



STATE OF ALABAMA
DEPARTMENT OF FINANCE
DIVISION OF PURCHASING

INVITATION TO BID

INVITATION TO BID NO: 11-X-222002

REQ. AGENCY : 062000
ALABAMA MEDICAID AGENCY
AGENCY REQ. NO. :
T-NUMBER : TA105
DATE ISSUED : 08/06/10
VENDOR NO. :
VENDOR PHONE NO. :
SNAP REQ. NO. : 1443541
BUYER NAME : PAT ANTLE

FOR: MAILING SERVICE - MEDICAID

BUYER PHONE NO. : (334) 242-7253-
PURCHASING PHONE NO: (334) 242-7250

BID MUST BE RECEIVED BEFORE:
DATE: 08/31/10 TIME: 5:00 PM

BIDS WILL BE PUBLICLY OPENED:
DATE: 09/01/10 TIME: 10:00 AM

TO BE COMPLETED BY VENDOR

INFORMATION IN THIS SECTION SHOULD BE PROVIDED, AS APPROPRIATE. BID RESPONSE MUST BE IN INK OR TYPED WITH ORIGINAL SIGNATURE AND NOTARIZATION.

1. DELIVERY: CAN BE MADE _____ DAYS OR _____ WEEKS AFTER RECEIPT OF ORDER
2. TERMS: _____(DISCOUNTS ARE TAKEN WITHOUT REGARD TO DATE OF PAYMENT.)
3. PRICE VALID FOR ACCEPTANCE WITHIN _____ DAYS.
4. VENDOR QUOTATION REFERENCE NUMBER, IF ANY: _____
(THIS NUMBER WILL APPEAR ON THE PURCHASE ORDER.)
5. E-MAIL ADDRESS: _____
INTERNET WEBSITE: _____
6. GENERAL CONTRACTOR'S LICENSE NO: _____
TYPE OF G.C. LICENSE: _____

***** IMPORTANT NOTE: *****

BIDDERS MUST COMPLY WITH ALL "BID RESPONSE INSTRUCTIONS" ON PAGE 2, TO INCLUDE ITEM 6 - COPY REQUIREMENT.

RETURN INVITATION TO BID:

US MAIL

COURIER

STATE OF ALABAMA
DEPARTMENT OF FINANCE
DIVISION OF PURCHASING
P O BOX 302620
MONTGOMERY, AL 36130-2620

STATE OF ALABAMA
DIVISION OF PURCHASING
RSA UNION BUILDING
100 N. UNION ST., SUITE 192
MONTGOMERY, AL 36104

SIGNATURE AND NOTARIZATION REQUIRED

I HAVE READ THE ENTIRE BID AND AGREE TO FURNISH EACH ITEM OFFERED AT THE PRICE QUOTED. I HERBY AFFIRM I HAVE NOT BEEN IN ANY AGREEMENT OR COLLUSION AMONG BIDDERS IN RESTRAINT OF FREEDOM OF COMPETITION BY AGREEMENT TO BID AT A FIXED PRICE OR TO REFRAIN FROM BIDDING.

SWORN TO AND

FEIN OR SSN

AUTHORIZED SIGNATURE (INK)

SUBSCRIBED BEFORE ME THIS

COMPANY NAME

TYPE/PRINT AUTHORIZED NAME

DAY OF

MAIL ADDRESS

TITLE

NOTARY PUBLIC

CITY, STATE, ZIP

TOLL FREE NUMBER

TERM EXP:

PHONE INCLUDING AREA CODE

FAX NUMBER

STANDARD TERMS & CONDITIONS

VENDOR NAME :

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INVITATION TO BID

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AUTHORITY:

THE DEPARTMENT OF FINANCE CODE OF ADMINISTRATIVE PROCEDURE, CHAPTER 355-4-1 EFFECTIVE DECEMBER 20, 2001 IS INCORPORATED BY REFERENCE AND MADE A PART OF THIS DOCUMENT. TO RECEIVE A COPY CALL (334)242-7250, OR OUR WEBSITE WWW.PURCHASING.ALABAMA.GOV .

