

APPENDIX W

SCOPE OF WORK

Contractor must be able to deliver, on an as needed basis, all of the Items listed below to various locations throughout New York State within thirty (30) days of receipt of order. **NOTE:** OTDA does not guarantee any minimum or maximum quantities ordered at one time or throughout the term of the Contract.

Item 1 OTDA-3362 #10 Window Envelope (4 1/8" x 9 1/2")

Window Size: 1 1/4" x 4 1/2" Polystyrene, fully secured, 1" from left edge – 1/2 " from bottom edge

Estimated Annual Quantity: 1,200,000 (estimated individual order quantities of 250,000 – 500,000)

Presswork: Print one color on face of envelope
Security tint on inside of envelope

Ink: Black

Construction: Executive Cut (side seams not acceptable). Standard, fully gummed flap (Approx. 1 1/2" at deepest end.)

Stock: 24 lb. White Wove

Item 2 OTDA-3362.1 #10 Window Envelope (4 1/8" x 9 1/2")

Window Size: 1 1/4" x 4 1/2" Polystyrene, fully secured, 1" from left edge – 1/2 " from bottom edge

Estimated Annual Quantity: 1,200,000 (estimated individual order quantities of 250,000 – 500,000)

Presswork: Print on both sides of envelope
Security tint on inside of envelope

Ink: Black

Construction: Executive Cut (side seams not acceptable). Standard, fully gummed flap (Approx. 1 1/2" at deepest end.)

Stock: 24 lb. White Wove

Item 3 LDSS-4310-9 #9 Window Envelope (3 7/8" x 8 7/8")

Window Size: 1" x 3 3/8" Polystyrene, fully secured, 3" from left edge – ½ " from bottom edge

Estimated Annual Quantity: 700,000 (estimated individual order quantities of 200,000 to 500,000)

Presswork: Print one color on face and inside of envelope
Security tint on inside of envelope

Ink: Black

Construction: Executive Cut (side seams not acceptable). Standard, fully gummed flap (Approx. 1 ½" at deepest end.)

Stock: 24 lb. Canary Wove

Item 4 LDSS-4310-10 #10 Double Window Envelope (4 1/8" x 9 1/2")

Upper Window: Polystyrene, fully secured.
Upper Window: (1 x 3") 1" from right edge – ½ " from top.

Lower Window: (1 1/8 x 3 ½") 1" from right edge (5" from left edge)
¾" from bottom.

Estimated Annual Quantity: 700,000 (estimated individual order quantities of 200,000 to 500,000)

Presswork: Print one color on face and inside of envelope
Security tint on inside of envelope

Ink: Black

Construction: Executive Cut (side seams not acceptable). Standard, fully gummed flap (Approx. 1 ½" at deepest end.)

Stock: 24 lb. Canary Wove

Item 5 OTDA-4587A #10 Double Window Envelope (4 1/8" x 9 1/2")

Window: Polystyrene, fully secured.

Upper Window: (1 x 4 1/2") 1 1/4" from left edge – 3/4" from top.

Lower Window: (1 1/2 x 4 1/2") 1 1/4" from left - 1/2" from bottom

Estimated Annual Quantity: 5,000,000 (estimated individual order quantities of 500,000 to 1,500,000)

Presswork: Print one color on face of envelope
Security tint on inside of envelope

Ink: Black

Construction: Executive Cut (side seams not acceptable). Standard, fully gummed flap (Approx. 1 1/2" at deepest end.)

Stock: 24 lb. White Wove

Item 6 OTDA-4593W #10 Window Envelope (4 1/8" x 9 1/2")

Window Size: 1 1/4" x 4 1/2" Polystyrene, fully secured, 1" from left edge – 1/2" from bottom edge

Estimated Annual Individual Order Quantity: 200,000

Presswork: Print one color on face of envelope

Ink: Black

Construction: Executive Cut (side seams not acceptable). Standard, fully gummed flap (Approx. 1 1/2" at deepest end.)

Stock: 24 lb. White Wove

Item 7 OTDA-4464.1 Client Notice Envelope

Estimated Annual Quantity: 20,000,000 (Estimated normal ordering quantity is 1,200,000, Minimum ordering quality is 800,000.

SIZE: 6" x 9-1/2" open side.

STOCK: Sub. 28 White Wove, recycled.

COPY: Contractor to set two lines of type on front of envelope. Agency to furnish pdf for the back. There is an overall security tint inside the envelope. If copy changes are required between runs, camera ready copy will be furnished for changes.

PRESSWORK: Prints 1 color on face, back, and inside of envelope.

INK: Black

CONSTRUCTION: Open side, side seams. (Diagonal seams are not acceptable). Standard, square, or executive style, fully gummed flap (approx. 2" at deepest end), free from curl.

WINDOWS: Polystyrene, fully secured.

Upper Window - Size 7/8" x 3-1/4". Positioned 1" from left edge, 4-3/8" from bottom.

Lower Window - Size - 1-1/4" x 3-3/4". Positioned 4-3/4" from left edge, 1" from bottom.

Item 8 OTDA-4464.3 Client Notice Envelope - Business Reply

Estimated Annual Quantity: 2,400,000 Minimum ordering quantity will be 50,000.

SIZE: 6" x 9-1/2" open side.

STOCK: Sub. 28 White Wove recycled.

COPY: Contractor to set text on the front of the envelope. Contractor is to furnish agency with hard copy sample and PDF to be approved by US Postal Service. There is an overall security tint inside the envelope. If copy changes are required between runs, camera ready copy will be furnished for changes.

