

STATE OF OHIO
Department of Administrative Services
General Services Division
State Printing & Mail Services

INVITATION TO BID FOR: 9X12 DAPC-PIDM CUSTOM WINDOW CATALOG ENVELOPE

BID NUMBER: 6P1041

BID NOTICE DATE: MARCH 17, 2016

OPENING DATE: MARCH 23, 2016 (BIDS CAN ONLY BE SUBMITTED ONLINE, VISIT <http://apps.das.ohio.gov/AQS/vwopenjobs.aspx>, FOR INSTRUCTIONS).

INSTRUCTIONS, TERMS AND CONDITIONS FOR BIDDING, STANDARD CONTRACT TERMS AND CONDITIONS, SUPPLEMENTAL CONTRACT TERMS AND CONDITIONS AND ADDITIONAL SPECIFICATIONS Revised 10/2013, are a part of this Invitation to Bid. All prior versions of Instructions to Bidders, Contract Terms and Conditions are null and void.

Any questions or clarifications regarding this Invitation to Bid (ITB) should be directed to State Printing & Mail Services at (614)-752-0060 or e-mail: joepiccione@das.ohio.gov.

SPECIFICATIONS AND PRICING

- 1. DESCRIPTION:** The purpose of this Invitation to Bid (ITB) is to obtain a contractor to provide 9 x 12 DAPC-PIDM custom window catalog envelopes for use by the Ohio Environmental Protection Agency.
- 2. QUANTITY:** 5,000 (exact quantity).
- 3. LOT PRICE AWARD:** There will be one (1) low lot total award made to the lowest responsive and responsible bidder meeting all bid specifications and requirements listed herein. Any award made pursuant to this Invitation to Bid shall be placed with the lowest responsive and responsible bidder having proper facilities to insure prompt performance of the work. Bidder shall not insert a unit cost more than 3 digits after the decimal point. Digit(s) beyond 3, after the decimal point shall be dropped by DAS and not used in evaluation and any subsequent award.
- 4. SPECIFICATIONS:** 9" x 12" catalog custom window envelope printed with return address and in black ink
 - A. SIZE:** 9" x 12" envelopes have a 5" x 3-1/2" window located 3-1/2" from right edge of envelope, 3-1/2" from the left side of the envelope and 1-7/8" from bottom edge of window. All window measurements are with the envelope flap on right side. NOTE: must match provided sample.
 - B. STOCK:** 28# brown Kraft
 - C. PRESSWORK:** Envelopes print with return address with imprint as shown on page 2 below (open PDF file).
 - D. INK:** Black
 - E. BINDERY:** Non-glare Poly patch on window and gum flap.
 - F. SUPPLIED TO VENDOR:** A scan and previously printed envelope to be used for window location will be furnished.
 - G. PROOF:** A constructed proof with the window, cut-out shall be delivered to: Kara Philibin, EPA/DAPC, 50 W. Town St. Suite 700, Columbus, OH 43215. Must wait for proper approval before proceeding. **ARTWORK IS ATTACHED ON PAGE 2.**
 - H. PACKAGING:** Carton pack 500's with sample taped to the outside of each carton.
- 5. DELIVERY:** REQUESTED MARCH 31, 2016 OR SOONER. INSIDE DELIVERY REQUIRED, OHIO EPA – DAPC, C/O KARA PHILIBIN, 50 W. TOWN ST. SUITE 700, COLUMBUS, OH 43215. EARLY DELIVERY ACCEPTED.
- 6. INVOICE:** DAS STATE PRINTING, ATTN.: INVOICE PROCESSING, 4200 SURFACE ROAD, COLUMBUS, OHIO 43228-1395. ALL INVOICES MUST REFERENCE: JOB NUMBER 6P1041 INCLUDE TWO SAMPLES AND PROOF OF DELIVERY.



DAPC 9x12 Yellow
NO Certified.pdf