INFORMATION AND ASSISTANCE TO MINORITY AND WOMEN-OWNED BUSINESSES IN ACQUIRING M/WBE CERTIFICATION MAY BE OBTAINED FROM THE OFFICE OF MINORITY BUSINESS ENTERPRISE, 1-800-447-4191.

BID (ITB) RESPONSE INSTRUCTIONS

REV: 07/15/10

1. TO SUBMIT A RESPONSIVE BID, READ THESE INSTRUCTIONS, ALL TERMS, CONDITIONS AND SPECIFICATIONS.
2. BID ENVELOPES/PACKAGES/BOXES MUST BE IDENTIFIED ON FRONT, PREFERABLY LOWER LEFT CORNER AND BE VISIBLE WITH THE BID NUMBER AND OPENING DATE. EACH INDIVIDUAL BID (IDENTIFIED BY A UNIQUE BID NUMBER) MUST BE SUBMITTED IN A SEPARATE ENVELOPE. RESPONSES TO MULTIPLE BID NUMBERS SUBMITTED IN THE SAME ENVELOPE/COURIER PACKAGE, THAT ARE NOT IN SEPARATE ENVELOPES PROPERLY IDENTIFIED, WILL BE REJECTED. THE DIVISION OF PURCHASING DOES NOT ASSUME RESPONSIBILITY FOR LATE BIDS FOR ANY REASON INCLUDING THOSE DUE TO POSTAL, OR COURIER SERVICE. BID RESPONSES MUST BE IN THE DIVISION OF PURCHASING OFFICE PRIOR TO THE "RECEIVE DATE AND TIME" INDICATED ON THE BID.
3. BID RESPONSES (PAGE 1, PRICE SHEET AND ADDENDUMS (WHEN SIGNATURE IS REQUIRED)) MUST BE IN INK OR TYPED ON THIS DOCUMENT. OR EXACT FORMAT WITH SIGNATURES BEING HANDWRITTEN ORIGINALS IN INK (PERSON SIGNING BID, NOTARY, AND NOTARY EXPIRATION), OR THE BID WILL BE REJECTED. UNLESS INDICATED IN THE BID, ALL PRICE PAGES MUST BE COMPLETED AND RETURNED. IF AN ITEM IS NOT BEING BID, IDENTIFY IT AS NB (NO-BID). PAGES SHOULD BE SECURED. THE DIVISION OF PURCHASING DOES NOT ASSUME RESPONSIBILITY FOR MISSING PAGES. FAXED BID RESPONSES WILL NOT BE ACCEPTED.
4. THE UNIT PRICE ALWAYS GOVERNS REGARDLESS OF THE EXTENDED AMOUNT. A UNIT PRICE CHANGE ON A LINE MUST BE INITIALED BY THE PERSON SIGNING THE BID, OR THAT LINE WILL BE REJECTED. THIS INCLUDES A CROSS-OUT, STRIKE-OVER, INK-OVER, WHITE-OUT, ERASURE, OR ANY OTHER METHOD CHANGING THE PRICE.
5. THE DIVISION OF PURCHASING IS NOT RESPONSIBLE FOR MISINTERPRETATION OF DATA FAXED FROM THIS OFFICE.
6. THE DIVISION OF PURCHASING REQUIRES AN ORIGINAL AND A MINIMUM OF ONE COMPLETE EXACT COPY (TO INCLUDE SIGNATURE AND NOTARY) OF THE INVITATION-TO-BID RESPONSE. THE ORIGINAL AND THE COPY SHOULD BE SUBMITTED TOGETHER AS A BID PACKAGE. FAILURE TO MARK RESPONSES AS "ORIGINAL" AND/OR "COPY" COULD RESULT IN THE ENTIRE BID RESPONSE BEING REJECTED.
7. AN IMPROPERLY SUBMITTED BID, LATE BID, OR BID THAT IS CANCELLED ON OR BEFORE THE OPENING DATE WILL BE HELD FOR 90 DAYS AND THEN DESTROYED. THE BID MUST BE RETRIEVED DURING REGULAR WORK HOURS, MONDAY - FRIDAY, EXCEPT STATE HOLIDAYS. AFTER THE BID IS DESTROYED, THE DIVISION OF PURCHASING ASSUMES NO RESPONSIBILITY FOR THE DOCUMENT.

