



**Connecticut Lottery Corporation  
15 Sterling Drive  
Wallingford, CT 06492**

**Mailer and Alternative Packaging  
Request For Proposals (RFP)  
CLC202407**

**This document is subject to change.  
Visit [ctlottery.org](http://ctlottery.org) for the most current information.**

## **I. INTRODUCTION**

The Connecticut Lottery Corporation (“CLC”), a quasi-public agency, is soliciting competitive proposals from authorized Sealed Air Corporation vendors for the supply of Jiffy #7 Natural Kraft Utility Self-Seal Mailer Envelopes (“Mailers”) to be used in CLC’s instant ticket delivery operations. 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 I 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.

## **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 December 3-4, 2024. Due to security reasons, Proposers must pre-register by emailing Stephen Day at [stephen.day@ctlottery.org](mailto:stephen.day@ctlottery.org) no later than 12:00 PM ET, November 22, 2024 and provide the names and contact information of their attending representatives. Each Proposer may register up to two (2) representatives.

### III. SCHEDULE

Optional Pre-Submission Site Visit Registration Deadline*	12:00 PM ET, November 22, 2024
Optional Pre-Submission Site Visits	Anticipated December 3-4, 2024
Questions Deadline*	12:00 PM ET, December 6, 2024
Proposal Deadline*	12:00 PM ET, January 10, 2025
Mailer Evaluation & Testing	Anticipated by January 31, 2025
Proposer Presentations	Anticipated by February 14, 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.

### IV. PROPOSER PRESENTATIONS

The CLC may invite some or all Proposers to discuss their proposals, packaging products, and supply and customer service approach.

### V. MAILER SPECIFICATIONS & REQUIREMENTS

#### A. Jiffy #7 Natural Kraft Utility Self-Seal Mailer Envelope Product Specifications

- Manufactured by Sealed Air Corporation.
- 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.
- 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.

## **B. Mailer Packaging Requirements**

- Packaged flat in cartons of two hundred (200), with each row of five (5) cartons on the pallet alternating direction.
- No more than six thousand (6,000) Mailers per pallet, arranged in six (6) rows of five (5) cartons per row.
- Cartons must be of sufficient strength to withstand crushing or damage.
- Corner protectors should be used at all four (4) corners (full height of the pallet), secured with two (2) or three (3) horizontal bands securing the protectors in place.
- Stretch wrap need only extend to cover the bottom third of the pallet.

## **VI. ALTERNATIVE PACKAGING SOLUTIONS**

The CLC routinely explores options to improve the security and integrity of its lottery product deliveries and optimize packaging efficiencies. Efficiencies such as right-sized packaging that matches the dimensions of instant tickets can reduce excess space while the design and material composition of packaging (e.g., cardboard, paper, bioplastic, polyethylene) can enhance product protection, facilitate ease of handling, and minimize environmental impact. In furtherance of these continuous improvement efforts, the CLC may periodically request the selected vendor to collaborate in identifying and supplying alternative packaging solutions for evaluation, including under actual usage conditions.

## **VII. TERMS AND CONDITIONS**

- A. Purchase Orders:** The CLC expects to order Mailers and any alternative packaging products from the selected vendor through written purchase order(s). The CLC’s [General Terms and Conditions of Purchase](#) will be incorporated into and made a part of each purchase order, and together with any additional terms and conditions that may be set out in a purchase order, will be mandatory minimum terms and conditions of the contract with the selected vendor.

- B. Quantity:** Product orders will be placed by the CLC on an “as needed, when needed” basis without any commitment by the CLC that any orders will be made (minimum or maximum). The CLC currently uses approximately sixty thousand (60,000) Mailers each quarter, for an estimated annual usage of approximately two hundred forty thousand (240,000) Mailers. The CLC anticipates, but does not guarantee, that its Mailer usage will remain the same; although the CLC reserves the right to increase or decrease this amount as its operational needs require without any change in pricing. The CLC may not order any Mailers in one or more given quarters due to existing stock or other factors.
- C. Delivery:** The CLC will require product deliveries Freight on Board (FOB) CLC warehouse freight prepaid (meaning that the selected vendor will pay all shipping and handling costs and will remain responsible for its products until the CLC takes possession and accepts them at CLC’s warehouse, subject to vendor warranties).
- Complete production and timely product deliveries are critical to the CLC’s instant ticket delivery operations and, therefore, of the essence. The CLC’s failure to receive deliveries on schedule could cause it to experience stock shortages, work interruptions, and costly workarounds. The selected vendor must notify the CLC of anticipated delivery delays as soon as possible, preferably at least three (3) weeks in advance of the expected delivery date. If the selected vendor is unable to deliver products in time to meet the CLC’s needs, then the CLC reserves the right to purchase them on the open market. Any and all costs incurred by the CLC in doing so will be paid or reimbursed promptly by the selected vendor.
- D. Warranty:** Products furnished by the selected vendor shall be covered by the most favorable commercial warranties the selected vendor gives any customer for such products, without limiting any warranties or CLC remedies stated in the General Terms and Conditions of Purchase.

