



COUNTY OF LYCOMING

PURCHASING DEPARTMENT

Mya Toon, Lycoming County Chief Procurement Officer, CPPB
Lycoming County Executive Plaza ♦ 330 Pine Street, Suite 404, Williamsport, PA 17701
Tel: (570) 327-6746 ♦ Fax: (570) 320-8196 ♦ Email: mtoon@lyco.org

REQUEST FOR QUOTES FOR PRE-PRINTED ENVELOPES

ISSUE DATE: NOVEMBER 13, 2020
DUE DATE: DECEMBER 11, 2020

Vendors may download proposals by going to www.lyco.org and clicking on Top 10 Links, Request for Bids/Proposals. All Vendors are required to contact the Lycoming County Chief Procurement Officer and place their company name on the Vendors' list. This will ensure that each Vendor receives any and all addenda that may apply to the current quotation package. Failure to receive all current information could result in your company submitting an inaccurate quotation, which may be disqualified by the County.

QUOTATION INFORMATION AND INSTRUCTIONS

- 1.1 Purpose and Intent of Quotation.** This Request for Quotation (RFQ) is issued by the Lycoming County Purchasing Department on behalf of the Lycoming County Board of Commissioners. It shall be the purpose and intent of this RFQ to cover the terms and conditions under which successful Vendors shall be responsible for providing a written price quotation for pre-printed envelopes to the County of Lycoming (hereinafter "County") through price quotations.

It is the County's intention to select MULTIPLE VENDORS to supply all products. Supplies will be ordered by each County Department from the lowest responsible Vendor(s), including full consideration of any alternates which may appear on the bid form, meeting all terms, conditions, and specifications, whose quote is considered to be the most economical and in the County's best interest.

The Lycoming County Board of Commissioners reserve the right to accept or reject any or all quotes, or to accept any part of a quote without accepting the whole thereof, or to accept such quote as they deem to be in the best interest of the County.

- 1.2 Deadline and Opening of Quotation.** Quotations must be received no later than Friday, December 8, 2020, 5:00 P.M. EST. A summary of quotations received, including company name and quotation amount will be posted on the Purchasing Department's page on the County's website (www.lyco.org) within 48 hours of the quotation opening.

- 1.3 Important Dates.** The following lists important events and deadlines regarding the RFQ.

Issue Date:	November 13, 2020
Final Date for Written Questions:	December 8, 2020
Deadline for Submitting Quote:	December 11, 2020

- 1.4 Submission of Quotations.** Quotes must be enclosed in a sealed envelope or package. The outside of the envelope or package shall be clearly marked, "RFQ for Pre-printed Envelopes." Quotes shall be submitted to the Lycoming County Chief Procurement Officer, Executive Plaza Building, 330 Pine Street, 4th Floor, Williamsport, PA 17701. Late quotes shall not be accepted. Quotes may be faxed, emailed, mailed or hand-delivered.

All Quotes must be submitted on the forms provided by the County and in accordance with the requirements and instructions contained in the RFQ package.

The County may waive minor informalities or irregularities in the quotes received where such is merely a matter of form and not substance, and the correction or waiver of which is not prejudicial to other Vendors. Minor irregularities are defined as those that will not have an adverse effect on the County's interest and will not affect the price of the bid by giving a Vendor an advantage of benefits not enjoyed by other Vendors.

- 1.5 Public Disclosure.** All Vendors should be aware that the County is an agency subject to the Right-to-Know Law. Any documents submitted should be considered as subject to potential public disclosure. A summary of quotes received, including company name and bid amount will be posted on the Purchasing Department's page of the County's website (www.lyco.org) within 48 hours of the quote opening.

1.6 Vendor's Certification. By submitting a proposal, the vendor is certifying that it and its Principals are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by the State of Pennsylvania or any Federal department or agency.

1.7 Submission of Samples. When samples are required to be supplied, they must be supplied within seven (7) days of quote opening, unless otherwise requested by the County or otherwise required by the quote documents. The County also has the right not to return any samples required by the quote.

