

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

INVITATION TO BID FOR: BWC-9687 9X12 Window Catalog Envelope

BID NUMBER: 6P1305

BID NOTICE DATE: May 17, 2016

OPENING DATE: May 20, 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 10-1-07, 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)-466-0389 or e-mail: lynn.allen@das.ohio.gov

SPECIFICATIONS AND PRICING

1. DESCRIPTION: The purpose of this Invitation to Bid (ITB) is to obtain a contractor to provide BWC-9687 9X12 White Window Catalog Envelopes for use by the Ohio Bureau of Worker's Compensation.

2. QUANTITY: 500. (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: This is a white 9 x 12 catalog window envelope printed in black ink, one side with a 1-1/4" x 3-3/4" film window, 13/16" from left, 8-1/4" from bottom. (flap at top).

A. SIZE: 9 x 12

B. STOCK: White 9" x 12" 28# white wove catalog envelope with 1-1/4" x 3-3/4" window, 13/16" from left , 8-1/4" from bottom.

C. PRESSWORK: Offset or Flexo allowed.

D. INK: Black

E. FINISHED TRIM SIZE: 9 x 12

F. SUPPLIED TO VENDOR: Pdf supplied.

G. PROOF: A full size laser proof showing window position shall be delivered to Paula Stepleton, Bureau of Workers Compensation, 30 W. Spring St., L23, Columbus, OH 43215.

H. PACKAGING: Carton pack and label with form # and quantity.

5. DELIVERY: REQUESTED JUNE 15, 2016.

6. DELIVER TO: PAULA STEPLETON,
BUREAU OF WORKERS COMPENSATION,
30 W. SPRING ST., L23,
COLUMBUS, OH 43215.

7. INVOICE: DAS STATE PRINTING,
ATTN.: INVOICE PROCESSING,
4200 SURFACE ROAD,
COLUMBUS, OHIO 43228-1395.

ALL INVOICES MUST REFERENCE: JOB NUMBER 6P1305 AND INCLUDE TWO PRINTED SAMPLES & PROOF OF DELIVERY .