## VIII. QUESTIONS

The sole CLC point of contact for this RFP prior to the award of any contract is Purchasing Officer Stephen Day. Please email all questions regarding this RFP to [stephen.day@ctlottery.org](mailto:stephen.day@ctlottery.org) by the Questions Deadline specified in Part III. The Purchasing Officer will not respond to questions or clarification requests, including requests concerning the status of the CLC’s vendor selection decision, after the Questions Deadline has passed.

## IX. SUBMISSION REQUIREMENTS AND PROPOSAL CONTENTS

### A. General

Vendors must email a PDF of their proposal only to Purchasing Officer Stephen Day at [stephen.day@ctlottery.org](mailto:stephen.day@ctlottery.org) by the Proposal Deadline specified in Part III. Vendors must include the RFP number and title in both the subject line of their emails and in the PDF file name of their proposals.

**Public Copy Requirement:** The CLC is subject to the Connecticut Freedom of Information Act (“FOIA”). This means that any information vendors provide to the CLC could be shared with the public. The CLC strongly recommends that vendors not include any proprietary or confidential information in their proposals. If a vendor chooses to include proprietary or confidential information in its proposal, then it must provide the CLC a second copy of its proposal labeled “Public Copy” with this information redacted. The CLC will not honor proposals with general proprietary notices or markings, or that use page headers or footers that arbitrarily mark all pages “confidential.” Furthermore, pricing, resumes, copyrighted materials, and marketing information has been found to be subject to public disclosure. Despite what a vendor redacts as protected information, the final determination as to whether it is subject to public disclosure resides solely with the CLC. The CLC will interpret a vendor’s failure to provide a “Public Copy” as the vendor’s acknowledgment that its proposal contains no protected information, and the CLC may disclose the proposal to the public upon request without notice or liability to the vendor.

### B. Content Requirements

Proposals must conform to the content requirements of this RFP, which must be presented in the following order and labeled as such.

## 1. **Vendor Profile**

- 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.

## 2. **Account Management**

Vendors should demonstrate their commitment to customer service by providing detailed responses to the following:

- a. Approach to account management and how vendor ensures high-quality customer service. Also describe vendor's process for regularly communicating with customers and promptly responding to customer feedback.
- b. The assignment of a dedicated account representative to the CLC's account, including the representative's name, title, telephone number, email address, qualifications, and experience.

## 3. **Quality Control**

Vendors should demonstrate their commitment to maintaining high standards of quality and to efficiently and effectively resolving any product issues that may arise. Vendors must outline their quality control in detail, including the following:

- a. Description of the quality control measures in place to ensure that products meet or exceed the CLC's requirements.
- b. Description of the current processes for identifying and addressing product defects and other deficiencies, including information on how vendor monitors product quality throughout the production and delivery process.
- c. Explanation of how product issues or concerns will be addressed, detailing any response protocols when a defect or deficiency is identified, including communication with the CLC.

## 4. **Specially Formulated Adhesives**

Vendors should address their capability to provide specially formulated adhesives in this section by including the following:

- a. **Product Offerings.** A description of the range of specially formulated adhesives that can be provided, including any unique formulations that meet specific application requirements. Provide information that compares and contrasts the key characteristics of the different adhesives offered in non-technical, easy to understand terms (e.g., adhesion properties, temperature tolerances).
- b. **Customization.** An explanation of abilities to customize adhesive formulations based on the specific needs of the CLC, including details on the factors that can be adjusted, such as bonding strength, drying time, and environmental resistance, as well as any additional lead time considerations.
- c. An outline of the processes for testing and quality assurance of the adhesives including information on any standards or certifications your adhesives meet.

**5. Customer References**

Provide three (3) references of customers that vendor currently supplies packaging solutions to. References of lotteries that also use the Mailers or vendor's other packaging products preferred. Please include a contact name, number, and email address for all customer references.

**6. Price Quote**

Proposers must provide a Price Proposal (Appendix B-1) for Mailers completed and signed. This template provides a consistent format that all vendors must use to submit pricing. If vendors require minimum order quantities or offer quantity discounts, they should include these quantities along with associated pricing and/or discounts in Appendix B-2. The CLC will not accept pricing submitted on vendor quotation forms. Further, vendors should not include their standard terms and conditions, unless expressly requested by the CLC.

**7. Alternative Packaging Offerings**

Vendors should use the table provided in Appendix C, Alternative Packaging Offerings, to list their alternative packaging product offerings.