DISQUALIFIED/CANCELLED BID

BIDS THAT ARE IMPROPERLY SUBMITTED OR RECEIVED LATE WILL BE A RESPONSE FOR RECORD, BUT WILL NOT BE RETURNED OR A NOTIFICATION MAILED.

THE FOLLOWING IS A PARTIAL LIST WHEREBY A BID RESPONSE WILL BE DISQUALIFIED:

- BID NUMBER NOT ON FACE OF ENVELOPE/COURIER PACKAGE/BOX
- RESPONSES TO MULTIPLE BID NUMBERS IN SAME ENVELOPE NOT PROPERLY IDENTIFIED
- BID RECEIVED LATE
- BID NOT SIGNED/NOT ORIGINAL SIGNATURE
- BID NOT NOTARIZED/NOT ORIGINAL SIGNATURE OF NOTARY AND/OR NO NOTARY EXPIRATION
- NOTARIZED OWN SIGNATURE
- REQUIRED INFORMATION NOT SUBMITTED WITH BID
- FAILURE TO SUBMIT THE ORIGINAL BID AND A COMPLETE EXACT COPY

CERTIFICATION PURSUANT TO ACT NO. 2006-557

ALABAMA LAW (SECTION 41-4-116, CODE OF ALABAMA 1975) PROVIDES THAT EVERY BID SUBMITTED AND CONTRACT EXECUTED SHALL CONTAIN A CERTIFICATION THAT THE VENDOR, CONTRACTOR, AND ALL OF ITS AFFILIATES THAT MAKE SALES FOR DELIVERY INTO ALABAMA OR LEASES FOR USE IN ALABAMA ARE REGISTERED, COLLECTING, AND REMITTING ALABAMA STATE AND LOCAL SALES, USE, AND/OR LEASE TAX ON ALL TAXABLE SALES AND LEASES INTO ALABAMA. BY SUBMITTING THIS BID, THE BIDDER IS HEARBY CERTIFYING THAT THEY ARE IN FULL COMPLIANCE WITH ACT NO. 2006-557, THEY ARE NOT BARRERD FROM BIDDING OR ENTERING INTO A CONTRACT PURSUANT TO 41-4-116, AND ACKNOWLEDGES THAT THE AWARDDING AUTHORITY MAY DECLARE THE CONTRACT VOID IF THE CERTIFICATION IS FALSE.

SPECIAL TERMS & CONDITIONS

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INVITATION TO BID

VENDOR REGISTRATION AND FEE PAYMENT ONLINE

EFFECTIVE SEPTEMBER 1, 2010, VENDORS MUST REGISTER ONLINE TO RECEIVE NOTIFICATION OF BIDS. GO TO WWW.PURCHASING.ALABAMA.GOV TO REGISTER. BIDS WILL NOT BE ACCEPTED FROM NON-REGISTERED VENDORS. A VENDOR'S REGISTRATION MUST BE MAINTAINED THROUGHOUT THE LIFE CYCLE OF AN AWARDED CONTRACT, TO INCLUDE RENEWAL PERIODS. AT THE TIME OF REGISTRATION, VENDOR MUST PAY A BIENNIAL REGISTRATION FEE. PAYMENT MUST BE MADE BY CREDIT CARD, DEBIT CARD, OR BY ELECTRONIC CHECK.

INTENT TO AWARD

EFFECTIVE MAY 1, 2008, THE STATE OF ALABAMA - DIVISION OF PURCHASING WILL ISSUE AN 'INTENT TO AWARD' BEFORE A FINAL AWARD IS MADE. THE 'INTENT TO AWARD' WILL CONTINUE FOR A PERIOD OF FIVE (5) CALENDAR DAYS, AFTER WHICH A PURCHASE ORDER WILL BE PRODUCED. UPON FINAL AWARD, ALL RIGHTS TO PROTEST ARE FORFEITED. A DETAILED EXPLANATION OF THIS PROCESS MAY BE REVIEWED IN THE ALABAMA ADMINISTRATIVE CODE - CHAPTER 355-4-1(14).

