

STATE OF OHIO

Department of Administrative Services
General Services Division
Office of State Printing
4200 Surface Road
Columbus, Ohio 43228-1395

ADDENDUM FOR CHANGE TO BID

ADDENDUM NO. 1 TO BID NO: 7P0027

**INVITATION TO BID: Item Number: OTTA-OSENV 9-8-16
Description: OFFERING STATEMENT ENVELOPE**

OPENING DATE: July 15, 2016 (BIDS CAN ONLY BE SUBMITTED ONLINE, VISIT <http://apps.das.ohio.gov/AQS/vwopenjobs.aspx>, FOR INSTRUCTIONS).

ADDENDUM NOTICE DATE: 7/13/2016

PAGE 1, 6 AND 7 TO THIS INVITATION TO BID HAVE BEEN ADDENDED. REMOVE THOSE CORRESPONDING PAGES FROM THE EXISTING BID AND REPLACE WITH THE ADDENDED PAGES. THIS ADDENDUM IS ISSUED TO ADD/CHANGE/CORRECT ADDITIONAL SPECIFICATION INFORMATION AS INDICATED BY AN (*) ASTERISK. THE OPENING DATE HAS BEEN CHANGED.

BIDS CAN ONLY BE SUBMITTED ONLINE AT <http://apps.das.ohio.gov/AQS/vwopenjobs.aspx>. THE BID MUST BE SUBMITTED TO DAS, STATE PRINTING BY 11:00 A.M. E.S.T. ON THE OPENING DATE TO RECEIVE CONSIDERATION FOR AWARD.

ADM 3318n 12/07/09

STATE OF OHIO

Department of Administrative Services
General Services Division
State Printing & Mail Services

MINORITY SET-ASIDE BID IN ACCORDANCE WITH ORC CH.125.08.1

INVITATION TO BID FOR: Item Number: OTTA-OSENV 9-8-16 Description: OFFERING STATEMENT ENVELOPE 9.5" X 12.5" PEEL & SEEL® CATALOG WINDOW ENVELOPE Note: all cartons must be labeled: OTTA-OSENV 9-8-16

BID NUMBER: 7P0027

BID NOTICE DATE: JULY 8, 2016

***OPENING DATE: JULY 15, 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 by email to Tim Riley at tim.riley@das.ohio.gov

SPECIFICATIONS AND PRICING

1. DESCRIPTION: The purpose of this Invitation to Bid (ITB) is to obtain a contractor to provide 9.5" x 12.5" Peel & Seel® Catalog Envelope for use by the Ohio Tuition Trust Authority.

2. QUANTITY: 67,000 (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: 9.5" x 12.5" Peel & Seel® Catalog Window Envelope, 9.5" x 12.5", 28# white wove catalog envelope with Peel and Seal flap, Prints, one side, two colors with return address and logo. Window size is 4-1/8" x 1-1/2" position as indicated in artwork.

A. SIZE: 9.5" x 12.5" Catalog Window Envelope with Peel & Seel® brand flap.

B. STOCK: 9.5" x 12.5" Peel & Seel® Catalog Window Envelope 9.5" x 12.5", 28# White Wove Catalog Envelope with Peel & Seel® flap. Must be BRIGHT WHITE. **Envelope Flap must be Peel & Seel® brand. No Exceptions and No Substitutions.**

C. PRESSWORK: Shall print offset, one side, (flap edge) two colors, no bleeds or screens.

D. INK: Black and PMS 368

E. BINDERY: 9.5" x 12.5" Peel & Seel® Catalog Window Envelope, 28# White Wove (flap must be located exactly where indicated in artwork provided) Window size is 4-1/8" x 1-1/2" position as indicated in artwork.

F. FINISHED TRIM SIZE: 9.5" x 12.5" catalog window envelope".

G. TYPESETTING: N/A

H. SUPPLIED TO VENDOR: Art provided via email through Ohio Tuition Trust Authority Dropbox link, Adobe InDesign CC-Mac format (Vendor must have matching hardware/software, no exceptions) will be furnished to the selected vendor. Return all state supplied materials to the proof to person.

I. TIMELINE: Delivery of artwork from OTTA to Vendor by COB 8-11-16. If art files are delayed, the required delivery date will be adjusted accordingly.

J. SAMPLES: N/A

K. PROOF: Digital color proof with flap side indicated and sample envelope shall be sent to:

Ohio Tuition Trust Authority
Attn: Michele A. Schuck
Graphic Designer
35 E. Chestnut St., 8th Floor
Columbus, OH 43215-2541

L. PACKAGING: Carton pack. Each carton to be labeled with "OTTA-OSENV 9-8-16" and quantity contained in each box.

M. ADDITIONAL SPECIFICATIONS: Envelope flap must be Peel & Seal® brand. No Exceptions, No Substitutions.

5. DELIVERY: REQUESTED AUGUST 29, 2016 OR SOONER. DELIVER 67,000 ENVELOPES TO:

Baesman Group / Fulfillment Center
3820 Zane Trace Drive
Columbus, OH 43228
614-219-6735 Phone
614-850-8316 Fax
fulfillment@baesman.com

Receiving Hours:

8:00 am to 3:30 pm Monday through Friday.

