

**2011 WIC Check Stock Invitation for Bids (IFB)  
Questions and Answers  
February 2011**

***Question 1: Please provide the following information for the previous WIC Check Stock award: name of contractor, price paid per box, price per thousand sheets, and quantity ordered. Also, please provide the bid results from the 2009 Check Stock procurement.***

Answer: The 2009 Check Stock contract was awarded to Holland USA (D/B/A Amsterdam Printing). The contract runs through July 31, 2011. The price per box is \$27.76 and the price per thousand sheets is \$13.88. Approximately 7,500 total boxes (2,000 sheets per box) have been ordered to date, covering the period October 2009 through January 2011. Please refer to the chart below for the 2009 Check Stock bid results.

<b>2009 Bidders</b>	<b>2009 Bid Price</b>	<b>Price per 1,000 sheets</b>
Holland USA (dba Amsterdam Printing)	\$555,200.00	\$13.88
Moore Wallace North America Inc. (dba R. R. Donnelley)	\$667,600.00	\$16.69
NPC, Inc.	\$688,000.00	\$17.20
Dillingham Ticket Company	\$769,600.00	\$19.24
Banknote Corporation of America	\$936,000.00	\$23.40
The Standard Register Company	\$969,600.00	\$24.24

***Question 2: Please provide a sample of the current WIC check.***

Answer: A sample, with this Questions and Answers document, is being mailed to any parties who received a mailed or e-mailed copy of the WIC Check Stock IFB, submitted an inquiry regarding the IFB, or attended the Bidders' Conference. The sample includes two sheets of voided check stock (one from the current contractor and one from the most recent previous contractor.)

***Question 3: We received the IFB document via mail and it was missing attachments. Can I obtain a copy of the attachments?***

Answer: A full copy of the Invitation for Bids, including all required attachments, is available on the DOH website <http://www.nyhealth.gov/funding/> under the "Invitation for Bid (IFB)" link.

***Question 4: Can you elaborate on the security features within the paper stock itself?***

Answer: Please refer to the WIC Check Stock specifications for Security listed under Section C-6 of the IFB.

***Question 5: The paper weight requirement listed is 24# BOND paper. We would add a toner retention coating to the paper which would bring the weight to 25#. Would this be acceptable?***

Answer: Yes, as long as the paper still feeds properly through our check printers and our bank contractor's processing equipment.

***Question 6: Is the price for shipping included in the Bid?***

Answer: Yes. The bid price is all inclusive.

***Question 7: What is the dollar amount required by the LETTER OF CREDIT referenced in paragraph 4 titled "Surety Bond" (page 7)?***

Answer: The dollar amount of the Letter of Credit, Performance Bond or Payment Bond to be provided upon request to the Department of Health shall be equal to 75% of the value of the executed contract. The contract value is estimated as the bid price for providing the full forty million sheets over two years.

***Question 8: Who is responsible to pay the associated fees for a patented design for void pantographs and is the low bidder responsible to show proof of the fees being paid?***

Answer: Proposed bids should include all costs necessary or incidental to the job, including inside delivery.

***Question 9: Are there any previously approved alternative designs to using the void pantograph feature for the back of the check or has the void pantograph always been used?***

Answer: All previous contract holders have used designs including a void pantograph for the check front.

***Question 10: Please provide a breakdown of the typical delivery sites.***

Answer: Please refer to Attachment 4 (New York State WIC Local Agency Delivery Addresses) of the IFB.

***Question 11: Are checks printed at off-site locations?***

Answer: WIC checks are printed at approximately 500 WIC clinic locations throughout New York State. Approximately half the sites are at permanent clinic locations; the other half are operated as portable clinics with staff transporting laptop computers and portable printers to designated locations such as town halls, fire houses, and church basements. The check stock delivery sites are all permanent clinic locations.

***Question 12: Are shipments made to each of the 200 sites every month or does each site only order on a less than monthly frequency? Can you provide what the total number of shipments average per year for all 200 sites?***

Answer: On average, 80% to 90% of the sites receive shipments on a monthly basis. Very small agencies receive less frequent shipments. Over the past year, an average 470 boxes (2,000 sheets each) were shipped per month.

***Question 13: Would the WIC program be willing to share a 1 month shipping manifest? This would allow more accuracy when bidding the shipping, if the contractor could know which locations typically receive larger shipments and which locations typically receive smaller shipments.***

Answer: A typical monthly order is attached. Agencies in urban areas receive larger shipments.

## Sample Monthly Order

<b>WICSIS Code</b>	<b>City</b>	<b>Zip Code</b>	<b># of Boxes Ordered</b>
200-01	Albany	12202	6
201-02	Lake George	12845	2
202-01	Albany	12207	4
203-01	Troy	12180	2
204-03	Schenectady	12307	3
205-01	Oneida	13421	2
205-02	Herkimer	13350	2
206-01	Fonda	12068	2
206-04	Gloversville	12078	2
207-01	Hamden	13782	2
208-01	Cobleskill	12043	0
209-01	Norwich	13815	2
210-01	Oneonta	13820	1
211-01	Hudson	12534	0
211-07	Catskill	12414	1
212-01	Hudson Falls	12839	2
213-01	Auburn	13021	1
214-01	Oswego	13126	4
215-01	Rochester	14605	4
216-01	Canandaigua	14424	3
216-02	Newark	14513	1
217-01	Cortland	13045	0
218-01	Owego	13827	0
219-01	Utica	13502	5
220-01	Syracuse	13202	6
220-02	Liverpool	13090	1
221-02	Binghamton	13905	3
222-01	Watertown	13601	4
222-08	Lowville	13367	1
222-15	Canton	13617	3
222-29	Malone	12953	2
223-01	Elizabethtown	12932	1
224-01	Plattsburgh	12901	2
225-01	Ithaca	14850	2
226-01	Hogansburg	13655	1