ALTERNATE BID RESPONSE

UNLESS STATED ELSEWHERE IN THIS INVITATION-TO-BID (ITB) THE STATE OF ALABAMA WILL ACCEPT AND EVALUATE ALTERNATE BID SUBMITTALS ON ANY ITB'S. ALTERNATE BID RESPONSES WILL BE EVALUATED ACCORDING TO THE REQUIREMENTS AS ALL OTHER RESPONSES TO THIS ITB.

INTERNET WEBSITE LINK'S

INTERNET AND/OR WEBSITE LINKS WILL NOT BE ACCEPTED IN BID RESPONSES AS A MEANS TO SUPPLY ANY REQUIREMENTS STATED IN THIS ITB (INVITATION-TO-BID).

PRODUCT DELIVERY, RECEIVING AND ACCEPTANCE

IN ACCORDANCE WITH THE UNIVERSAL COMMERCE CODE (CODE OF ALABAMA, TITLE 7), AFTER DELIVERY, THE STATE OF ALABAMA HAS THE RIGHT TO INSPECT ALL PRODUCTS BEFORE ACCEPTING. THE STATE WILL INSPECT PRODUCTS IN A REASONABLE TIMEFRAME. SIGNATURE ON A DELIVERY DOCUMENT DOES NOT CONSTITUTE ACCEPTANCE BY THE STATE. THE STATE WILL ACCEPT PRODUCTS ONLY AFTER SATISFACTORY INSPECTION.

SALES TAX EXEMPTION

PURSUANT TO THE CODE OF ALABAMA, 1975, TITLE 40-23-4 (A) (11), THE STATE OF ALABAMA IS EXEMPT FROM PAYING SALES TAX. AN EXEMPTION LETTER WILL BE FURNISHED UPON REQUEST.

INVOICES

INQUIRIES CONCERNING PAYMENT AFTER INVOICES HAVE BEEN SUBMITTED ARE TO BE DIRECTED TO THE RECEIVING AGENCY, NOT THE DIVISION OF PURCHASING

BID RESPONSES AND BID RESULTS

UNEVALUATED BID RESPONSES (NOT BID RESULTS) ARE AVAILABLE ON OUR WEB SITE AT WWW.PURCHASING.ALABAMA.GOV. BID RESULTS WILL BE MADE AVAILABLE FOR REVIEW IN THE DIVISION OF PURCHASING OFFICE, BUT ONLY AFTER THE BID HAS BEEN AWARDED. WE DO NOT FAX OR MAIL COPIES OF BID RESULTS. IF A VENDOR WISHES TO REVIEW BID RESULTS IN OUR OFFICE, THEY SHOULD FAX THEIR REQUEST TO REVIEW THE BID TWO DAYS IN ADVANCE TO THE "BID REVIEW CLERK" AT (334) 242-4419. BE SURE TO REFERENCE THE BID NUMBER.

FOREIGN CORPORATION - CERTIFICATE OF AUTHORITY

ALABAMA LAW PROVIDES THAT A FOREIGN CORPORATION (AN OUT-OF-STATE

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COMPANY/FIRM) MAY NOT TRANSACT BUSINESS IN THE STATE OF ALABAMA UNTIL IT OBTAINS A CERTIFICATE OF AUTHORITY FROM THE SECRETARY OF STATE. SECTION 10-2B-15.01, CODE OF ALABAMA 1975. TO OBTAIN FORMS FOR A CERTIFICATE OF AUTHORITY, CONTACT THE SECRETARY OF STATE, CORPORATIONS DIVISION, (334) 242-5324. THE CERTIFICATE OF AUTHORITY DOES NOT KEEP THE VENDOR FROM SUBMITTING A BID.

BID IDENTIFICATION

REFERENCE PAGE 2, ITEM 2. DUE TO THE POSTAL SERVICE PUTTING BAR CODE LABELS ON ENVELOPES, IT CONCEALS THE BID NUMBER AND DATE IF THE VENDOR HAS WRITTEN THEM OTHER THAN THE LOWER LEFT CORNER, THEREFORE THE BID WOULD BE REJECTED FOR NOT BEING PROPERLY IDENTIFIED.

