

From: **Whittaker, Frank M** <frank.m.whittaker@wv.gov>
Date: Fri, Mar 4, 2022 at 3:41 PM
Subject: Fwd: Emergency Contract Request
To: Andrew C Lore <andrew.c.lore@wv.gov>
Cc: Totten, Mark L <mark.l.totten@wv.gov>, Jessica L Hovanec <jessica.l.hovanec@wv.gov>, Lyle, Tara L <tara.l.lyle@wv.gov>

Andrew,

The emergency request for the purchase of various envelopes is approved through May 10 and not to exceed a cost of \$446,400.00. Please follow all guidelines outlined in the Purchasing Division Handbook, and return all supporting documentation to this office for processing within 30 days of this approval.

--

Frank Whittaker, CPPB, NIGP-CPP
Assistant Director
West Virginia Purchasing Division
2019 Washington Street, East
Charleston, WV 25305
(304) 558-2316
frank.m.whittaker@wv.gov

----- Forwarded message -----

From: **Hovanec, Jessica L** <jessica.l.hovanec@wv.gov>
Date: Fri, Mar 4, 2022 at 1:33 PM
Subject: Fwd: Emergency Contract Request
To: Frank M Whittaker <frank.m.whittaker@wv.gov>, Tara L Lyle <tara.l.lyle@wv.gov>

Jessica Hovanec

Senior Buyer

West Virginia Purchasing Division
2019 Washington Street, East
Charleston, WV 25305
Office: 304-558-2314
Email: Jessica.L.Hovanec@wv.gov
Notary

----- Forwarded message -----

From: **Lore, Andrew C** <andrew.c.lore@wv.gov>
Date: Fri, Mar 4, 2022 at 1:22 PM
Subject: Emergency Contract Request
To: Jessica L Hovanec <jessica.l.hovanec@wv.gov>

Jessica,
Please see attached. Thanks!

Andrew Lore
WVOT Procurement Manager/ISMII
West Virginia Office of Technology
1900 Kanawha Blvd., E.
Building 5, 10th Floor
Charleston, WV 25305
T: 304-352-4944



STATE OF WEST VIRGINIA
DEPARTMENT OF ADMINISTRATION
OFFICE OF TECHNOLOGY

State Capitol
Charleston, West Virginia 25305

Mark D. Scott
Cabinet Secretary

Joshua D. Spence
Chief Information Officer

TO: Jessica Hovanec, Senior Buyer
WV Purchasing Division

FROM: Meghan Shears, Chief Financial Officer *MSS*
West Virginia Office of Technology (WVOT)

DATE: March 4, 2022

SUBJECT: Approval of an Emergency Contract for Envelopes

The West Virginia Office of Technology (WVOT) is requesting an Emergency Contract be made to Champion Industries (VCUST #000000207725) for the purchase of envelopes for the various agency mailings the WVOT oversees. As with many things during the COVID-19 pandemic, envelopes have become increasingly impossible to source. Rising paper costs, disruptions to the supply chain, and increased freight charges have all combined to put the State in a difficult position.

The WVOT had an envelope contract (CMA ISC19*04), but the Vendor chose not to renew because of the price increases in the market and because of its inability to show those increases to the State's satisfaction to substantiate a contract increase. As such, the WVOT began the rebid process, but was unsuccessful – CRFQ ISC22*12. In the sole bidder's response, several exceptions were taken to the State 'firm-fixed price' requirement. Specifically, the Vendor proposed a \$1,500 one-time fee to be paid prior to the first order, which was not accounted for in its bid cost, and the Vendor proposed negotiating the renewal years' pricing at the time of renewal. Because of these exceptions, the WVOT was unable to award the solicitation.

In an effort to increase competition for this Emergency Contract, the WVOT did reach-out to four (4) Vendors who are capable of supplying or who have supplied envelopes in the past (attached are the correspondence for your reference). Of the Vendors, only Champion Industries returned a viable bid. And, while the price of the Emergency Contract is relatively high in comparison to past spend, the market's volatility is the direct cause.

The WVOT is planning to rebid the failed solicitation; however, because of mandated mailings and tight deadlines, the WVOT cannot wait for the full solicitation process. For the months of March and April, the WVOT needs approximately 2,265,000 envelopes – this includes already-spoken-for envelopes, as well as a small 80,000 envelope buffer. In its request to the Vendor community, the WVOT sought 1,950,000 envelopes. All of this to say, the WVOT has not exaggerated its current need for this Emergency Contract; we are simply caring for the interim period between contracts.

Because of the work the WVOT's Print Shop and Central Mail Office does, these envelopes will be used for other agencies' mailings – with many being used for mandated mailings that come with penalties to the State if certain timeframes are not met. The WVOT has received calls from other agencies, as well as the Governor's Office, expressing concerns about missing these deadlines. While the WVOT has been able to avoid missing deadlines so far, the need is too great at this point to attempt the solicitation process and meet all of the time constraints.

The total cost for this one-time purchase is \$446,400, to be paid in installments as the shipments are received.

Should you have any questions, or need further explanation, do not hesitate to contact me.