Samples submitted shall become the property of the County(s). Vendor shall bear the costs of providing the required samples. The County reserves the right to: (a) request additional samples of the product; (b) conduct in-house testing of the product; or (c) perform tests of the product, including destructive tests that would indicate the product's performance under actual County usage conditions, in order to completely evaluate the product and make a determination as to its compliance with the specifications.

1.8 Evidence of Product Equivalency. When brand or trade names are used in the quote invitation, it is for the purpose of item identification and to establish standards for quality, style and features. Quotes on equivalent items of substantially the same quality, style and features are invited unless items are marked "No Substitute." Equivalent quotes must be accompanied by descriptive literature and/ or samples and shall be supplied at no charge to the County.

1.9 Time of Performance. The time of performance shall be January 1, 2021 – March 31, 2021.

1.10 Quantities. When the quantity is identified as "estimated", it shall be understood and agreed that quantities listed are estimates only and the precise quantities of goods and/or services cannot be determined during the term and such goods and/or services shall ordered on an as needed basis. That fact shall not constitute the basis for any equitable price adjustment.

When the quantity is identified as "definite", it shall be understood and agreed that quantities listed are definite and such goods and/or services shall be delivered of a definite quantity during the term. Except for any limitations on quantities, there is no limit on the number of orders that may be issued. The County may issue orders requiring delivery to multiple destinations or performance at multiple locations.

Delivery or performance shall be made only as authorized by orders issued in accordance with the Ordering Clause. Subject to any limitations in the Delivery-Order Limitations clause or elsewhere in the quote, the Vendor shall furnish to the County all goods and/or services specified and called for by orders issued in accordance with the Ordering Clause. The County may issue orders requiring delivery to multiple destinations or performance at multiple locations.

If the County urgently requires delivery of goods and/or services before the earliest date that delivery may be specified under this quote, and if the Vendor will not accept an order providing for the accelerated delivery, the County may acquire the urgent required goods and/or services from another source.

1.11 Rejection of Work. Services and/or goods received by the County shall not be deemed accepted until the County has had a reasonable opportunity to inspect. Services and/or goods that are discovered to be non-conforming to the agreed upon specifications may be rejected upon initial inspection or at any later time if non-conformity were not reasonably discoverable at the time of initial inspection. Within fifteen (15) days of receipt of notification of rejection, Vendor shall remedy services and/or goods without expense to the County.

If the Vendor fails, neglects or refuses to do so, the County shall then have the right to obtain such services and/or goods from another source and deduct from any monies due or that may thereafter become due to the Vendor, the difference between the price stated and the actual cost thereof to the County. If the amount due to the Vendor is insufficient to meet such expenses, the Vendor shall be liable for the excess and the County may proceed against the Vendor through appropriate legal action.

- 1.12 Pricing.** Vendors warrant the quote price(s), terms and conditions stated in his/her quote shall be firm for a period of (60) days from the date of the bid opening. Prices shall remain firm and fixed for the entire quote period. If your quote includes price increases over the term of the quote, such increases must be clearly indicated in the Quote Price Schedule.

All quotes prices must include charges for packing, delivery, fuel, etc and note if there is a minimum order requirement.

- 1.13 Payment.** The County will make payment within thirty (30) days of receipt invoice for properly received goods and services after inspection and acceptance of the material and/or work by the County. Advance billings are not allowed. Where partial delivery is made, invoice for such part shall be made upon delivery, and payment made within thirty (30) days under conditions as above.

The County offers vendors the option to enroll in electronic payment via automated clearing house (ACH) to the vendor's provided bank account of record. Payment is processed thirty (30) days after receipt of a proper invoice for the amount of payment due, or thirty (30) days after receipt of the goods or services, whichever is later.

- 1.14 Delivery.** All quotes must include delivery to multiple locations within Lycoming County, FOB Destination, and INSIDE DELIVERY BY YOUR CARRIER IN VARIOUS QUANTITIES.

