



**Mailer and Alternative Packaging
Request For Proposals
CLC202407**

Addendum #2

The Connecticut Lottery Corporation is amending Request for Proposals for Mailer and Alternative Packaging, CLC202407 (“RFP”), to reflect the following changes:

1. Part I, INTRODUCTION, of the RFP is revised to invite competitive proposals from vendors for the supply of Jiffy #7 Natural Kraft Utility Self-Seal Mailer Envelopes or substantially equivalent mailer envelopes. Part I is replaced in its entirety with revised Part I below.

I. INTRODUCTION

The Connecticut Lottery Corporation (“CLC”), a quasi-public agency, is soliciting competitive proposals from vendors for the supply of Jiffy #7 Natural Kraft Utility Self-Seal Mailer Envelopes or substantially equivalent mailer envelopes (“Mailers”) meeting the specifications in Part V of the RFP to be used in CLC’s instant ticket delivery operations. Any brand name or manufacturer reference used herein is intended to be descriptive and not restrictive. The final determination as to substantially equivalent Mailers resides solely with the CLC. Proposers may submit proposals to supply either Jiffy #7 or substantially equivalent Mailers, or both.

While Mailers are the primary products sought under this RFP, vendors should also address in their proposals their capabilities to provide alternative packaging solutions - envelopes, polybags, boxes, etc. of different brands, sizes, and material compositions - for the CLC to periodically evaluate and test to support its continuous delivery process improvement efforts during the contract.

Mailers are critical to the CLC’s operations and are used to securely package and protect the CLC’s instant lottery tickets, ensuring that they are delivered to lottery retailers across Connecticut intact and undamaged. The CLC is seeking more than just a vendor that can supply the CLC packaging. Rather, the CLC seeks a trusted packaging partner that will provide consistently reliable and timely delivery, and maintain the highest business and production standards in ensuring its packaging conforms to the CLC’s product specifications and security, durability, sustainability, and other requirements. The CLC also seeks a collaborative partner that offers superior, dedicated customer support, is adaptable and responsive to the changing nature of the CLC’s packaging and distribution operations and needs, and has the same commitment to continuous process improvement as the CLC.

Proposals should, at a minimum, demonstrate the vendor’s (i) ability to meet the Mailer specifications and quantity requirements (which may vary throughout the contract based on CLC’s needs) outlined in Part V of this RFP; (ii) versatility to support and fulfill the CLC’s alternative packaging supply needs outlined in Part VI of this RFP; and (iii) commitment to quality control and customer service.

The anticipated initial term of any non-exclusive resultant supply contract from this RFP will be one (1) year. The CLC will have the option to renew the contract for up to two (2) additional years in one or more extensions and in any combination of months or years under the same terms and conditions, except for pricing. Vendors must provide pricing for the one (1) year initial term and the two (2) additional option years.

This RFP is not a contract or an offer to contract and does not obligate the CLC to make an award to any vendor, negotiate with any vendor, or pay any costs or damages incurred by vendors participating in this RFP.

2. Part II, OPTIONAL PRE-SUBMISSION SITE VISIT, of the RFP is revised to extend the deadline for pre-submission site visits. Part II is replaced in its entirety with revised Part II below.

II. OPTIONAL PRE-SUBMISSION SITE VISIT

Proposers have the option to attend a site visit at the CLC’s Wallingford headquarters to observe CLC’s instant ticket packing processes. A site visit is not required for submitting a proposal. Site visits are anticipated to occur by January 9, 2025. Due to security reasons, Proposers must pre-register by emailing Stephen Day at stephen.day@ctlottery.org no later than 12:00 PM ET, January 6, 2024 and provide the names and contact information of their attending representatives. Each Proposer may register up to two (2) representatives.

3. Part III, SCHEDULE, of the RFP is revised to identify the CLC’s new procurement schedule due to the issuance of this Addendum #2. Part III is replaced in its entirety with revised Part III below.