Lore, Andrew C

From: Good, Charlene O <charlene.o.good@wv.gov>
Sent: Monday, February 28, 2022 8:00 AM
To: Paul Dobecki
Subject: Request for Emergency Bid Envelopes
Attachments: Sample of current envelopes (1).pdf; Emergency Envelope Bid Specs (3) (1).pdf

Good Morning,

The WVOT is seeking bids for the following envelopes.

We will accept partial orders/shipments (specified on Specs Sheet).

All fees must be included in the total bid price.

The envelopes must meet the following requirements minimum requirements (see attachments):

The envelopes will need to be delivered to:

1900 Kanawha Blvd E.

Bldg 6 Rm B148

Charleston, WV 25305

Please provide a total cost for the above by close of business on March 2, 2022.

--

Charlene Good

State of West Virginia

Office of Technology

Print/Mail/Warehouse Manager

1900 Kanawha Blvd E.

Bldg 6 Room B-110

Charleston WV 25305

*304-352-5288 – office ***new phone number****

304-380-8517 – cell

Charlene.o.good@wv.gov

Lore, Andrew C

From: Good, Charlene O <charlene.o.good@wv.gov>
Sent: Monday, February 28, 2022 8:00 AM
To: Innovative Business Solutions
Subject: Request for Emergency Bid Envelopes
Attachments: Sample of current envelopes (1).pdf; Emergency Envelope Bid Specs (3).pdf

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Charleston WV 25305

*304-352-5288 – office ***new phone number****

304-380-8517 – cell

Charlene.o.good@wv.gov

Lore, Andrew C

From: Mccullough, John <John.Mccullough@cenveo.com>
Sent: Wednesday, March 2, 2022 10:59 AM
To: Good, Charlene O
Subject: RE: Request for Emergency Bid Envelopes

Charlene ,

We appreciate the opportunity to bid on these envelopes .
Unfortunately our back logs exceed the time table indicated on the bid .
Hopefully at some point in the future we will be able to bid on the envelopes requested.

John

-----Original Message-----

From: Good, Charlene O <charlene.o.good@wv.gov>
Sent: Monday, February 28, 2022 8:00 AM
To: Mccullough, John <John.Mccullough@cenveo.com>
Subject: Request for Emergency Bid Envelopes

--> CAUTION: This email originated from outside of Cenveo. STOP and
--> CONSIDER before responding, clicking on links, or opening
--> attachments <--

Good Morning,

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304-352-5288 – office ***new phone number***

304-380-8517 – cell

Charlene.o.good@wv.gov <<mailto:Charlene.o.good@wv.gov>>

Lore, Andrew C

From: Chris Massey <cmassey@champion-industries.com>
Sent: Tuesday, March 1, 2022 2:57 PM
To: Good, Charlene O
Subject: RE: Request for Emergency Bid Envelopes

Charlene,

Item #1 6 x 9 Double Window with Tint

1.5 Million = 235.00/m 352,500.00

Item #2 = #10 DBL Window with Tint

300,000 = 215.00/m 64,500.00

Item #3 = #10 Regular

150,000 = 196.00/m 29,400.00

Let me know if you need this in a different format.

From: Good, Charlene O <charlene.o.good@wv.gov>
Sent: Monday, February 28, 2022 8:00 AM
To: Chris Massey <cmassey@champion-industries.com>
Subject: Request for Emergency Bid Envelopes

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Charlene Good

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Charleston WV 25305

*304-352-5288 – office ***new phone number****

304-380-8517 – cell

Charlene.o.good@wv.gov

Lore, Andrew C

From: Good, Charlene O <charlene.o.good@wv.gov>
Sent: Monday, February 28, 2022 8:00 AM
To: John McCollough
Subject: Request for Emergency Bid Envelopes
Attachments: Sample of current envelopes (1).pdf; Emergency Envelope Bid Specs (3) (1).pdf

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Charlene.o.good@wv.gov

Lore, Andrew C

From: Good, Charlene O <charlene.o.good@wv.gov>
Sent: Monday, February 28, 2022 8:00 AM
To: Chris Massey
Subject: Request for Emergency Bid Envelopes
Attachments: Emergency Envelope Bid Specs (3) (1).pdf; Sample of current envelopes (1).pdf

Good Morning,

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The envelopes will need to be delivered to:

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Charleston, WV 25305

Please provide a total cost for the above by close of business on March 2, 2022.