- 1.15 Billing/Shipping.** Each monthly invoice shall be broken down by invoice and mailed to each County facility. The successful vendor is required to "Bill as Shipped" to:

Lycoming County Print Shop
Attn: Gary Fox
48 West Third Street
Williamsport, PA 17701

- 1.16 County Department Delivery Locations.**

Lycoming County Print Shop
48 West Third Street,
Williamsport, PA 17701

- 1.17 Blank and Pre-Printed Envelope Sizes**

#9 Regular Envelopes	24# White Woven
#10 Regular Envelopes	24# White Woven
#10 Window Envelopes	24# White Woven
#10 Quick strip Envelopes	24# White Woven
#10 Regular Envelopes	24# Baronial Ivory Smooth
6 x 9 Booklet Envelopes	28# White Woven

*Seal should run the entire length of the flap

All quotes shall be submitted in price per thousand and price per lot as indicated.

BLANK & PRE-PRINTED ENVELOPES SPECIFICATIONS

Envelope	BLANK			PRE-PRINTED			
	Quantity	Price Per Thousand		Quantity	Price Per Thousand	Quantity	Price Per Lot
#9 Regular Envelopes - White	1,000	\$		1,000	\$	1,000	\$
#9 Regular Envelopes - White	2,500	\$		2,500	\$	2,500	\$
#9 Regular Envelopes - White	5,000	\$		5,000	\$	5,000	\$
#9 Regular Envelopes - White	7,500	\$		7,500	\$	7,500	\$
#9 Regular Envelopes - White	10,000	\$		10,000	\$	10,000	\$
#9 Regular Envelopes - White	25,000	\$		25,000	\$	25,000	\$
#9 Regular Envelopes - White	50,000	\$		50,000	\$	50,000	\$
#10 Regular Envelopes - White	1,000	\$		1,000	\$	1,000	\$
#10 Regular Envelopes - White	2,500	\$		2,500	\$	2,500	\$
#10 Regular Envelopes - White	5,000	\$		5,000	\$	5,000	\$
#10 Regular Envelopes - White	7,500	\$		7,500	\$	7,500	\$
#10 Regular Envelopes - White	10,000	\$		10,000	\$	10,000	\$
#10 Regular Envelopes - White	25,000	\$		25,000	\$	25,000	\$
#10 Regular Envelopes - White	50,000	\$		50,000	\$	50,000	\$
#10 Window Envelopes - White	1,000	\$		1,000	\$	1,000	\$
#10 Window Envelopes - White	2,500	\$		2,500	\$	2,500	\$
#10 Window Envelopes - White	5,000	\$		5,000	\$	5,000	\$
#10 Window Envelopes - White	7,500	\$		7,500	\$	7,500	\$
#10 Window Envelopes - White	10,000	\$		10,000	\$	10,000	\$
#10 Window Envelopes - White	25,000	\$		25,000	\$	25,000	\$
#10 Window Envelopes - White	50,000	\$		50,000	\$	50,000	\$
#10 Quick strip Envelopes - White	1,000	\$		1,000	\$	1,000	\$
#10 Quick strip Envelopes - White	2,500	\$		2,500	\$	2,500	\$
#10 Quick strip Envelopes - White	5,000	\$		5,000	\$	5,000	\$
#10 Quick strip Envelopes - White	7,500	\$		7,500	\$	7,500	\$
#10 Quick strip Envelopes - White	10,000	\$		10,000	\$	10,000	\$
#10 Quick strip Envelopes - White	25,000	\$		25,000	\$	25,000	\$
#10 Quick strip Envelopes - White	50,000	\$		50,000	\$	50,000	\$
#10 Regular Envelopes - Ivory	1,000	\$		1,000	\$	1,000	\$
#10 Regular Envelopes - Ivory	2,500	\$		2,500	\$	2,500	\$
#10 Regular Envelopes - Ivory	5,000	\$		5,000	\$	5,000	\$
#10 Regular Envelopes - Ivory	7,500	\$		7,500	\$	7,500	\$