III. SCHEDULE

Optional Pre-Submission Site Visit Registration Deadline*	12:00 PM, January 6, 2025
Optional Pre-Submission Site Visits	Anticipated by January 9, 2025
2 nd Round Questions Deadline*	12:00 PM, January 10, 2025
Proposal Deadline*	12:00 PM, February 7, 2025
Mailer Evaluation & Testing	Anticipated by February 14, 2025
Proposer Presentations (if needed)	Anticipated by February 21, 2025
Preliminary Notice of Award	Anticipated by February 28, 2025

Dates bearing an asterisk (*) are firm dates and times. All other dates are subject to change in CLC’s sole discretion.

Changes to this RFP, including any date modifications, will be posted under the “Public Bids (RFP, RFQ, RFI)” tab on the CLC’s [Supplier Opportunities](#) website. This website is the official source of information for this RFP.

4. Part V.A, Jiffy #7 Natural Kraft Utility Self-Seal Mailer Envelope Product Specifications, of the RFP is revised to identify the new specifications for the Mailers that the CLC seeks to procure. Part V.A is replaced in its entirety with revised Part V.A below.

A. Mailer Specifications

- Sealed dimensions: 14 ¼ inches wide by 19 inches long.
- Unsealed dimensions: 14 ¼ inches wide by 20 inches long.
- Durable, secure, and capable of withstanding the rigors of shipping, including handling by multiple parties.

- Peel and Seal sealing method (See “Special Requirements Concerning Mailer Adhesive Properties” at the end of this section).
- The protective covering over the adhesive substrate (i.e., the glue strip) on the flap is a non-static plastic/paper strip, extending ½ inch beyond each side of the envelope.
- Top edge creased for ease of folding and sealing.
- Pull-Tab opening method.
- May contain some recycled paper fibers and post-consumer products.
- 100% recyclable preferred (must be able to be recycled at curbside). If Mailer is not 100% recyclable, then vendors should please provide additional information about its composition.
- Minimum useable shelf life of six (6) months.
- Satin Gold color, preferred.
- Seamless sides and double-glued bottom.
- Sealing flap must exceed the throat by approximately one (1) inch (or preferably more to ensure consistent and reliable adhesion contact and performance).
- The flap shall be capable of being quickly and securely sealed using only finger tips after removing peel. A fully glued flap is preferred (i.e., glue runs from one side of the seal flap to the other).
- The flap glue strip and seal must be of such uniform bond strength and durability to suit the needs of the CLC and ensure the proper and consistent closure of each Mailer without lifting or curling once packed.

Special Requirements Concerning Flap Adhesive Properties: Mailers delivered by the CLC to retailers can weigh between one (1) and ten (10) pounds each, depending on the number of instant ticket packs contained within them (See Appendix A for images of CLC’s various sized instant tickets and packed Mailers). Mailers are packed at the CLC, collected by a contracted courier, transported to a central receiving and distribution center for sorting, and then loaded into vehicles for final mile delivery.

It is imperative that the adhesive properties of Mailers (and alternative packaging solutions) are of sufficient bond strength to ensure proper closure without failure and to avoid loss or damage to instant ticket contents due to various stresses that could occur during delivery. The adhesive must set quickly and form a tight tamper-resistant seal that will reliably remain secure at all times throughout the entire delivery process from initial packing by the CLC to opening by its retailers.

In light of the varying weights and dimensions of the CLC’s instant tickets and the security features the CLC desires, vendors should address their capabilities in providing specially formulated adhesives in addition to, or as an alternative to, the standard adhesive that is applied to Mailer flaps at the time of manufacturing. Vendors should also address what, if any, additional delivery lead time would be required to furnish Mailers with special adhesives and their cost.

5. Part IX.B.1, Vendor Profile, of the RFP is revised to require vendors to identify the Mailers they propose to supply CLC. Part IX.B.1 is replaced in its entirety with revised Part IX.B.1 below.

