

APPENDIX W

SCOPE OF WORK

- A. Contractor must be able to deliver, on an as needed basis, all of the Items listed in this Appendix – Scope of Work, to the various locations listed below, throughout New York State within twenty (20) business 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.
- B. The Items (envelopes) that the Contractor must supply and deliver are:

Item 1 OTDA-3362 #10 Window Envelope (4 1/8" x 9 1/2"), with the following specifications

1. Window Size: 1 1/4" x 4 1/2" Polystyrene, fully secured, 1" from left edge – 1/2 " from bottom edge;
2. Estimated Annual Quantity: 1,200,000 (estimated individual order quantities of 250,000 – 500,000);
3. Printing: Print one color on face of envelope;
Five (5) lines of text;
Text to be supplied by OTDA in either PDF or a Word Document file;
Overall security tint on inside of envelope, provided by the Contractor;
4. Ink: Black;
5. Construction: Executive Cut (side seams not acceptable). Standard, fully gummed flap (Approx. 1 1/2" at deepest end.)
6. Stock: 24 lb. White Wove

Item 2 OTDA-3362.1 #10 Window Envelope (4 1/8" x 9 1/2"). New envelope to be created by Contractor, with the following specifications:

1. Window Size: 1 1/4" x 4 1/2" Polystyrene, fully secured, 1" from left edge – 1/2 " from bottom edge;
2. Estimated Annual Quantity: 1,200,000 (estimated individual order quantities of 250,000 – 500,000);
3. Printing: Print on both sides of envelope:
 - a. Front Side to contain five (5) lines of text;
 - b. Back Side to contain twelve (12) lines of text in multiple languages.

- c. Text to be supplied by OTDA in either PDF or a Word Document file;
 - d. Overall security tint on inside of envelope, provided by the Contractor;
4. Ink: Black;
 5. Construction: Executive Cut (side seams not acceptable). Standard, fully gummed flap (Approx. 1 1/2" at deepest end);
 6. Stock: 24 LB. White Wove.

Item 3 LDSS-4310-9 #9 Window Envelope (3 7/8" x 8 7/8") Business Reply, with the following specifications:

1. 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.
2. Window Size: 1" x 3 3/8" Polystyrene, fully secured, 3" from left edge – 1/2 " from bottom edge;
3. Estimated Annual Quantity: 700,000 (estimated individual order quantities of 200,000 to 500,000);
4. Printing: Print one color on face and inside of envelope
Text to be supplied by OTDA in either PDF or a Word Document file;
Overall security tint on inside of envelope;
5. Ink: Black;
6. Construction: Executive Cut (side seams not acceptable). Standard, fully gummed flap (Approx. 1 1/2" at deepest end);
7. Stock: 24 lb. Canary Wove

Item 4 LDSS-4310-10 #10 Double Window Envelope (4 1/8" x 9 1/2"), with the following specifications:

1. Upper Window: Polystyrene, fully secured;
2. Upper Window: (1 x 3") 1" from right edge – 1/2 " from top;
3. Lower Window: (1 1/8 x 3 1/2") 1" from right edge (5" from left edge), 3/4" from bottom;

4. Estimated Annual Quantity: 700,000 (estimated individual order quantities of 200,000 to 500,000);
5. Printing: Print one color on face and inside of envelope
Front side to contain two (2) lines of text;
Text to be supplied by OTDA in either PDF or a Word Document file;
Overall security tint on inside of envelope, provided by the Contractor;
6. Ink: Black;
7. Construction: Executive Cut (side seams not acceptable). Standard, fully gummed flap (Approx. 1 ½" at deepest end);
8. Stock: 24 lb. Canary Wove.

Item 5 OTDA-4587A #10 Double Window Envelope (4 1/8" x 9 1/2"), with the following specifications:

1. Window: Polystyrene, fully secured;
2. Upper Window: (1 x 4 1/2") 1 1/4" from left edge – 3/4" from top;
3. Lower Window: (1 1/2 x 4 1/2") 1 1/4" from left - 1/2" from bottom;
4. Estimated Annual Quantity: 5,000,000 (estimated individual order quantities of 500,000 to 1,500,000);
5. Printing: Print one color on face of envelope;
Front side to contain two (2) lines of text;
Text to be supplied by OTDA in either PDF or a Word Document file;
Overall security tint on inside of envelope, provided by the Contractor;
6. Ink: Black;
7. Construction: Executive Cut (side seams not acceptable). Standard, fully gummed flap (Approx. 1 ½" at deepest end);
8. Stock: 24 lb. White Wove.

