

Solicitation 45479

Manufacturing of Payroll Tax Deposit DE 88 Coupon Booklets

State of California

Bid 45479

Manufacturing of Payroll Tax Deposit DE 88 Coupon Booklets

Bid Number 45479
Bid Title Manufacturing of Payroll Tax Deposit DE 88 Coupon Booklets

Bid Start Date Jun 1, 2009 1:30:19 PM PDT
Bid End Date Jun 23, 2009 3:00:00 PM PDT
Question & Answer End Date Jun 9, 2009 4:00:00 PM PDT

Bid Contact Toni Souza-King
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Description

Contractor shall provide all staff, tools, equipment, supplies and related services to manufacture and mail approximately 725,000 booklets on an annual basis. This includes a 500,000 booklet mass mailing and approximately 225,000 weekly mailings over two 52-week periods. Contract shall be for a 2 year and 5 month period. DVBE goals apply.

California State Contracts Register Advertisement**02A-Printing/Publishing (Coupon Booklet)****MANUFACTURING OF PAYROLL TAX DEPOSIT DE88 COUPON BOOKLETS -**

IFB 45479 - Contractor shall provide all staff, tools, equipment, supplies and related services to manufacture and mail approximately 725,000 booklets on an annual basis. This includes a 500,000 booklet mass mailing (165,000 by 12/15/2009, 100,000 by 1/15/2010, and 235,000 by 3/17/2010) and approximately 225,000 weekly mailings (reorders) over a 52-week year, beginning with the first week of January 2010. Same process will be repeated for 2011. These booklets, personalized with employer information supplied on magnetic tape, measure 8 1/2" X 3 2/3" and contain tear-out coupons used to remit payroll tax payments. Coupons are processed through automated data capture equipment. Previous contracts have had a weekly reorder high of 6,000+ and weekly low of 1,000+, with weekly averages of approximately 4,000.

Contract shall be for a period of two (2) years and five (5) months with the Employment Development Department. Contractor shall maintain and pay all required insurance, taxes, permits, and fees required by the Federal, State, County and City statutes. DVBE goals apply.

Estimate Cost Range:	\$975,000.00 to \$1,250,000.00
Term:	August 1, 2009 through December 31, 2011
Bid Opening:	June 23, 2009
Time:	3 p.m.
Duration:	Two Years, Five Months
Licenses Required:	Business License
Department:	Employment Development Department
Location:	California - Statewide Service
County:	All Counties Statewide

Contact: Karen Phone: (916) 654-6323
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E-mail: Kjamison@edd.ca.gov.

Question and Answers for Bid #45479 - Manufacturing of Payroll Tax Deposit DE 88 Coupon Booklets

OVERALL BID QUESTIONS

Question 1

There are no sizes or examples of the booklets to print. There is no mention of the sizes of the envelopes.
(Submitted: Jun 1, 2009 3:21:38 PM PDT)

Answer

- Details regarding the booklets (sizes and examples) are provided in the Invitation for Bid. The IFB is in a hardcopy format and will be mailed out to potential bidders. Please request a copy of the IFB. The IFB will provide you with the details and requirements for manufacturing the booklets. (Answered: Jun 1, 2009 3:30:21 PM PDT)

Question 2

Is previous award information available? Last quantity ordered? Last price paid? Last contractor? (Submitted: Jun 1, 2009 3:28:59 PM PDT)

Question 3

In addition to question #1, please advise: paper weight/color specifications, size/location of perforation, binding of booklet (stitch), cover sheet, number of coupons per booklet, assume printed one side/black only? (Submitted: Jun 1, 2009 3:30:32 PM PDT)

Question Deadline: Jun 9, 2009 4:00:00 PM PDT