PRESSWORK: Prints one color on face. Prints one color on inside.

INK: Black.

CONSTRUCTION: Open side, side seams. (Diagonal seams are not acceptable). Standard, square, or executive style, fully gummed flap (approx. 2" at deepest end), free from curl.

WINDOWS: Polystyrene, fully secured.

Upper Window - Size 7/8" x 3-1/4". Positioned 1" from left edge, 4-3/8" from bottom.

Lower Window - Size - 2" x 4". Positioned 4.44" from left edge, 1" from bottom.

Item 9 OTDA-4464.6 Client Notice Envelope (9 x 12)

Estimated Annual Quantity: 250,000 Minimum ordering quantity will be 50,000.

SIZE: 6" x 9-1/2" open side.

STOCK: Sub. 28 White Wove recycled.

COPY: Contractor to set two lines of type on front of envelope. Agency to furnish pdf for the back. There is an overall security tint inside the envelope. If copy changes are required between runs, camera ready copy will be furnished for changes.

PRESSWORK: Prints 1 color on face, back, and inside of envelope.

INK: Black.

CONSTRUCTION: Open side, side seams. (Diagonal seams are not acceptable). Standard, square, or executive style, fully gummed flap (approx. 2" at deepest end), free from curl.

WINDOWS: Polystyrene, fully secured

Upper Window - Size 7/8" x 3-1/4". Positioned 1" from left edge, 4-3/8" from bottom.

Lower Window - Size - 1-1/4" x 3-3/4". Positioned 4-3/4" from left edge, 1" from bottom.

Item 10 DDD Special Window Envelope (6 x 9 1/2)

Window: Size 1 1/8" x 4" Polystyrene, fully secured, 1/2" from left edge – 2 1/4 " from bottom edge

Estimated Annual Quantity: 2,140,000

Estimated Annual Quantity Per Location:

Menands - OTDA Warehouse – 2,000,000 (could change to Washington Ave.)

Washington Ave, Albany – 75,000

Buffalo – 25,000

Endicott – 30,000

NYC – 10,000

Presswork: Print one color on face of envelope

Ink Black

Construction: Open side, diagonal seams. (Side seams not acceptable.) Rounded, Fully Gummed, Flap, 2" Maximum.

Stock: 24 lb. White Wove

Ship to: See *Various locations throughout New York State below. NOTE: With the exception of the Menands' Warehouse, locations are Inside Delivery, and set in place, not Dock Delivered. (Shipments are not accepted after 3:30 pm)

Item 11 Kraft Window Envelope (9 ½ x 12)

Window: Poly window 3 1/4"L by 1 7/8"D; Window is 5/8" from the left edge and 2 1/4" from the top.

Estimated Annual Quantity: 540,000

Estimated Annual Quantity Per Location:

Albany (Washington Ave.) – 400,000

Buffalo – 20,000

Endicott – 100,000

NYC – 20,000

Presswork: Print one color on face of envelope (NYC return address)

Ink: Black

Construction: Open end at top, portrait style. Fully Gummed, Fully Rounded Flap on 9 ½ side.

Stock: 28 LB. LIGHT BROWN ENVELOPE KRAFT

The following instructions are specific to Items 10 & 11 only:

Proofs In duplicate to:
OTDA/DDD, attention: Gregory C. Atkins
OTDA/DDD
One Commerce Plaza, 10th Floor
Albany, NY 12260

Delivery Within 25 Business days upon vendor receipt of approved proof. **NOTE:** Locations are Inside Delivery, and set in place, not Dock Delivered. (Shipments are not accepted after 3:30 pm Eastern Time)

Ship to: ***Various Locations** throughout New York State to include but not limited to:

NYS OTDA Warehouse
93 Broadway

Menands, NY 12204

Phone: Holly Clifton (518) 473-3132

***Dock Delivery**

NYS OTDA

Division of Disability Determinations

One Commerce Plaza 10th Floor Mailroom

99 Washington Avenue

Albany, NY 12210-2821

Phone: Debra Stark (518) 473-0540

Joe Svingala (518) 473-7144

Mailroom hours: 7am to 3pm Eastern Time

- A small truck with a power lift gate is required for all deliveries at this location..
- Inside delivery to 10th floor mailroom or basement storage room required.

NYS OTDA

Division of Disability Determinations

Attn: Diane Geisendorfer/Mario Musso

Ellicott Square Building

295 Main Street – 6th Floor Mailroom #656

Buffalo, NY 14203

Phone: D. Geisendorfer (716) 847-3839

M. Musso (716) 847-5007

- Mailroom Hours: 8am to 3pm Eastern Time
- Inside Delivery to 6th floor mailroom required.

NYS OTDA

Division of Disability Determinations

Building #16 – Glendale Industrial Park

2001 Perimeter Road East, 2nd Floor

Endicott, NY 13760-7303

Phone: Linda Greenier (607) 741-4192

- Mailroom Hours - 7:30 am to 3:30 pm Eastern Time

- Vendors must contact Linda Greenier at least 48 hours in advance to schedule a delivery.
- Inside Delivery required.

NYS OTDA / Division of Disability Determinations
100 Church Street, 9th Floor OTDA Mailroom
New York, NY 10007

Phone: Alberto Guaranda (212)240-3012
Bennie Brazier (212)240-3176

- Vendors must phone Alberto or Bennie at least 48 hours in advance to schedule a delivery
- A pallet width size of 36 inches is required.