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| **BUREAU OF FISCAL SERVICES** **Procurement Unit** |  |  |

**March 19, 2019**

**Invitation for Bids (IFB) 18-200, Check Stock**

**Response to Bidder Questions and Amendment #1**

To All Potential Bidders:

Attached are the Department’s responses to Questions received for the above referenced IFB.

The Department is issuing Amendment #1 to amend language in the following sections:

* “Stock” for Item #4: Treasury Sole Custody Check Stock in Appendix D – Detailed Specifications.

(Revising Stock to read: “24# custom paper with a unique water mark not available on the open market”)

* “Pressure Seal” for item #4: Treasury Sole Custody Check Stock in Appendix D – Detailed Specifications.

(Revising Pressure Seal to read: “Eccentric Z-Fold pressure seal document or equivalent consisting of a sheet that is final size 8.5” x 3.75”; Co-Adhesive Type: Z-Fold cut 8.5” x 11” Std/Mod S2020.”)

Corrected pages are attached to this document. All deletions are shown in blue strike-through text, and all additions are made in red text.

All other requirements and conditions remain as indicated in the IFB.

| **#** | **Question** | **Answer** |
| --- | --- | --- |
| 1 | Mill Watermark – Is the unique Docucheck Mill Watermark called out for bid item #4 also acceptable to the State for bid items #1, #2, and #3? | Please see Amendment #1. The Department expects the same watermark to be used on all four (4) items.  |
| 2 | Are visible security fibers acceptable in the watermark paper in addition to the invisible fibers? | No, the security fibers should only be visible through the UV light and not on the surface. |
| 3 | Is magenta color to clear acceptable for the heat sensitive ink security feature? |  Yes, this would be acceptable.  |
| 4 | Please clarify bid item #4 overall size and folded size.  8.5” x 11” overall size Z-fold pressure seal cannot be folded to 8.5” x 5.25” as shown in the form specifications for that item. That fold size is for a 14” depth form. The perforation locations specified for bid item #4 suggest an 8.5 x 11 even Z-fold pressure seal form. | Please see Amendment #1. The correct overall size is 8.5” x 11”. The correct folded size is 8.5” x 3.75”. |

**ITEM #4: TREASURY SOLE CUSTODY CHECK STOCK**

**FORM SPECIFICATIONS:**

**Style:**

Pressure Seal One Part Laser Cut-Sheet (single non-continuous sheet) form, printed 1-up.

**Stock:**

 ~~24# White Docucheck Mill Water Mark with Toner Adhesive.~~ 24# custom paper with a unique water mark not available on the open market.

**Size:**

Overall size is 8 ½” (width) x 11” (height).

**Presswork:**

Offset Litho.

**Ink:**

One ink will be used on both the front and backs of form, SSJ Royal Blue (Secure Scan VOID approved ink color).

Inks must be heat resistant and not be affected when run through high speed laser printers. Inks used must be capable of withstanding the fusing temperatures and mechanical action of the HP Laserjet Enterprise M806 Troy Printer without:

• Emitting volatile components to the environment at a level that creates an industrial hygiene safety exposure; and

 • Transferring ink to machine components.

Any lithographic inks used in production of Treasury Sole Custody Check Stock must contain the following minimum percentages of vegetable oil: News Inks – 40%; Sheet Fed Inks – 20%; Forms Inks – 20%; Heat Set Inks – 10%.

**Control Numbering:**

Contractor will be required to print consecutive control numbers on the back of the check, to the right of the endorsement area verbiage/graphics. Exact placement of the numbering will be determined in conjunction with the Contractor. DTF will supply the Contractor with the control number beginning and ending sequence.

**Perforations:**

Six (6) horizontal “micro-perforations” will be mechanically manufactured the entire width of the form. Two (2) vertical “micro-perforations” will be mechanically manufactured the entire length of the form.

Horizontal: at ½”; 3 4/6”, 4 1/24”; 6 5/6”; 7 2/6”; and 7 5/6” from top edge.

Vertical: at ½” right and left.

**Trigger Mark:**

Contractor will be required to print a Trigger Mark on the left edge on the front and the right edge on the back of the form.

**Pressure Seal:**

Eccentric Z-Fold pressure seal document or equivalent consisting of a sheet that is final size 8.5” x ~~5.25~~ 3.75”; Co-Adhesive Type: Z-Fold cut 8.5” x 11” Std/Mod S2020.

 **Cohesive Spots:**

There are cohesive spots that must match up, so that when pressure is applied by high speed pressure-seal equipment, they will stick together.

**Face:**

One (1) horizontal row of cohesive strips arranged just above the bottom 3 11/16” positioned perforation that will match up with another horizontal row at the bottom of the form.

**Back:**

• One (1) horizontal row of cohesive strips arranged just below the top 3 11/16” panel at a position just above the 7 5/16” positioned perforation that will match up with another horizontal row at the bottom of the form. There are vertical cohesive strips on both sides of the bottom of the form located within the perforations on left and right edges as well as within the center area of the form.

• The cohesion must be placed in such a manner that when the form is opened it does not damage (tear into) printed areas of the document.

• The cohesion strips must be guaranteed to run through Formax folder/sealer equipment, and any other commercially produced pressure seal product.

• The Contractor must guarantee a one-year shelf life on the cohesion strips.

**SECURITY FEATURES:**

• **See Appendix E, Check Stock Security Features.**