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Charlene Good

State of West Virginia

Office of Technology

Print/Mail/Warehouse Manager

1900 Kanawha Blvd E.

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Charleston WV 25305

*304-352-5288 – office ***new phone number****

304-380-8517 – cell

Charlene.o.good@wv.gov

Item #1 - 6" Special Window Envelope

- Vendor must provide 1,500,000 envelopes.
- 1st partial shipment of 500,000 must be delivered by March 25, 2022.
- 2nd and final shipment of 1,000,000 envelopes must be delivered by April 15, 2022.
- **Size and Style:** Will only accept side seam style envelopes. Envelope width must be 9.5". Envelope height must be exactly 6.0". All envelopes must be uniform in size.
- **Seams:** All seams must be securely bonded without exhibiting any curl or ripple between the seams. Any bonding material used must not interfere with any surfaces not meant to be bonded, this includes other envelopes and within the envelope.
- Envelope must feature inside security tint.
- Envelope Flap must attain green tack status within one (1) second of leaving the sealer unit.
- Window must be rectangular with rounded corners. Window must be made of a clear patch of plasticene material that allows not more than 80% reflectance and no more than 30% haze.
- **Window placement:** Top of window must be located 1.0" from the left edge and 1.0" from the top edge of envelope, with dimensions 3.5" wide by 2.75" high.
- Paper must be 24- pound, minimum 84 bright white.
- **Packing:** Envelope cartons/boxes must contain at a minimum 1000 envelopes. Package materials in cartons/boxes that won't buckle or collapse during transit and storage. Cartons must be shrink-wrapped and palletized. Cartons must not be stacked more than 5 high on each pallet and pallets must not be double stacked during shipment or storage.

Innovative Business Solutions - NO BID on Item #1

Item #2 - 10" Special Double Window Envelopes

- Vendor must provide 300,000 envelopes.
- 1st partial shipment of 150,000 must be delivered by March 25, 2022.
- 2nd and final shipment of 150,000 envelopes must be delivered by April 15, 2022.
- **Size and Style:** Envelope (Executive Style) size must be 9.5" x 4.125" with diagonal seams. For diagonal seams that meet in the middle, a maximum of 1/8" overage is permitted where the flaps meet (see attachment for illustrations). All envelopes must be uniform in size.
- **Seams:** Envelopes with side seams are NOT acceptable. Side flaps must be securely bonded to the bottom flap without exhibiting any curl or ripple between the seams. Any bonding material used must not interfere with any surfaces not meant to be bonded, this includes other envelopes and within the envelope.
- Envelope throat must measure 0.0625" (minimum) to 0.25" (maximum) below the top flap crease line at a point which is 0.75" for the side edge.
- Envelope flap must be V-shaped with adhesive. Flap height must be 1.25" (minimum) to 2.25" (maximum) at its tallest point. Acceptable flap angles are illustrated in the attached diagrams.
- Adhesive must attain green tack status within one (1) second of leaving the sealer unit.
- **Windows:** Both windows must be rectangular with rounded corners. Both windows must be made of clear patch of plasticene material that allows not more than 80% reflectance and no more than 30% haze. Window patch must be flat, ripple free, and bonded within 3/32" of the top edge of the patch material and the top edge of the window cutout. If the top of the patch material falls with 3/8" of the top flap crease line, the patch material must be raised to within 1/16" of the crease line to prevent the throat openers from tearing the patch.
- **Top window:** Top left corner of top window must be 0.4" from the top of the envelope, and 0.9375" (15/16") from left edge of envelope with total dimensions 3/5" wide by 1.0" high.
- **Bottom window:** Top of left corner of bottom window must be 1.75" from the top edge of the envelope, and 0.9375" (15/16") from the left edge of the envelope with total dimensions 3.5" by 1.4" high.
- Paper must be 24-pound paper. Minimum 84 bright white.
- Envelope must feature inside security tint.
- **Packaging:** Envelopes are to be packaged 500 per box and 2500 per carton/case. Cartons/cases must be shrink-wrapped and palletized. Cartons/cases must not be stacked more than 5 high on each pallet and pallets must not be double stacked during shipment or storage.

Innovative Business Solutions - NO BID on Item # 2

Item #3 - 10" No Window Envelope (Plain, Commercial)

- Vendor must provide 150,000 envelopes.
- 1st partial shipment of 75,000 must be delivered by March 25, 2022.
- 2nd and final shipment of 75,000 envelopes must be delivered by April 15, 2022.
- **Size and Style:** Envelope (Diagonal, Commercial Style) size must be 9.5" x 4.125" with diagonal seams. For diagonal seams, a maximum of 3/8" overage is permitted where the flaps bond with bottom flap (see attachment for illustrations). All envelopes must be uniform in size.
- **Seams:** Envelopes with side seams are NOT acceptable. Side flaps must be securely bonded to the bottom flap without exhibiting any curl or ripple between the seams. Any bonding material used must not interfere with any surfaces not meant to be bonded, this includes other envelopes and within the envelope.
- Envelope throat must measure 0.0625" (minimum) to 0.25" (maximum) below the top flap crease line at a point which is 0.75" for the side edge.
- Envelope flap must be commercial shaped with adhesive. Flap height must be 1.25" (minimum) to 1.75" (maximum) at its tallest point. Acceptable flap angles are illustrated in the attached diagrams.
- Adhesive must attain green tack status within one (1) second of leaving the sealer unit.
- Paper must be 24-pound paper. Minimum 84 bright white.
- Envelope must feature inside security tint.
- **Packaging:** Envelopes are to be packaged 500 per box and 2500 per carton/case. Cartons/cases must be shrink-wrapped and palletized. Cartons/cases must not be stacked more than 5 high on each pallet and pallets must not be double stacked during shipment or storage.

Innovative Business Solutions submits bid \$ 44.90/M on Item # 3

150,000 @ \$44.90/M = \$6,735.00 Total for Item # 3

Includes one color imprint on envelope