Item 6 OTDA-4593W #10 Window Envelope (4 1/8" x 9 1/2"), with the following specifications:

1. Window Size: 1 1/4" x 4 1/2" Polystyrene, fully secured, 1" from left edge – ½ " from bottom edge;

2. Estimated Annual Individual Order Quantity: 200,000;
3. Printing: Print one color on face of envelope;
Front side to contain seven (7) lines of text;
Text to be supplied by OTDA in either PDF or a Word Document file;
4. Ink: Black;
5. Construction: Executive Cut (side seams not acceptable). Standard, fully gummed flap (Approx. 1 1/2" at deepest end);
6. Stock: 24 lb. White Wove.

Item 7 OTDA-4464.1 Client Notice Envelope(6" x 9 1/2"), with the following specifications:

1. Size: 6" x 9-1/2" open side;
2. Window: Polystyrene, fully secured;
3. Upper Window - Size 7/8" x 3-1/4". Positioned 1" from left edge, 4-3/8" from bottom;
4. Lower Window - Size - 1-1/4" x 3-3/4". Positioned 4-3/4" from left edge, 1" from bottom;
5. Estimated Annual Quantity: 20,000,000 (Estimated normal ordering quantity is 1,200,000, Minimum ordering quality is 800,000);
6. Printing: Prints 1 color on face, back, and inside of envelope;

Front Side to contain two (2) lines of text;
Back Side to contain fifteen (15) lines of text in multiple languages;
Text to be supplied by OTDA in either PDF or a Word Document file;
Overall security tint on inside of envelope, provided by the Contractor;
7. Inks: Black;
8. 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.
9. Stock: Sub. 28 White Wove, recycled.

Item 8 OTDA-4464.3 Client Notice Envelope - Business Reply (6" x 9 1/2"), with the following specifications:

1. Size: 6" x 9-1/2" open side;
2. Windows: Polystyrene, fully secured;
3. Upper Window - Size 7/8" x 3-1/4". Positioned 1" from left edge, 4-3/8" from bottom;
4. Lower Window - Size - 2" x 4". Positioned 4.44" from left edge, 1" from bottom;
5. Estimated Annual Quantity: 2,400,000 Minimum ordering quantity will be 50,000;
6. Printing: Prints one color on face. Prints one color on inside;
Text to be supplied by OTDA in either PDF or a Word Document file;
Overall security tint on inside of envelope, provided by the Contractor;

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.

7. Ink: Black;
8. 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.
9. Stock: Sub. 28 White Wove recycled.

Item 9 OTDA-4464.6 Client Notice Envelope (6" x 9.5"). New envelope to be created by Contractor, with the following specifications:

1. Size: 6" x 9-1/2" open side;
2. Windows: Polystyrene, fully secured;
3. Upper Window - Size 7/8" x 3-1/4". Positioned 1" from left edge, 4-3/8" from bottom;
4. Lower Window - Size - 1-1/4" x 3-3/4". Positioned 4-3/4" from left edge, 1" from bottom;
5. Estimated Annual Quantity: 250,000 Minimum ordering quantity will be 50,000;
6. Printing: Prints 1 color on face, back, and inside of envelope;
Front Side to contain two (2) lines of text;

Back Side to contain 12 lines of text in multiple languages;
Text to be supplied by OTDA in either PDF or a Word Document file;
Overall security tint on inside of envelope, provided by the Contractor;

7. Ink: Black;
8. 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;
9. Stock: Sub. 28 White Wove recycled.

Item 10 DDD Special Window Envelope (6 x 9 1/2), with the following specifications:

1. Window: Size 1 1/8" x 4" Polystyrene, fully secured, 1/2" from left edge – 2 1/4 " from bottom edge;
2. Estimated Annual Quantity: 2,140,000;

Estimated Annual Quantity Per Shipping Site:

- a. Menands - OTDA Warehouse – 2,000,000 (could change to Washington Ave.)
 - b. Washington Ave, Albany – 75,000;
 - c. Buffalo – 25,000;
 - d. Endicott – 30,000;
 - e. NYC – 10,000.
3. Printing: Print one color on face of envelope;
Front Side to contain five (5) lines of text;
Text to be supplied by OTDA in either PDF or a Word Document file;
Overall security tint on inside of envelope;
 4. Ink: Black;
 5. Construction: Open side, diagonal seams. (Side seams not acceptable.) Rounded, Fully Gummed, Flap, 2" Maximum;
 6. Stock: 24 lb. White Wove.

Item 11 Kraft Window Envelope (9 1/2 x 12), with the following specifications:

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

2. Estimated Annual Quantity: 540,000;

Estimated Annual Quantity Per Shipping Site:

- a. Washington Ave, Albany – 400,000;
 - b. Buffalo – 20,000;
 - c. Endicott – 100,000;
 - d. NYC – 20,000.
3. Printing: Print one color on face of envelope (NYC return address);
Front side to contain five lines of text;
Text to be supplied by OTDA in either PDF or a Word Document file;
 4. Ink: Black
 5. Construction: Open end at top, portrait style. Fully Gummed, Fully Rounded Flap on 9 ½ side.
 6. Stock: 28 LB. LIGHT BROWN ENVELOPE KRAFT.

