

SSP Notifications (Print, Alternate Format and Mail Services) IFB

Release Date: 11/15/13

Description:

The purpose of this IFB is to establish one or more contracts for the production and mailing services of State Supplement Program (SSP) notices. The contract(s) resulting from this IFB will include file transfer responsibilities, printing of standard 8 1/2" x 11" notices, printing of envelopes and labels, large print notices (18 point Arial fonts), Braille, audio conversion compact discs (CDs), CD data files, mail services inclusive of collating, folding, inserting, metering, postage and delivery via United States Postal Services. At a minimum, bids will be considered only from bona fide printing companies possessing printing equipment capable of producing the printing requirements described in the IFB and bidders must have at least (3) years of experience in the provision of the services that they are bidding on. The OTDA encourages participation from and with New York State Certified Minority and Woman Owned Business Enterprises. The IFB may be downloaded from the OTDA's website:

<http://otda.ny.gov/contracts/procurement-bid.asp>

To be given consideration, QUESTIONS must be submitted no later than 4:00p.m. on Monday, December 9th, 2013 to Elizabeth.Mooney@otda.ny.gov

Minority Sub-Contracting Goal: 10%

Women Owned Sub Contracting Goal: 10%

Due Date: 12/23/2013 4:00 PM

Contract Term: three-year with one possible two-year extension

Location: New York State

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