AWARD:

AWARD WILL BE MADE "ALL OR NONE" TO THE LOWEST RESPONSIBLE BIDDER MEETING ALL SPECIFICATIONS.

CONTRACT PERIOD:

ESTABLISH A 12 MONTH CONTRACT WITH AN OPTION TO EXTEND FOR A SECOND, THIRD, FOURTH, AND FIFTH 12 MONTH PERIOD WITH THE SAME PRICING, TERMS AND CONDITIONS. THE SECOND, THIRD, FOURTH, OR FIFTH 12 MONTH PERIOD, IF AGREED BY BOTH PARTIES, WOULD BEGIN THE DAY AFTER THE FIRST, SECOND, THIRD, OR FOURTH 12 MONTH PERIOD EXPIRES. ANY SUCCESSIVE EXTENSION MUST HAVE WRITTEN APPROVAL OF BOTH THE STATE AND VENDOR NO LATER THAN 30 DAYS PRIOR TO EXPIRATION OF THE PREVIOUS 12 MONTH PERIOD.

UNIT OF MEASURE:

THE UNIT OF MEASURE INDICATED IS TO BE BID, OR IT COULD RESULT IN REJECTION OF THAT LINE ITEM.

QUANTITY:

QUANTITY SHOWN IS AN APPROXIMATE USAGE AND MAY ACTUALLY BE MORE OR LESS. ORDERS WILL BE PLACED AS AGENCY HAS NEED.

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***** SPECIFICATION 915V02 - ALABAMA MEDICAID MAILING SERVICE *****

MAILING SERVICE THAT WILL BE DISTRIBUTED THROUGH MEDICAID PERMIT #200 ACCOUNT WITH THE U.S. POST OFFICE IN MONTGOMERY, ALABAMA. MUST BE ABLE TO MERGE SMALL JOBS WITH OTHER USERS TO REDUCE PER PIECE COST.

MAILING SERVICE MUST BE LOCATED IN MONTGOMERY, ALABAMA WITHIN POLICE AND FIRE DEPARTMENT JURISDICTION FOR SECURITY PURPOSES.

VENDOR RESPONSIBILITIES:

* HAVE NECESSARY EQUIPMENT AND SOFTWARE ON SITE, TO ACCEPT DATA FROM ELECTRONIC MEDIA SUCH AS AN ASCII FIXED LENGTH OR SPECIAL CHARACTER DELIMITED TEXT FILE AS AN EMAIL ATTACHMENT, PRESORT ELECTRONIC FILE(S) IN ACCORDANCE WITH U.S.P.S. AUTOMATION SPECIFICATIONS AND ADDRESS MAIL PIECES WITH INKJET IMAGING SYSTEM (INCLUDING ENDORSEMENT LINE AND POSTNET BARCODING) WHEN APPLICABLE.

* UPDATE RECORDS FOR ENDORSEMENT LINE (CARRIER ROUTE), ZIP PLUS FOUR AND POSTNET BARCODING.

* VENDOR WILL PERFORM THE FOLLOWING PROCEDURE AS INSTRUCTED BY THE AGENCY:

MAINTAIN CASS CERTIFIED SOFTWARE FOR ADDRESS CORRECTION, VALIDATION, AND STANDARDIZATION, FORMATTING AND PRODUCTION OF REQUIRED U.S.P.S. REPORTING. ADDITIONAL SOFTWARE MUST BE MAINTAINED THAT IS PRESORT, ACCURACY, VALIDATION AND EVALUATION (PAVE) CERTIFIED BY THE U.S.P.S. CAPABLE OF SORTING MAILING FILES IN ACCORDANCE WITH U.S.P.S. STANDARDS FOR EVERY CLASS (FIRST-CLASS, PERIODICALS, STANDARD AND PACKAGE SERVICES) AND TYPE OF MAIL (LETTERS, FLATS AND PARCELS) AT ALL ALLOWABLE LEVELS, PRESORT PIECES TO ACHIEVE THE HIGHEST ATTAINABLE POSTAL DISCOUNTS FROM THE U.S.P.S. FOR AUTOMATED PRESORTED MAIL; SOFTWARE MUST ALSO PRODUCE AUDIT AND/OR MAIL PIECES TRAY/BAG INSERTION AND PALLET LOADING REPORTING USED FOR TRAY AND BAG INSERTIONS/STUFFING. SOFTWARE MUST ALSO PRODUCE TRAY AND BAG TAGS WHEN APPLICABLE OR SPECIFIED.

