

# Maryland WIC Program Specifications: Nursing Cover

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**Procurement ID:** PHPA-C118 RE-SOLICITS

**Issue Date:** August 29, 2013

**This solicitation is being reissued because the Program miscalculated their budget. Please read entire specifications before completing the Bid Form on page 5.**

## Commodity Details

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**Item:** Nursing Cover. Cover of washable cloth material designed to be worn over mother and nursing baby for the purpose of shielding mother's breasts and baby from others' view during a nursing session.



**Color(s):** May be solid or patterned. May not contain pictures of bottles, formula, pacifiers, or other symbols related to infant milk substitute feedings.

**Size:** The cover should be a rectangle of at least 32 inches by 22 inches. It must contain an adjustable neckline strap of the same material, measuring at least 20 inches. The top section of the cover must have a stiff band that allows mother to view baby during feedings.

**Material:** 100% cotton

**Quantity:** 5,000 Covers

### Details:

- The nursing covers should be washable. Washing instructions should incorporate common, easily accessible, household products and equipment.
- The nursing cover fabric should be constructed of only 100% cotton material. The edge placed at the base of the mother's neck should be stiff, allowing for mother to have a view of her baby while nursing.
- Each nursing cover should be packaged individually in a sealed packet. Each individual packet must include company name and laundering instructions.

**Cost:** Total cost, including freight, cannot exceed \$20,000

- We will not pay for overages. We will only pay for quantity indicated on the purchase order. If however, we receive less than the quantity on the purchase order, we will only pay for the lower quantity.

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**Delivery:** Complete order must be delivered on or before **11/15/2013**.

## **Samples:**

- A sample of the nursing cover will be requested from the lowest bidder. This sample will be evaluated to be certain that it meets the above specifications. Sample should be sent to Robert Bruce at the Maryland State WIC Program, Department of Health and Mental Hygiene, 201 W. Preston Street, Room 105A, Baltimore, MD 21201, Telephone # (410) 767-1449.

## **Freight Terms**

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Maryland State WIC Program's freight terms for US domestic shipments are FOB destination, freight pre-paid by the vendor for all shipments.

## **Shipping Method**

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- Shipments that are 10 cartons and 200lbs or less and meet other FedEx or UPS ground guidelines should be shipped by FedEx or UPS ground.
- All orders that exceed 10 boxes and 200 lbs **must be palletized**.
- **No container shipments shall be accepted.**

## **Packaging Instructions**

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- Vendor shall provide shipping containers (boxes, cartons, etc.) constructed to provide for handling and shall afford the item protection.
- Vendor shall utilize shipping containers uniform in size whenever possible.
- Vendor shall utilize containers of minimum tare weight and size consistent with the protection required.
- Vendor shall utilize containers that meet the minimum packaging requirements of the common carriers (if so shipped) for acceptance for safe transportation.

## **Shipment Preparation**

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### **Carton Preparation**

- No individual carton to exceed a maximum weight of 40 lbs.
- The following information shall be clearly placed, stamped, or printed on each box, carton or case. The Letters and numbers shall be a minimum of ½ inch in height and in bold print.
  - Mark the outside of each shipping carton with the WIC purchase order number
  - Item number

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- Product description from purchase order
- Language of WIC logo imprint (i.e., English or Spanish)
- Mark the total number of cartons being shipped on the outside of each carton (example: 1 of 6, 2 of 6, etc.).
- Packing lists must be attached to the outside of the cartons.

### **Palletized Loads**

- Each pallet shall contain cartons which contain one item number.
- All orders that exceed 10 boxes and 200 lbs must be palletized and conform to the following specifications:
  - All pallets used shall be, at the minimum, a grade A GMA four-way pallet in good condition and measuring 48" (long) and 40" (wide).
  - Each pallet shall have three single stringers (runners). One stringer shall be on each side and one in the center running the length of the pallet.
  - The pallet shall not have any missing, broken, or split boards. Each pallet shall have five boards in good condition securely fastened on bottom and seven boards in good condition securely fastened on the top.
  - Each pallet shall present a clean appearance with no dirt, grease, or other foreign material on it.
  - The product stacked on pallets shall be stacked in a manner that maximizes the trailer cube, but does not damage the product.
  - Pallets shall not exceed a maximum weight of 2,000lbs (908 kilograms).
  - All carton labels must be facing outward and cartons securely shrink-wrapped to pallet.
  - Each pallet must be identified as follows: PO number, pallet number 1 of 6, 2 of 6, etc.
  - The vendor / shipper shall ensure that the last pallet loaded shall have a freight bill and / or packing list and it is facing the door of the trailer. Copy of the packing List should be attached to the paperwork.