**8. Samples**

Vendors must provide, at no cost or expense to the CLC, at least twelve (12) samples of the Jiffy #7 Natural Kraft Utility Self-Seal mailer envelopes. 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.

**9. Required State Certifications**

Vendors with their proposals must submit a Campaign Contribution Certification (OPM Ethics Form 1) available at <https://portal.ct.gov/OPM/Fin-PSA/Forms/Ethics-Forms> and on the CLC's Procurement website at <https://ctlottery.org/SupplierOpportunities> under the Supplier Resources tab.

**X. CLC RESERVATIONS**

In addition to any rights set forth elsewhere in this RFP, the CLC reserves the right to take any of the following actions, in its sole discretion, at any time:

- A. Accept or reject any or all submissions, in whole or in part, and to award or not award a contract based on submissions received;
- B. Waive any mandatory, non-material specification(s) that cannot be complied with by all vendors;
- C. Waive any informality in the RFP process if doing so, as determined solely by the CLC, is in the CLC's best interest;
- D. Conduct discussions with any or all vendors for the purpose of clarification and/or modification of their submissions, or to request best and final terms from vendors deemed most qualified to provide the required products and with submissions within an acceptable competitive range;
- E. Arrange to receive products sought under this RFP from other providers;
- F. Solicit additional and/or new submissions from anyone;
- G. Clarify, supplement, modify, suspend, or terminate this RFP in whole or in part, or withdraw and reissue a new RFP, including an RFP with terms and conditions materially different from this RFP;

- H. Obtain information from any and all sources concerning a vendor that the CLC considers relevant to this RFP, and to consider such information in evaluating the vendor's submission;
- I. Make a whole award, multiple awards, a partial award, or no award;
- J. Disqualify any vendor whose conduct and/or submission fails to conform to the requirements of this RFP;
- K. Negotiate contract provisions, including provisions not found in this RFP, with one or more potential vendors in any manner the CLC deems fit (negotiations may be held with multiple vendors concurrently or on an individual basis at separate times as the CLC determines); and
- L. Set aside the original selected vendor if the CLC determines that the vendor is unable to fulfill the CLC's requirements for any reason. The CLC may, but shall not be obligated to, award the contract to a different responsible vendor.

**Mailer and Alternative Packaging  
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Appendix A**

**CLC's Various Sized Instant Tickets and Packed Mailers**



**Instant Ticket Packs for Retailer Orders**



**Packaged Envelope – Single Package Order**



**Packaged Envelope – Multiple Package Order**



**Large Rolling Bin with Packaged Envelopes**



**Cardboard Box with Packaged Envelopes**



**Mailer and Alternative Packaging  
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**Price Proposal**

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.

<b>Sealed Air Jiffy #7 Natural Kraft Utility Seal-Seal Mailer Envelopes</b>				
Pricing should be based on quarterly quantities of 60,000 (annual quantity of 240,000)				
Term	Quarterly Pricing per Thousand			
	Q1	Q2	Q3	Q4
<b>Initial Year</b>	\$	\$	\$	\$
<b>First Option Year</b>	\$	\$	\$	\$
<b>Second Option Year</b>	\$	\$	\$	\$

The quantity information provided in this Price Proposal 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.

**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, Appendix B-1 Price Proposal must be signed by a principal officer or owner of the vendor.

**Mailer and Alternative Packaging  
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Appendix B-2**

**Optional Price Proposal**

**Minimum Order Quantities**

If vendors have a quarterly minimum order quantity, the quantity and pricing should be provided in the table below. It is assumed that a minimum order quantity does not exist if the table under this section is left blank.

<b>Sealed Air Jiffy #7 Natural Kraft Utility Seal-Seal Mailer Envelopes</b>					
<b>Term</b>	<b>Minimum Order Quantity</b>	<b>Pricing per Thousand</b>			
		<b>Q1</b>	<b>Q2</b>	<b>Q3</b>	<b>Q4</b>
<b>Initial Year</b>		\$	\$	\$	\$
<b>First Optional Year</b>		\$	\$	\$	\$
<b>Second Optional Year</b>		\$	\$	\$	\$

**Alternative Mailer Envelope Pricing**

The CLC will consider alternate 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, Appendix B-2 Price Proposal must be signed by a principal officer or owner of the vendor.

**Mailer and Alternative Packaging  
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Appendix C**

**Vendor Alternative Packaging Offerings**

<b>#</b>	<b>Product Name</b>	<b>Product Number</b>	<b>Manufacturer</b>	<b>Dimensions</b>	<b>List Price</b>
1					\$
2					\$
3					\$
4					\$
5					\$
6					\$
7					\$
8					\$
9					\$
10					\$