PROCESS JOB COMPLETELY SORTED CLAIMING ALL APPLICABLE POSTAGE DISCOUNTS AND DELIVER TO U.S. POST OFFICE OR STATE CENTRAL MAIL ROOM IN ACCORDANCE WITH SPECIFICATIONS.

NOTE: JOBS DELIVERED TO STATE CENTRAL MAIL ROOM SHOULD BE IN QUANTITIES OF 500 PIECES OR LESS.

* PROVIDE STORAGE FOR VARIOUS TYPES OF LITERATURE AND ENVELOPES FOR PERIODIC MAILINGS AND PROVIDE MONTHLY INVENTORY OF MATERIALS STORED.

* PROVIDE DELIVERY SERVICE/PICK UP SERVICE AT NO CHARGE: PROVIDE DELIVERY/PICKUP SERVICE FOR THE ALABAMA MEDICAID AGENCY, AT 501 DEXTER AVENUE, ROOM 1012, BETWEEN THE HOURS OF 3:00 PM AND 4:30 PM EACH BUSINESS DAY EXCEPT ALABAMA STATE HOLIDAYS OR OTHER OCCASIONS WHEN THE VENDOR HAS BEEN ADVISED BY THE AGENCY THAT A PICK UP SERVICE IS NOT NECESSARY. MATERIALS PICKED UP BY THE VENDOR AFTER 4:30 PM ARE TO BE POSTED TO THE VENDOR'S INVENTORY THE FOLLOWING BUSINESS MORNING.

* INDIVIDUALLY IDENTIFY EACH JOB ON INVOICES TO AGENCY. NO JOB IS TO BE INVOICED UNTIL ALL PIECES ARE MAILED.

* VENDOR MUST NOT ASSIGN, SUBLET OR TRANSFER ANY CONTRACT RESULTING FROM THIS SOLICITATION WITHOUT WRITTEN PERMISSION FROM THE AGENCY'S PURCHASING AGENT AND THE STATE PURCHASING DIRECTOR.

* ALL JOBS WILL BE COMPLETED AND POSTMARKED WITHIN FIVE (5) WORKING

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DAYS FROM THE DATE OF RECEIPT. IF, FOR ANY REASON, THE PROCESSING OF A JOB WILL EXTEND PAST THE FIVE (5) DAYS, THE MAILING SERVICE WILL NOTIFY THE APPROPRIATE MEDICAID PERSONNEL AS SOON AS POSSIBLE.

- * IN AN EMERGENCY SITUATION THE VENDOR MUST BE ABLE TO COMPLETE AND POST MARK A MAILOUT OF UP TO 800,000 PIECES OF MAIL WITHIN THREE (3) WORKING DAYS FROM THE DATE OF RECEIPT.

AGENCY RESPONSIBILITIES:

- * PROVIDE ADDRESS FILES AS EITHER ASCII FIXED LENGTH OR SPECIAL CHARACTER DELIMITED TEXT FILE AS AN EMAIL ATTACHMENT FOR INKJET IMAGING.
- * PROVIDE SAMPLE OF EACH JOB AND/OR WRITTEN INSTRUCTION OR SEND AGENCY STAFF MEMBER TO MAILING SERVICE TO PROVIDE INSTRUCTION AS NEEDED.

THE ALABAMA MEDICAID AGENCY AND THE VENDOR UNDERSTAND THAT THE U.S. POSTAL SERVICE PROCEDURES MAY CHANGE DURING THE CONTRACT PERIOD AND THAT THE CHANGE MAY ALLOW PERMIT MAILINGS OF STATE AGENCIES TO BE COMBINED. WHEN THE U.S.P.S. POLICY AND PROCEDURES CHANGE THE WAY THE AGENCY'S MAILING IS PROCESSED THE VENDOR MUST COMPLY WITH THE U.S.P.S. REQUIREMENTS FOR PROCESSING MAIL, AND ANY CHANGES IN THOSE REQUIREMENTS WILL NOT AFFECT THE CONTRACT OR CAUSE THE CONTRACT TO BE REBID.