227-01	Indian Lake	12842	0
229-01	Olean	14760	2
231-01	Niagara Falls	14303	3
231-02	Kenmore	14217	1
231-04	Lockport	14094	2
231-11	Buffalo	14214	4
231-12	South Buffalo	14210	5
231-16	Buffalo	14207	3
231-18	Buffalo	14225	2
231-19	Buffalo	14211	1
231-20	Buffalo	14204	0
231-21	Buffalo	14209	0
233-01	Mt Morris	14510	1
234-01	Batavia	14020	1
234-02	Albion	14411	1
234-03	Brockport	14420	1
235-01	Elmira	14901	2
236-01	Rochester	14611	4
236-02	Rochester	14609	2
236-08	Rochester	14605	1
238-01	Bath	14810	3
239-01	Saratoga Springs	12866	3
240-02	Kingston	12401	2
241-01	Liberty	12754	2
242-01	Brewster	10509	0
242-03	Brewster	10509	1
243-01	Harriman	10926	2
243-02	Middletown	10940	2
244-01	Monsey	10952	6
244-04	Pomona	10970	5
245-01	Poughkeepsie	12601	3
245-02	Peekskill	10566	1
245-03	Beacon	12508	1
246-01	Ossining	10562	2
246-02	Tarrytown	10591	0
247-01	Mt Vernon	10550	2
248-01	New Rochelle	10802	3
248-02	Bronx	10466	2

248-03	Bronx	10467	3
249-01	Yonkers	10701	7
249-02	White Plains	10601	2
249-03	Port Chester	10573	2
251-01	New York	10035	0
252-01	New York	10025	0
252-03	New York	10009	0
253-01	New York	10002	4
253-02	New York	10013	2
255-01	New York	10038	2
256-01	New York	10025	2
256-02	New York	10019	2
257-01	New York	10037	0
257-02	New York	10031	1
261-01	Bronx	10467	4
261-02	Bronx	10461	6
262-01	New York	10040	3
262-04	New York	10033	6
262-05	New York	10032	3
264-01	Bronx	10452	1
264-03	Bronx	10459	1
264-04	Bronx	10452	6
265-01	Bronx	10453	1
265-02	Bronx	10457	2
265-03	Bronx	10458	2
267-01	Bronx	10452	2
269-01	Bronx	10453	4
269-02	Bronx	10453	2
269-03	Bronx	10454	2
270-01	Bronx	10461	7
270-02	Bronx	10458	2
270-03	Bronx	10451	3
273-01	Bronx	10459	2
274-01	Brooklyn	11219	8
275-01	Jamaica	11418	12
276-01	Jamaica	11434	5
276-03	Queens	11432	4
278-01	Brooklyn	11216	2

279-01	Brooklyn	11212	5
280-01	Brooklyn	11207	4
281-01	Brooklyn	11221	2
281-02	Brooklyn	11229	4
281-03	Bronx	10457	1
281-05	Corona	11368	20
281-10	Jamaica	11432	4
281-12	Astoria	11106	4
281-13	Ridgewood	11385	2
281-14	New York	10013	0
281-15	Flushing	11354	14
281-18	Brooklyn	11207	1
281-19	Brooklyn	11211	0
283-01	Brooklyn	11220	9
283-02	Brooklyn	11220	2
283-04	Brooklyn	11215	3
285-03	Brooklyn	11237	4
285-06	Brooklyn	11211	1
286-01	Brooklyn	11218	5
286-02	Brooklyn	11201	9
286-03	Brooklyn	11213	4
286-04	Brooklyn	11225	7
286-05	Brooklyn	11220	5
287-02	Brooklyn	11235	5
288-01	Brooklyn	11207	3
291-01	Brooklyn	11203	5
291-02	Brooklyn	11210	4
293-01	Arverne	11692	4
293-02	Far Rockaway	11691	4
293-03	Jamaica	11434	1
294-01	Brooklyn	11211	11
295-01	Staten Island	10310	3
296-01	Staten Island	10305	4
297-01	Elmhurst	11373	12
298-01	Amityville	11701	2
298-03	Coram	11727	1
298-04	Wyandanch	11798	4
298-05	Greenlawn	11740	2

298-07	Brentwood	11717	9
298-08	Shirley	11967	2
298-09	Patchogue	11772	2
298-10	Riverhead	11901	2
298-12	Southampton	11968	0
298-13	Hauppauge	11788	0
299-02	Roosevelt	11575	3
299-03	Elmont	11003	4
299-04	Hempstead	11550	3
299-05	Westbury	11590	1
299-10	Uniondale	11553	1
301-01	Wellsville	14895	2
303-01	Newburgh	12550	3
305-01	New Hyde Park	11042	1
306-01	Brooklyn	11218	0
307-01	East Setauket	11733	1
307-02	Bayshore	11706	2
307-03	Hauppauge	11788	1
308-01	Dunkirk	14048	2
308-02	Jamestown	14701	2
309-01	Staten Island	10303	2
310-01	Queens	11432	1
311-01	Freeport	11520	1
312-01	New York	10016	4
312-02	New York	10029	6
312-04	New York	10013	2
313-01	Port Jervis	12271	1
314-01	Brooklyn	11206	5
314-02	Brooklyn	11205	2
314-03	Brooklyn	11222	0
314-04	Brooklyn	11207	0
314-05	Brooklyn	11211	0
315-01	Bronx	10451	10
315-02	Bronx	10454	3
316-01	New York	10035	1
316-02	New York	10029	0
316-03	New York	10029	5
999-01	Albany	12204	4