Advanced Shipment Notification (ASN)

- Baesman requests that you email the ASN (attachment#1) at least 24 hours in advance of delivery. (see email address above).
- All inbound shipments are to be pre-paid.
- All inbound shipments must include a reference number.
- Inbound international shipments must be cleared by the importer of record. A commercial invoice is to be provided to Baesman along with the ASN.
- Hazardous Materials must be clearly identified and stated on the ASN.

Delivery Notification/Requirements

- Transportation companies and vendors must contact Baesman 24 hours in advance to schedule a delivery appointment.
- All shipments must be accompanied by a packing list/ASN and must be in plain view.
- Packing list should contain the following information:
 - Purchase order (if applicable)
 - Number of pallets
 - Pallet Dimensions
 - Item Numbers
 - Number of Cartons
 - Quantity per carton
 - Unit of Measure
 - Item descriptions
 - Total Piece Count
 - Vendor name
 - Vendor contact (name and phone)

- All deliveries will be processed within 24 hours of receipt.
- Any damaged shipment/packages/product will be placed into a quarantined area. The client/vendor will be notified to obtain disposition. Photographs will be taken along with proper annotated documentation from the delivering carrier.
- After hours deliveries maybe arranged with a 24 hour notice. Baesman reserves the right to refuse after hours delivery requests.
- Baesman reserves the right to reschedule deliveries that are 1 hour or more late.

Carton Identification-Packaging

- Cartons/containers must be labeled with Customer name, description, SKU/Part/item number, unit of measure, and quantity.
- Cartons should be marked (1 of_" 2 of_"..)
- Each carton that contains hazardous material must be identified with a HAZ-MAT label.
- Items shall be packed in uniform cartons containing equal quantities. Only one partial container per item. Partial carton must be clearly marked and identified.
- Mixed cartons must be clearly marked "MIXED CARTON" and be labeled with each SKU/part/item number, UOM, and quantity.

Customer Name:

Description:

SKU/ITEM#

UOM:

Quantity:

Carton# 1 of _

- Bulk mixed cartons are to have slip sheet dividers between product.

Pallet Size-Palletizing Requirements

- Standard wood pallets 4 way 48"x40"x4", recycled A or B grade pallets are acceptable. The pallet should have 6-8 top deckboards, 3 bottom deckboards and 3 lateral stringers.



- Standard pallet size is L48"xW40"xH48" (the 48" height is measured from the floor to the top of the load).
- Any pallet that exceeds any of the standard pallet size dimensions will be considered an oversize pallet.
- Oversize pallets can be up to a combination of the following sizes: L96"xW40"xH48", L48"xW96"xH48".
- Baesman will accept pallets that fall outside of the above listed requirements, if the product is too large to fit on a standard pallet or a standard oversized pallet. However Clients/Vendors need to use appropriate size pallets when applicable.
- All shipments coming into Baesman are to be palletized with the exception of small package and floor loaded trailers.
- All palletized products must be stretch-wrapped and/or banded securely to the pallet with a maximum of a 1-inch overhang. Corner boards should be used when applicable.
- All containers should be placed on the pallet so that the label is visible on all four sides of the pallet.
- The Maximum weight for standard and oversize pallets are:
Standard Pallet=2000#
Oversize pallet=2500#
- All pallets are to have a pallet load tag (attachment#2) attached to the front of each load with vendor name and item number.
- Mixed pallets must be clearly marked "MIXED PALLET" on all four sides.
- Palletized bulk non-cartoned items must have a clear demarcation between SKU's.
- The pallet load tag (Attachment#2) must have each item listed and the number of containers per item.

Failure to comply with any of these requirements will result in a charge back for rework, time and materials.



Receiving Requirements

Nonconforming Receiving Guidelines

1. Item Not Set Up: The nonconforming fee will be assessed at the SKU level for each SKU received that is not set up prior to receipt.
2. No Packing Slip: The nonconforming fee will be assessed for all SKUs received as part of a shipment where a packing slip is not provided.
3. No quantity or incorrect quantity on packing slip.
4. Item not on packing slip or incorrect item on packing slip.
5. No Unit of Measure (UOM)
6. # of cartons not listed
7. Missing Part #: An item number is not provided on the carton containing marketing or on the marketing piece itself.
8. No separation of SKU: Bulk non-cartoned items must have a clear demarcation between SKUs. A cartoned item should have the full quantity on the same pallet(s). The same cartoned SKU should not be split across multiple pallets if it is listed only once on the packing slip
9. Incorrect pallet size : Based on Receiving Guidelines. In addition, oversized marketing should not be received on standard size pallets. Smaller marketing should not be received on oversize pallet

Any questions or concerns about these requirements and guidelines please contact Mark Kuhns at 614-771-2300 ext.2174 or email fulfillment@baesman.com.

Attachment #2

Description:**SKU/ITEM#****Qty per Full carton:****Qty per Partial carton:****Total #cartons:****Total Quantity:****Pallet# 1 of _**