THE ALABAMA MEDICAID AGENCY AND THE VENDOR UNDERSTAND AND MUST COMPLY WITH THE UNITED STATES POSTAL SERVICE REGULATIONS AS SHOWN BELOW:

1. EFFECTIVE OCTOBER 1, 1996 ZIP CODES APPEARING ON MAIL PIECES MUST BE VERIFIED AND CORRECTED WHERE NECESSARY WITHIN 12 MONTHS OF THE DATA OF MAILING BY USING A USPS APPROVED METHOD.
2. EFFECTIVE JANUARY 1, 1997, ANY BUSINESS REPLY OR COURTESY REPLY LETTER-SIZE CARDS OR ENVELOPES, ENCLOSED IN MAIL MUST BEAR THE CORRECT FACING IDENTIFICATION MARK (FIM) AND BARCODE, AND MEET ALL APPROPRIATE AUTOMATION STANDARDS.
3. EFFECTIVE JULY 1, 1997, THE USPS REQUIRES ALL DISCOUNTED FIRST CLASS MAIL TO HAVE THE MAILING ADDRESSES UPDATED WITHIN SIX (6) MONTHS OF THE DATE THE PIECE IS MAILED BY USING ONE OF FOUR USPS APPROVED METHODS (NATIONAL CHANGE OF ADDRESS (NCOA), ADDRESS CORRECTION SERVICE, ADDRESS SERVICE REQUESTED ENDORSEMENT OR FASTFORWARD).

THE ALABAMA MEDICAID AGENCY GIVES PERMISSION TO THE VENDOR TO PROVIDE PROOF OF COMPLIANCE TO THE ABOVE REGULATIONS TO THE USPS.

THE ALABAMA MEDICAID AGENCY CERTIFIES/VERIFIES THAT:

1. ZIP CODES APPEARING ON MAIL PIECES SUBMITTED FOR DISCOUNTS ARE BEING AND WILL BE VERIFIED ON AN ON-GOING BASIS,
2. BUSINESS REPLY OR COURTESY REPLY LETTER-SIZED CARDS OR ENVELOPES THAT ARE ENCLOSED IN MAIL CONTAIN THE PROPER FIM AND BARCODE AND MEET USPS AUTOMATION STANDARDS,
3. THE ADDRESSES APPEARING ON MAIL PIECES SUBMITTED TO VENDOR FOR AUTOMATED PRESORTING ARE BEING UPDATED BY A USPS APPROVED TOOL ON AN ON-GOING BASIS FOR THE PURPOSE OF CONTINUALLY COMPLYING WITH THE USPS MAILPIECE REDIRECTION REQUIREMENT EFFECTIVE JULY 1, 1997.

SECURITY/NON DISCLOSURE STATEMENT:

VENDOR AND ITS EMPLOYEES SHALL TREAT ALL INFORMATION OBTAINED THROUGH ITS PERFORMANCE UNDER THIS CONTRACT AS CONFIDENTIAL AND SHALL

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NOT USE ANY INFORMATION SO OBTAINED IN ANY MANNER EXCEPT AS NECESSARY FOR THE PROPER DISCHARGE OF ITS OBLIGATIONS UNDER THE CONTRACT. CONTRACTOR SHALL NOT RELEASE OR ALLOW TO BE RELEASED ANY INFORMATION OBTAINED UNDER THIS CONTRACT WITHOUT THE PRIOR WRITTEN CONSENT OF THE REQUISITIONING AGENCY. VIOLATION OF THIS REQUIREMENT MAY SUBJECT CONTRACTOR TO PROSECUTION AND PENALTY UNDER FEDERAL AND STATE LAW. THE CONTRACTOR SHALL ENSURE, WITH A WRITTEN STATEMENT, THAT ALL PERSONNEL BE ADVISED OF THE CONFIDENTIAL NATURE OF THE INFORMATION CONTAINED IN STATE FILES, THE SAFE-GUARDS REQUIRED, AND THE CRIMINAL AND CIVIL SANCTIONS FOR NON-COMPLIANCE WITH FEDERAL AND STATE STATUTES.

