NUMBER: B04843
TITLE: PRINTING, CHECK PAPER
BID OPENING DATE AND TIME:
03/23/2005 11:00 AM

BUYER: JOHN COWELL
PHONE #: (401) 222 - 2142 ext. 114
BLANKET PERIOD: 7/1/2005 - 6/30/2006

B LABOR AND TRAINING
I DLT BUSINESS AFFAIRS UNIT
L BUILDING #69
L 1511 PONTIAC AVE
T CRANSTON RI 02920
O

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Requisition Number(s): R73A057542

Item	Class-Item	Quantity	Unit	Unit Price	Total
	BLANKET PERIOD: 7/1/05 - 6/30/06				

It is the Vendor's responsibility to check and download any and all addenda from the RIVIP. This offer may not be considered unless a signed RIVIP generated Bidder Certification Cover Form is attached and the Unit Price column is completed. The signed Certification Cover Form must be attached to the front of the offer. When delivering offers in person to One Capitol Hill, vendors are advised to allow at least one hour additional time for clearance through security checkpoints.

DELIVERY: _____

RIVIP VENDOR ID#: _____

TERMS OF PAYMENT: _____

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Item	Class-Item	Quantity	Unit	Unit Price	Total
	<p>BIDDING</p> <p>(a) A single price shall be quoted for each item against which a proposal is submitted. This price will be the maximum in effect during the agreement period. Any price decline at the manufacturer's level shall be reflected in a reduction of the agreement price to the State.</p> <p>(b) Quantities, if any, are estimated only. The agreement shall cover the actual quantities ordering during the period. Deliveries will be billed at the single, firm, awarded unit price quoted regardless of the quantities ordered.</p> <p>(c) Bid price is net F.O.B. destination and shall include inside delivery at no extra cost.</p> <p>(d) Bids for single items and/or a small percentage of total items listed, may, at the State's sole option, be rejected as being non-responsive to the intent of this request.</p> <p>ORDERING</p> <p>(a) The User Agency(s) will submit individual orders for the various items and various quantities as may be required during the agreement period.</p> <p>(b) Exception - Regardless of any agreement resulting from this bid, the State reserves the right to solicit prices separately for any extra large requirements for delivery to specific destinations.</p>				

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Item	Class-Item	Quantity	Unit	Unit Price	Total
1.0	<p>THE SAMPLE IS AVAILABLE TO BE PICKED UP AT THE DIVISION OF PURCHASES, ONE CAPITOL HILL, 2ND FLOOR, PROVIDENCE, RI, BETWEEN 8:30 AM AND 3:30 PM WEEKDAYS (EXCLUDING RHODE ISLAND STATE HOLIDAYS), OR UPON MAILING OR FAXING A WRITTEN REQUEST INCLUDING A FEDERAL EXPRESS PREPAID AUTHORIZATION NUMBER TO COMMUNICATIONS COORDINATOR (FAX# 401-222-6387). THE BID NUMBER MUST BE CLEARLY REFERENCED.</p> <p>8.5 X 11; 24LB. CHECK PAPER</p> <p>REFER TO ATTACHED CHECK PAPER SPECIFICATIONS DATED FEBRUARY 1, 2005 FOR DETAILED INFORMATION</p> <p>SUBMIT PROOF FOR APPROVAL BEFORE PRINTING TO: KEN SCANLAN MANAGEMENT SERVICES UNIT 1511 PONTIAC AVENUE CRANSTON, RI 02920-4407</p>	900.00	M		

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Item	Class-Item	Quantity	Unit	Unit Price	Total
	<p>DELIVER TO:</p> <p>COMPUTER ROOM GROUND FLOOR, BUIDLING 69 DEPARTMENT OF LABOR AND TRAINING 1511 PONTIAC AVENUE CRANSTON, RI 02920-4407</p> <p>SPLIT DELIVERIES:</p> <p>200,000 SHEETS PER FIRST BY JULY 11, 2005 OR SOONER - REMAINDER PER REQUEST OF AGENCY</p> <p>**INSIDE DELIVERY - NO LOADING DOCK**</p> <p>CONTACT PERSON: KEN SCANLAN 401-462-8171</p> <p>DELIVERY OF GOODS OR SERVICES AS REQUESTED BY AGENCY.</p>				
				TOTAL:	_____

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Donald L. Carcieri
Governor
Adelita S. Orefice
Director

STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS

Department of Labor and Training

Center General Complex
1511 Pontiac Avenue
Cranston, RI 02920-4407

Telephone: (401) 462-8000
TDD: (401) 462-8006

February 1, 2005

SPECIFICATIONS

Check Paper

A. QUANTITY: 900,000 Pieces

B. COPY: Sample of present paper is available upon request.

C. SIZE AND DESCRIPTION :

1. Blank check paper. One-part, single sheet 8-1/2" x 11", twenty-four (24) lb. Safety paper (void pantograph feature) with blue imprinted background, and with the same background as on the present check paper, in upper third of sheet where the check will be printed.
2. Paper must have toner grip (toner retention) to prevent and deter toner removal or the alteration of the toner image.
3. Paper to have chemical sensitivity to Bleach, Polar Solvents, and non-polar solvents.
4. Security fibers both visible and invisible fluorescent.
5. Paper must have an artificial watermark and a warning band on the face of the check referencing the watermark.
6. Paper must be of high quality and meet high manufacturing standards so that it can run trouble free through the Xerox Docuprint 135 MX Laser Printer.
7. Paper must have micro perforation for check one-third ($3\text{-}2/3\text{''} \pm 1/32\text{''}$ from the top). Perforation is the full width of the paper 8-1/2". We will be folding on the perforation. Counter-roll perforation so that paper will lay flat.
8. Image friendly hidden-word pantograph to show "void" when copied.