#10 Regular Envelopes - Ivory	10,000	\$		10,000	\$	10,000	\$
#10 Regular Envelopes - Ivory	25,000	\$		25,000	\$	25,000	\$
#10 Regular Envelopes - Ivory	50,000	\$		50,000	\$	50,000	\$
	BLANK			PRE-PRINTED			
Envelope	Quantity	Price Per Thousand		Quantity	Price Per Thousand	Quantity	Price Per Lot
6x9 Booklet Envelopes - White	1,000	\$		1,000	\$	1,000	\$
6x9 Booklet Envelopes - White	2,500	\$		2,500	\$	2,500	\$
6x9 Booklet Envelopes - White	5,000	\$		5,000	\$	5,000	\$
6x9 Booklet Envelopes - White	7,500	\$		7,500	\$	7,500	\$
6x9 Booklet Envelopes - White	10,000	\$		10,000	\$	10,000	\$
6x9 Booklet Envelopes - White	25,000	\$		25,000	\$	25,000	\$
6x9 Booklet Envelopes - White	50,000	\$		50,000	\$	50,000	\$
*Seal should run the entire length of the flap for all envelopes							

PRE-PRINTED ENVELOPES SPECIFICATIONS

Pre-printed envelopes shall include a mailing address and/or logo, according to print specifications below for each department.

- | | |
|----------------------------------|--|
| 1. Coroner | 18. Sheriff |
| 2. Veteran Affairs | 19. District Magistrate Lepley |
| 3. Information Services | 20. Prothonotary and Clerk of Courts |
| 4. District Magistrate Kemp | 21. District Magistrate Solomon |
| 5. Family Court | 22. Public Safety |
| 6. Register and Recorder | 23. District Magistrate Page |
| 7. Juvenile Probation | 24. Fiscal Services |
| 8. Cooperative Extension | 25. Planning and Community Development |
| 9. District Attorney | 26. Planning Commission |
| 10. Central Collections | 27. Treasurer |
| 11. Board of Commissioners | 28. Controller |
| 12. Public Defender | 29. Pre-Release |
| 13. District Court Administrator | 30. District Magistrate Whiteman |
| 14. Human Resources | 31. Adult Probation |
| 15. District Magistrate Frey | 32. Elections |
| 16. Prison | 33. Zoning |
| 17. Assessment | 34. Resource Management Services |

Submitted by _____

as authorized representative for _____ Dated _____
(Company Name)

Phone: _____ Email: _____

Fax: _____

Thank you, for your interest in Lycoming County's quote process.

Mya D. Toon
County of Lycoming
Chief Procurement Officer, CPPB
Phone: 570-327-6746
Fax: 570-320-2111
mtoon@lyco.org

OFFICE OF LYCOMING COUNTY CORONER
Charles E. Kiessling Jr., RN, BSN
Lycoming County Coroner
48 West Third Street
Williamsport, PA 17701-6536
Forwarding Service Requested

1. Coroner

Department of Veteran Affairs
Court House
48 West Third Street
Williamsport, PA 17701-6536
Forwarding Service Requested

2. Veteran Affairs

Information Services
Lycoming County
48 West Third Street
Williamsport, PA 17701-6536
Forwarding Service Requested

3. Information Services

District Court

Magisterial District #29-3-03
2134 Rt. 405 Highway
Muncy, PA 17756

Return after 7 days

4. District Magistrate Kemp

Family Court Division
Lycoming County Courthouse
48 West Third Street
Williamsport, PA 17701-6536

Forwarding Service Requested

5. Family Court

KATHY RINEHART

Recorder of Deeds, Register of Wills
Clerk of the Orphans' Court
48 West Third Street
WILLIAMSPORT, PA 17701-6536

6. Register and Recorder

Juvenile Probation Office
Lycoming County Courthouse
48 West Third Street
Williamsport, PA 17701-6536
Return After 7 Days
Forwarding Service Requested

7. Juvenile Probation

Penn State University
College of Agricultural Sciences
Lycoming County Cooperative Extension
542 County Farm Road, Suite 206
Montoursville, PA 17754-9621

NONPROFIT ORG
U.S. POSTAGE
PAID
MONTICOURVILLE, PA
PERMIT NO. 100

8. Cooperative Extension

Office of District Attorney
48 West Third Street
Williamsport, PA 17701-6536
Forwarding Service Requested

