1. **DESCRIPTION OF GOODS AND SERVICES:**
2. Contractor shall provide two-window envelopes for the Client Agency in accordance with the following specifications:

**CONSTRUCTION:**  Open side two-window envelope with gummed flap

**SIZE:** 4 1/2” x 10 1/4” (Special)

**STOCK**: Wove, Sub. 24 (50% recycled or recovered paper)

**COLOR:** White

**PRESSWORK:** Black ink, one side

**TOP WINDOW:** 7/8” x 3-5/8”; square end. Locate 1” from left edge, ¾” from top edge, 2-7/8” from bottom edge.

**BOTTOM WINDOW:** 1-5/8” x 4-3/4”; square end. Locate 1” from left edge, 2-1/4” from top edge, 5/8” from bottom edge.

**WINDOW COVERING MATERIAL:**

Poly-clear; one sheet to cover both windows. Glue as close to edge as possible to meet high speed inserting machine specifications.

**SEAMS:** Diagonal seams

**FLAP:** 1-7/8” Rounded flap as per sample, additional score, die cut. Spot Glue (split seal) Flap and glue must be same as sample.

**THROAT:** Approximately 7/8”

**PACKAGING:** 500 per box, no more than 2,500 per case. Cases to be palletized and shrink-wrapped.

1. Contractor shall deliver envelopes to the following location. Vendor has a loading dock. Pallets must be standard size and cannot be double stacked. Contacts for loading dock are:

Narvin Hemrag 860-607-2607 or Mark Lafurgey 860-607-2588

Loading dock personnel must be notified two (2) – three (3) days prior to shipment.

 **Novitex Enterprises Solutions**

 **Attn: Nitza Ruiz-Segui (860-607-2584**

 **758 Rainbow Road**

 **Windsor, CT 06095**

1. Delivery Schedule

Samples – Contractor shall provide Client Agency five hundred (500) completely printed envelopes prior to the delivery of the first shipment for testing purposes. Client Agency reserves the right to reject shipment if envelop does not meet testing specifications.

Deliveries are to be made per the schedule below: Five hundred fifty thousand (550,000) envelopes per month. Contractor shall strictly adhere to the following delivery dates as qualified below unless otherwise directed by the Client Agency in writing.

|  |  |
| --- | --- |
| June 15, 2019 | July 15, 2020 |
| July 15, 2019 | August 15, 2020 |
| August 15, 2019 | September 16, 2020 |
| September 16, 2019 | October 15, 2020 |
| October 15, 2019 | November 15, 2020 |
| November 15, 2019 | December 15, 2020 |
| December 14, 2019 | January 15, 2021 |
| January 15, 2020 | February 15, 2021 |
| February 15, 2020 | March 15, 2021 |
| March 15, 2020 | April 15, 2021 |
| April 15, 2020 | May 15, 2021 |
| May 15, 2020 | June 15, 2021 |
| June 15, 2020 |  |

On occasion, additional small quantities of envelopes may be needed by Client Agency. Upon Client Agency written request Contractor shall deliver to:

 Department of Social Services

 Attn: Loading Dock – Flower Street

Hartford, CT 06106

Client Agency contact is Paul Mitchell 860-424-5311 or Dennis Beebe 860-424-5782

1. **ADDITIONAL TERMS AND CONDITIONS:**
	1. **Contract Separately/Additional Savings Opportunities**

DAS reserves the right to either seek additional discounts from the Contractor or to contract separately for a single purchase, if in the judgment of DAS, the quantity required is sufficiently large, to enable the State to realize a cost savings, over and above the prices set forth in Exhibit B, whether or not such a savings actually occurs.

* 1. **P-Card (Purchasing MasterCard Credit Card)**

Notwithstanding the provisions of Section 4(b)(2) of the Contract, purchases may be made using the State of Connecticut Purchasing Card (MasterCard) in accordance with Memorandum No. 2011-11 issued by the Office of the State Comptroller.

Contractor shall be equipped to receive orders issued by the Client Agency using the MasterCard. The Contractor shall be responsible for the credit card user-handling fee associated with MasterCard purchases. The Contractor shall charge to the MasterCard only upon acceptance of Goods delivered to the Client Agency or the rendering of Services.

The Contractor shall capture and provide to its merchant bank, Level 3 reporting at the line item level for all orders placed by MasterCard.

Questions regarding the state of Connecticut MasterCard Program may be directed to Ms. Kerry DiMatteo, Procurement Card Program Administrator at 860-713-5072.

* 1. **Security and/or Property Entrance Policies and Procedures**

Contractor shall adhere to established security or property entrance policies and procedures or both for each requesting Client Agency.  It is the responsibility of each Contractor to understand and adhere to those policies and procedures prior to any attempt to enter any Client Agency premises for the purpose of carrying out the scope of work described in this Contract.