

Envelope Printing, Production, and Delivery IFB Amendment 1

The following Questions and Answers (Q & A) will serve as Amendment 1 to OTDA's Envelope Printing, Production, and Delivery IFB (#2025-04). Material in this Amendment supersedes any contradictory material in the IFB.

Please note that the due date for the Submission of Proposals remains unchanged.

All Proposals are due by February 13, 2026, no later than 3:00 p.m. ET.

Envelope Printing, Production, and Delivery IFB Questions and Answers

#	Solicitation Section	Question	OTDA Response
1	III.G.	Can printing services be subcontracted under this contract?	No, the printing services cannot be subcontracted under this contract. Section III.G. is hereby amended to add the following sentence after the first paragraph: "Subcontracting for the printing requirements of this IFB is not permissible."
2	II/B	I see the Scope of Services mentions "One Contract will be awarded to a single vendor". If we are only able to bid on a portion of the Scope of Work, does it make more sense to not submit a bid at all? Will it truly all just be awarded to one vendor?	The Contract will be awarded to a single prime vendor. Vendors submitting a Bid must be able to provide all services described in the IFB and its appendices.
3	Appendix W/A	For the specs of diagonal seams and Pressure Sensitive/Peel N Seal flaps, are those requirements, or could they be quoted without those specs (using double side seams and standard flaps) ?	Any specifications provided in Appendix W are requirements and cannot be changed. The types of seams listed under each item are required and cannot be changed. If the item specifies diagonal seams, only diagonal seams will be acceptable. The "Pressure Sensitive or "Peel N Seal" flap listed under Item 10 is a requirement.
4	Pricing Schedule; Item 2 No Security Tint, Printed, Commercial Style, Recycled, Color Wove Envelopes - No Windows	The Item references 'color wove'; what color?	For Item 2, OTDA currently has envelopes that require the following colors: canary, pink, and green. However, OTDA may require additional colors not listed during the term of the contract.
5	Pricing Schedule; Item 3 No Security Tint, Printed, Commercial Style, Recycled, Color Wove Envelopes - Single Window	The Item references 'color wove'; what color?	For Item 3, OTDA currently has one envelope that requires canary color. However, OTDA may require additional colors not listed during the term of the contract.
6	Pricing Schedule: Item 4 No Security Tint, Printed, Commercial Style, Recycled, Color Wove Envelopes - Double Window	The Item references 'color wove'; what color?	For Item 4, OTDA currently has one envelope that requires canary color. However, OTDA may require additional colors not listed during the term of the contract.
7	Appendix W II	Is 30% Post Consumer waste sufficient for the recycled requirement?	Yes, 30% post-consumer recycled content is sufficient; however, "Contractors are encouraged to use 100% post-consumer recycled content to the maximum extent practicable without jeopardizing the performance or intended end use of the product or packaging." See question 9 below for the minimum requirements outlined by the GreenNY procurement specifications for envelopes.
8	Appendix W VII	How many deliveries are made per location in 1 year?	Almost all deliveries go to the NYS Office of General Services Green Island Distribution Center, located at 25 Tibbits Avenue, Green Island, NY. Deliveries to other locations in section VII of Appendix W are rare, and may not happen at all during the term of the contract.
9	III.G.	Can I partner with a Printer to put forth this bid - I would be the primary that you contract with and then I would 'sub' this out to someone who has delivered successfully on these scopes in the past.	No, printing cannot be subcontracted under this contract. Please see the response to question 1.

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10	Appendix W Section II	Do the GreenNY procurement specifications for envelopes apply to this procurement?	<p>Yes, with the exception of Item 10 (expansion envelopes), the GreenNY specifications for envelopes do apply to the envelopes in this IFB. OTDA still encourages Contractors to "use 100% post-consumer recycled content to the maximum- extent practicable without jeopardizing the performance or intended end use of the product or packaging." However, per the GreenNY specifications, products must have the following sustainability attributes: No plastic/Tyvek; for white and color envelopes - 30% post-consumer recycled content (PCRC) or higher; for unbleached/natural kraft and manilla envelopes - 20% PCRC or higher. This would be the minimum allowable.</p> <p>The full description of the GreenNY specifications for envelopes can be found online, here: https://ogs.ny.gov/greenny/envelopes</p>