C. PROOFS.

1. OTDA will provide a master copy of all documents or Items referenced in this SOW, via an electronic image that is stored in a digital format on a computer or other storage media (e.g. flash drive/thumb drive). All Preparatory Materials, such as but not limited to PDFs, mechanicals and negatives are or will become the property of the OTDA and are to be sent to the OTDA upon completion of job.
2. Prior OTDA approval of all Item/Envelope Proofs is required prior to production.
3. Prior to the initial production order by the agency, the contractor is to provide 1,000 samples for testing on Pitney Bowes inserting equipment. Test samples can be unprinted without windows.
4. **Proofs** – In duplicate five days A/R/O order, sent to:

OTDA
Attn: Dawn Ballenberger
93 Broadway
Menands, NY 12204
(518) 474-9522
5. If copy changes are required between runs, an electronic image that is stored in a digital format on a computer or other storage media (e.g. flash drive/thumb drive) will be provided by OTDA for changes.

6. The following Proof instructions are specific to Items **10 & 11** only:

Proofs are to be sent, in duplicate to:

NYS OTDA Division of Disability Determinations
Attention: Gregory C. Atkins
One Commerce Plaza, 10th Floor
Albany, NY 12260

Delivery – Required no later than 20 Business days after OTDA approval of proof or 20 Business days after receipt of order, if no proof is required. See specifications for delivery locations.

D. DELIVERY/SHIPPING.

1. Contractor must deliver, on site, within twenty (20) Business days upon Order request by OTDA. Shipping Sites are located throughout New York State. With the exception of the OTDA Warehouse in Menands, all other shipping sites are Inside Delivery, and set in place, not Dock Delivered.

NOTE: Shipping Locations, by Item:

- a. Items 1-6, and 9 exclusively to NYS OTDA's Warehouse.
 - b. Items 7 & 8 to NYS OTDA's Warehouse and/or the Center for Disability Services.
 - c. Item 10 to NYS OTDA's Warehouse and to the OTDA DDD locations identified below..
 - d. Item 11 only to the OTDA DDD locations designated below.
2. **Packing** – Pack 500 or more per box and ship in new corrugated cartons not to exceed 40 pounds gross. Mark all cartons on end with envelope number (e.g., OTDA-4464.1), and quantity. Palletize on disposable pallets; (if shipment exceeds 20 cartons).
Limitation: One ton in weight, not to exceed 5 ft. in height, 42" in width.
 3. OTDA Shipping Sites for delivery of Items included within this SOW are:

- a. NYS OTDA Warehouse
93 Broadway
Menands, NY 12204

8:00 am to 3:30 pm E.T.
Phone: Holly Clifton (518) 473-3132
***Dock Delivery**

- b. NYS OTDA
Division of Disability Determinations
One Commerce Plaza 10th Floor Mailroom

99 Washington Avenue
Albany, NY 12210-2821

Mailroom hours: 8:00 am to 3pm E.T.

Phone: Debra Stark (518) 626-3340

Kayla Vath (518) 626-3301

***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.**

c. NYS OTDA

Division of Disability Determinations

Attn: Diane Geisendorfer/Mario Musso

Ellicott Square Building

295 Main Street – 6th Floor Mailroom #656

Buffalo, NY 14203

Mailroom Hours: 8am to 3pm E.T.

Phone: D. Geisendorfer (716) 847-3839

M. Musso (716) 847-5007

***Inside Delivery to 6th floor mailroom required.**

d. NYS OTDA

Division of Disability Determinations

Building #16 – Glendale Industrial Park

2001 Perimeter Road East, 2nd Floor

Endicott, NY 13760-7303

Mailroom Hours - 7:30 am to 3:30 pm E.T.

Phone: Linda Greenier (607) 741-4192

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

e. NYS OTDA

Division of Disability Determinations

100 Church Street, 9th Floor OTDA Mailroom

New York, NY 10007

Delivery Hours: 8:00 am E.T. to 2:00 pm E.T.

Phone: Alberto Guaranda (212)240-3012

***Vendors must phone Alberto or Bennie at least 48 hours in advance to schedule a delivery.**

***Inside delivery, a pallet width size of 36 inches is required.**

- f. Center for Disability Services
63 Karner Road
Albany, NY 12205

Delivery Hours: M-F, 7:00 am to 7:00 pm E.T.

Phone: Dennis Riley (518) 437-5813

***Contractor must phone at least 24 hours in advance to schedule a delivery.**

***Inside delivery, standard pallet size.**