9. Pantograph and imprint to be image friendly and compatible to Bank of America (Fleet Bank) imaging system to assure using a minimum number of bits in the imaging process.
10. Micro print line printed at signature line on front of check.
11. 5/8" clear band (MICH and Optical) on the bottom of check
12. Postal Window portion of pantograph must be designed to meet USPS scanner requirements for BCS Model 880 automated sorters and MERLIN units.
13. On back of check: Artificial security mark and security alert box printed on bottom of check.

D. SPECIAL INSTRUCTIONS:

The successful bidder must immediately contact:

Kenneth Scanlan
Department of Labor and Training
Management Services Unit
1511 Pontiac Avenue
Cranston, RI 02920-4407
(401) 462-8171

with a sample of the check paper to be used, for approval prior to submitting proof.

E. PROOFS:

The successful bidder must submit proof for approval before printing to:

Kenneth Scanlan
Management Services Unit
1511 Pontiac Avenue
Cranston, RI 02920-4407

F. PACKING:

Pack 2,500 to a case. Shipper must supply packing list with shipment.

G. DELIVERY REQUIREMENTS:

Split deliveries, 200,000 sheets per delivery; first delivery must be by July 11, 2005 or sooner, **with further deliveries at the request of the agency.** Each delivery to be invoiced separately

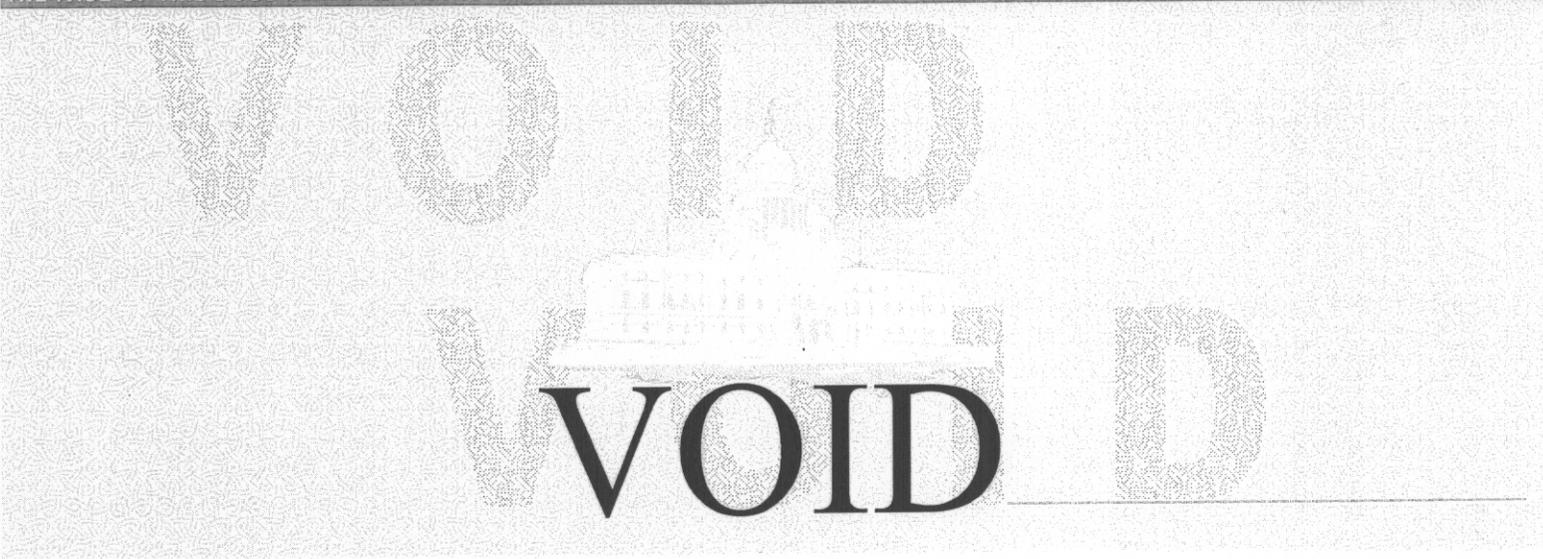
and billed as shipped. Balance of material awaiting delivery to be stored in supplier's warehouse with no cost to the Agency.

H. DELIVER TO:

Computer Room
Ground Floor, Building 69
Department of Labor and Training
1511 Pontiac Avenue
Cranston, RI 02920-4407

NOTE: Inside delivery, no loading dock. Due to limited access, delivery to be made in straight body truck with power tailgate.

I. QUESTIONS: May be referred to Ken Scanlan, (401) 462-8171, FAX (401) 462-8213



VOID

NOT NEGOTIABLE

SAMPLE OF PRESENT CHECK STOCK - RIDLT