PRICE SHEET

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LINE NO.	COMMODITY/SERVICE DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	EXTENDED AMOUNT
UNLESS SPECIFIED OTHERWISE BELOW: SHIP TO: R1 / STATEWIDE					
00002	COMMODITY CODE: 915-58-075843 MAILING SERVICE, FOLD 8.5"X 11", AND/OR 8-1/2" X 14" SHEETS TO #10 ENVELOPE LETTER SIZE PER SPECIFICATION 915V02 APPROXIMATE QUANTITY 1915 M	1	M	_____	_____
00003	COMMODITY CODE: 915-58-075844 MAILING SERVICE, RIGHT ANGLE FOLD (MAX SIZE 11" X 17") IN HALF AND LETTER FOLD IN OPPOSITE DIRECTION IN ACCORDANCE WITH SPECIFICATION 915V02. APPROXIMATE QUANTITY 56 M	1	M	_____	_____
00004	COMMODITY CODE: 915-58-075845 MAILING SERVICE, INSERT UP TO SIX PIECES (MAY INCLUDE BUSINESS REPLY ENVELOPE OR POST CARD) INTO OUTER #10 REGULAR OR #10 GLASINE WINDOW ENVELOPE IN ACCORDANCE WITH SPEC 915V02. APPROXIMATE QUANTITY 423 M	1	M	_____	_____
00005	COMMODITY CODE: 915-58-075848 MAILING SERVICE, LABEL MAIL PIECES USING ELECTRONIC ADDRESS FILE(S) FROM: ASCII FIXED LENGTH OR SPECIAL CHARACTER DELIMITED TEXT FILE AS AN EMAIL ATTACH- MENT PROVIDED BY AGENCY AND VENDOR INKJET IMAGING SYSTEM INCLUDING DATA PREPARATION & CASS CERTIFICATION IN ACCORDANCE WITH SPECIFICATIONS 910V02. APPROXIMATE QUANTITY 1300 M	1	M	_____	_____
00006	COMMODITY CODE: 915-58-075813 MAILING SERVICE, TABBING. APPROXIMATE QUANTITY 465 M	1	M	_____	_____
00007	COMMODITY CODE: 915-58-085371 MAILING SERVICE, SET-UP CHARGE PER ORDER TO BE INVOICED MONTHLY. 240 EACH	1	EA	_____	_____
00008	COMMODITY CODE: 915-58-085372 MAILING SERVICE, TECH FEE, MAILPIECE	1	M	_____	_____
PAGE TOTAL					_____

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LINE NO.	COMMODITY/SERVICE DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	EXTENDED AMOUNT
	REDIRECTION DUE TO CUSTOMER MOVES FOR MAILPIECES SUBMITTED FOR MAILING. TO BE INVOICED MONTHLY. APPROXIMATE QUANTITY 1567 M				
00009	COMMODITY CODE: 915-58-085373 MAILING SERVICE, ITEMS NOT IDENTIFIED. TO BE PRICED AT TIME OF SERVICE.	1	LT	_____	_____
00010	COMMODITY CODE: 946-61-075814 REIMBURSEMENT, POSTAGE TO BE PRICED AT TIME OF SERVICE	1	LT	_____	_____
00011	COMMODITY CODE: 915-58-066596 MANUAL OR AUTOMATED INSERTION OF MAIL PIECES ONTO TRAYS, BAGS AND/OR PALLETS IN ACCORDANCE WITH THE SPECIFIED SEQUENCE AND BUNDLING IN THE AUTOMATED AUDIT/TRAY AND BAG DISTRIBUTION REPORT(S) AND AFFIXING TRAY AND BAGS TAGS IN ACCORDANCE TO U.S.P.S. AUTOMATION SPECIFICATIONS WHEN APPLICABLE. APPROXIMATE QUANTITY 1450 M	1	M	_____	_____

PAGE TOTAL _____
 BID TOTAL _____