1. Vendor Profile & Mailer Offerings

- a. A description of vendor's business, including its full business name and address of its principal place of business, history, principal owners, and if applicable, a copy of its small business and/or diverse business certification.
 - b. The name, title, address, telephone number, and email address of the vendor's primary point of contact for this RFP.
 - c. A list of all Mailers that vendor proposes to offer CLC. Vendors must list their proposed Mailers in the Product Schedule, Appendix D, attached to this Addendum #2. For each Mailer, include its manufacturer, manufacturer product number, product description, color, vendor SKU number, dimensions, and maximum load weight (i.e., the maximum weight of items that the Mailer will accommodate).
6. Part IX.B.8, Sample, of the RFP is revised to require vendors to provide samples of all Mailers. Part IX.B.8 is replaced in its entirety with revised Part IX.B.8 below.

8. Samples

Vendors must provide, at no cost or expense to the CLC, at least twelve (12) samples of each Mailer that they propose to supply CLC. Samples must be delivered to the CLC's headquarters at 15 Sterling Drive, Wallingford, CT 06492, addressed to Procurement Officer Stephen Day. Tracking information for all packages containing samples must be submitted by the Proposal Deadline specified in Part III.

7. Appendix B-1, Price Proposal, is replaced in its entirety with Revised Appendix B-1 attached to this Addendum #2.
8. Appendix B-2, Optional Price Proposal, is replaced in its entirety with Revised Appendix B-2 attached to this Addendum #2.

All other terms and conditions of RFP CLC202407 remain unchanged.

Proposers should direct all questions concerning this Addendum #2 to stephen.day@ctlottery.org.

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Appendix D

Product Schedule

Vendor Proposed Product							
#	Manufacturer Product #	Manufacturer	Product Description	Color	Dimensions	Maximum Load Weight	Vendor SKU #
1							
2							
3							
4							
5							

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Revised Appendix B-1 (Page 1 of 2)

Price Proposal

Vendors must provide pricing for each Mailer that they propose to offer CLC.

In submitting this Price Proposal, the vendor acknowledges and agrees that: (a) the pricing supplied is fixed and all-inclusive, including, but not limited to, the costs of delivery, labor and services, and any other expenses (as applicable); and (b) the CLC will make no, and have no liability to make, additional payment of any kind for the items quoted.

Pricing pages submitted to the CLC must be signed by an authorized representative of the vendor. Signatures must include the authorized representative's printed name, title, and date.

Vendor Proposed Pricing													
Pricing should be based on quarterly quantities of 60,000 (annual quantity of 240,000)*													
#	Product Description	Initial Year				First Option Year				Second Option Year			
		Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
<i>Example</i>	<i>14 x 18 Kraft Self-Self Mailer. Extra Glue. Brown</i>	\$499.99	\$499.99	\$499.99	\$499.99	\$499.99	\$499.99	\$499.99	\$499.99	\$499.99	\$499.99	\$499.99	\$499.99
1		\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
2		\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
3		\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
4		\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
5		\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$

* Quantity information provided is intended solely to assist vendors in responding to the CLC's RFP for Mailers and does not necessarily reflect the actual quantities of Mailers that the CLC may purchase. Additionally, Mailers may be ordered more or less frequently than quarterly, or not at all, depending on the CLC's needs.

Revised Appendix B-1 (Page 2 of 2)

Price Proposal

Specially Formulated Adhesives

Vendors should provide their pricing for the specially formulated adhesives that they describe in Part IX.B.4.

Print Name

Title

Signature*

Date

***NOTE:** In order to be considered valid, Revised Appendix B-1 Price Proposal must be signed by a principal officer or owner of the vendor.

Revised Appendix B-2 (Page 2 of 2)

Alternate Pricing Options

Volume Discount Pricing

The CLC will consider alternate Mailer pricing models if vendors offer price discounts based on the quarterly volume ordered. Vendors should provide a clear and detailed explanation of their alternate pricing models by table or other method.

Print Name

Title

Signature*

Date

***NOTE:** In order to be considered valid, Revised Appendix B-2 Alternate Pricing Options must be signed by a principal officer or owner of the vendor.