### **Delivery Document Preparation**

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#### **Packing List**

Each WIC purchase order number must have a separate packing list. Vendor shall ensure that all materials shipped shall be accompanied by a standard commercial packing list. Vendor shall include the following information on the packing list:

- Ship-to address, exactly on the purchase order
- Ship From address
- Purchase order number
- Item number / purchase order item name / description
- Quantity of each purchase order item
- Mark the total number of cartons, pallets and total weight being shipped on packing list(s)
- Packing lists must be attached to the outside of the cartons.

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### Delivery Appointment Scheduling / Advance Shipping Notice

Advanced notice of delivery shall be made by phone 240-420-5263 or fax 240-420-5262 to Mike Pickerall. Delivery information shall include:

- Delivery date
- Number of cartons / pallets
- Purchase order number and item description

Complete orders shall be shipped to the Maryland WIC Distribution Center, 947 N Burhans Blvd, Hagerstown, MD 21742

Failure of the vendor / shipper to comply shall result in the product being returned at the vendor's expense.

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### **SUBMISSION DEADLINE**

Proposals will only be accepted via hand delivery, mail or courier (i.e., Fed Ex, UPS, etc.). **Original hand-delivered or mailed proposals must be received by the Procurement Officer no later than 10:00 AM on September 16, 2013 in order to be considered.** Please put Procurement I.D. PHPD-C118 on the outside of the mailing envelope.

Offers who hand-deliver proposals are requested to please ask the building's security desk for a visiting pass and go to the third (3<sup>rd</sup>) floor, room 306 and ask for Michael Trombetta. \*NOTE: When dropping off the bid, please obtain a receipt indicating bid was received.

Offers that have a courier deliver proposals are requested to please ask the building's security desk to telephone the PROCUREMENT OFFICER (Michael Trombetta, 410-767-5039). \*NOTE: When dropping off the bid, please obtain a receipt indicating bid was received.

Offers who mail proposals should allow sufficient mail transit time to ensure timely receipt by the PROCUREMENT OFFICER. Proposals and/or unsolicited amendments to proposals arriving after the closing hour and date noted above will not be considered. For any response that is not hand-delivered, the offers must confirm, at least 60 minutes before the deadline, that the proposals were received in PHPA Procurement. **PHPA is not responsible for proposals dropped off in the mailroom.** Questions regarding this solicitation should be directed to the PROCUREMENT OFFICER.

**NO FAX OR EMAIL PROPOSALS WILL BE ACCEPTED.**

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Questions regarding this solicitation should be directed (By e-mail only, no phone call will be accepted) to the **PROCUREMENT OFFICER.**

**PROCUREMENT OFFICER:**

Michael Trombetta  
Procurement Officer  
Prevention and Health Promotion Administration  
201 West Preston Street  
Baltimore, MD 21201  
Phone: 410-767-5039  
410-333-7106  
Email: [Michael.trombetta@maryland.gov](mailto:Michael.trombetta@maryland.gov)

**ISSUING OFFICE:**

Office of the Maryland WIC Program  
Attn: Robert Bruce  
201 West Preston Street

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**Bid Form**

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**PROCUREMENT I.D. NUMBER: phpa-Cii8 RE-SOLICITS**  
**ISSUE DATE August 29, 2013**  
**TITLE: Nursing Cover**

**Offeror Information:**

Vendor Name: \_\_\_\_\_

Federal Tax ID (FEIN) #: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_

E-Mail: \_\_\_\_\_

- \$\_\_\_\_\_ each x 5,000 = \$\_\_\_\_\_
- \$\_\_\_\_\_ Shipping Cost
- Total cost \_\_\_\_\_ (not to exceed \$20,000)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Vendor signature and date certifies that price submissions are correct and that vendor agrees to perform all services stated in **the Bid Board Solicitation**