9. District Attorney

Central Collections Office
Lycoming County Courthouse
48 West Third Street
Williamsport, PA 17701-6536
Forwarding Service Requested

10. Central Collections



**Lycoming County Board
of Commissioners**
48 West Third Street
Williamsport, PA 17701-6536
Forwarding Service Requested

11. Board of Commissioners



Public Defenders Office
Lycoming County Courthouse
48 West Third Street
Williamsport, PA 17701-6536
Forwarding Service Requested

12. Public Defender

District Court Administrator
Lycoming County Courthouse
48 West Third Street
Williamsport, PA 17701-6536
Return After 7 Days

13. District Court Administrator

Lycoming County Courthouse
Human Resources Department
48 West Third Street
Williamsport, PA 17701-6536
Forwarding Service Requested

14. Human Resources

District Justice Court
Magisterial District #29-1-01
605 W. 4th Street
Williamsport, PA 17701-5901
Return After 7 Days

15. District Magistrate Frey

Lycoming County Prison
277 West Third Street
Williamsport, PA 17701-6427

16. Prison

Lycoming County Assessment Bureau
48 West Third Street
Lycoming County Courthouse
Williamsport, PA 17701-6536
Forwarding Service Requested

17. Assessment

Office of R. Mark Lusk
Sheriff of Lycoming County
48 West Third Street
Williamsport, PA 17701-6536
Forwarding Service Requested

18. Sheriff

District Court
Magisterial District #29-3-01
216 Market Street
Jersey Shore, PA 17740-1836
Return After 7 Days

19. District Magistrate Lepley

SUZANNE M. FEDELE
Prothonotary and Clerk of Courts
Lycoming County
48 West Third Street
WILLIAMSPORT, PA 17701-6536
Forwarding Service Requested

20. Prothonotary and Clerk of Courts

District Court
Magisterial District #29-3-04
1965 Lycoming Creek Road Rm. 101
Williamsport, PA 17701-1252
Return After 7 Days

21. District Magistrate Solomon



Department of Public Safety
542 County Farm Road, Suite 101
Montoursville, PA 17754-9621
Forwarding Service Requested

22. Public Safety

District Justice Court
Magisterial District #29-1-02
Lycoming County Courthouse
48 West Third Street
Williamsport, PA 17701-6536
Return After 7 Days

23. District Magistrate Page

Lycoming County Courthouse
Fiscal Services Department
48 West Third Street
Williamsport, PA 17701-6536
Forwarding Service Requested

24. Fiscal Services

Lycoming County Planning and Community Development
48 West Third Street
Williamsport, PA 17701-6536

Forwarding Service Requested

25. Planning and Community Development

Lycoming County Planning Commission
48 West Third Street
Williamsport, PA 17701-6536
Forwarding Service Requested

26. Planning Commission

Connie L. Rupert
Lycoming County Treasurer
48 West Third Street
Williamsport, PA 17701-6536
Forwarding Service Requested

27. Treasurer

Krista B. Rogers
Lycoming County Controller
48 West Third Street
Williamsport, PA 17701-6536
Forwarding Service Requested

28. Controller

Lycoming County Pre-Release
546 County Farm Road
Montoursville, PA 17754-9208
Forwarding Service Requested

29. Pre-Release

District Court
Magisterial District #29-3-02
542 County Farm Road
Montoursville, PA 17754-9214
Return After 7 Days

30. District Magistrate Whiteman

Adult Probation Department
Lycoming County Courthouse
48 West Third Street
Williamsport, PA 17701-6536
Forwarding Service Requested

31. Adult Probation

Lycoming County Bureau of Elections
48 West Third Street
Williamsport, PA 17701-6536
Forwarding Service Requested

32. Elections

Lycoming County Zoning
48 West Third Street
Williamsport, PA 17701-6536
Forwarding Service Requested

33. Zoning



LYCOMING COUNTY
RESOURCE MANAGEMENT SERVICES
P.O. BOX 187 MONTGOMERY, PA 17762-0187

RETURN SERVICE REQUESTED

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