

**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: PRINTING TERM CONTRACT, CATEGORY 16,  
OOD 0695, White booklet window envelope, 6" x 9 1/2".**

**BID NUMBER: PR1608**

**BID NOTICE DATE: May 5, 2016**

**OPENING DATE: May 19, 2016 (BIDS CAN ONLY BE SUBMITTED ONLINE, VISIT  
<http://apps.das.ohio.gov/aqs/viewJobLayout.aspx>, FOR INSTRUCTIONS).**

INSTRUCTIONS, TERMS AND CONDITIONS FOR BIDDING, STANDARD CONTRACT TERMS AND CONDITIONS, SUPPLEMENTAL CONTRACT TERMS AND CONDITIONS AND ADDITIONAL SPECIFICATIONS Revised 10-01-07, 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](mailto:lynn.allen@das.ohio.gov)

TERM OF CONTRACT: 07/01/2016 to 06/30/2018

**SPECIFICATIONS AND PRICING**

**1. DESCRIPTION:** The purpose of this Invitation to Bid (ITB) is to obtain a contractor to provide OOD 0695 printed window style envelopes (inside tinted) for use by the Opportunities for Ohioans with Disabilities Agency. **All orders shall be FOB delivered.**

**2. SCOPE OF CONTRACT:** Printing under Category 16, includes the two year's requirements for window style custom envelopes for use by the Opportunities for Ohioans with Disabilities Agency. The agency estimates that there will be approximately **four (4)** orders per year, with approximately 240,000 per order. The vendor shall maintain 50,000 envelopes as inventory shelf stock for expediting rush orders for delivery within five (5) working days. Shelf stock shall be rotated and shipped for every order to keep envelopes current and undamaged. In the event of text revisions and/or discontinued by Opportunities for Ohioans with Disabilities Agency, the agency will buy out the current inventory shelf stock of 50,000 envelopes per style. Proofs shall be rendered in blue line or equal and may be faxed to the "proof to person" at Opportunities for Ohioans with Disabilities Agency. Contractor shall match sample seam construction and provide 500 test samples to be inserted on agency equipment before print approval is given. If the test samples do not conform to the specifications contained in this bid, they shall be returned to the contractor at the contractor's expense and shall be replaced within ten (10) working days. If upon the receipt of the second test samples, the samples still do not conform to the specifications, this may result in the immediate cancellation of the awarded contract. All costs associated with test run(s) shall be at the awarded contractor's expense. There shall be no charge for the first requested proof. For second and subsequent proofs, see artwork pricing. Bidders are advised to carefully read all sections of this ITB. Each order will ship F.O.B. to Columbus, Ohio.

**3. SPECIFICATIONS:** White wove, 28#, inside security tint, 6" X 9-1/2" booklet envelope with custom window, prints black return address, shall be constructed to high-speed insert.

A. **SIZE:** 6" x 9 1/2" with full gum flap.

B. **STOCK:** White 28# wove.

- C. **WINDOW PATCH:** Shall be clear high transparency poly film with gummed edge for trouble-free use on inserting machines. Patch shall not pucker or warp the envelope.
- D. **WINDOW SIZE:** Shall be 1 1/2" x 4 1/2" with rounded corners.
- E. **WINDOW LOCATION:** Shall be 4 1/4" from the left edge and 3/4" from the bottom.
- F. **FLAP SIZE:** Shall be 1 3/4" with rounded and angled edges to allow high speed inserting.
- G. **FLAP GUM:** Shall be full gummed flap (not self sealed) of resin or resin dextrin and evenly applied to a thickness of .0065 -.007. Gum shall not discolor, crystallize or warp the envelope.
- H. **PRESSWORK:** Flexographic (offset allowed) print one side, no graphics, corner card area.
- I. **INK:** Black.
- J. **BINDERY:** Envelope shall be constructed to run on high speed inserting equipment.
- K. **TYPESETTING:** Typeset approx. five (5) lines from the provided sample.
- L. **SUPPLIED TO VENDOR:** Old printed sample for copy and construction format.
- M. **SAMPLE:** A sample may be viewed at State Printing
- N. **PROOF:** Soft proof shall be provided for approval on each order.
- O. **SPECIAL TEST RUN:** For the first order, a TEST RUN of 500 envelopes shall be provided after the proof is approved.
- P. **PACKAGING:** Carton pack 1,000 & label.
- Q. **DELIVERY ADDRESS:** Call Mike DeNoble 614-438-1381

2 hours prior - to schedule delivery at:

Opportunities for Ohioan's with Disabilities  
400 E. Campus View Blvd.  
Columbus, OH 43235.

Vendor errors shall be replaced with no cost to the State.

Bidders are advised to carefully read all sections of this ITB.

**4. DELIVERY SCHEDULES:** Delivery under this contract shall be made within fifteen (15) working days after receipt of the order.

**5. SCHEDULE OF PRICES:** The following evaluation units of production are estimations to produce two (2) year's requirements under this contract. These units do not constitute, nor are they to be construed as a guarantee of the volume of work which may be ordered for a like period of time. Bidders shall not insert a unit cost more than three (3) digits after the decimal point. Digit(s) beyond three (3), after the decimal point, shall be dropped by DAS, State Printing and not used in evaluation and any subsequent award. Any corrections or changes made to the figures in the unit price column of the bid shall be initialed or the bid may be determined to be not responsive. **EVALUATION:** To determine the low lot total price of the ITB, the state will multiply the estimated usage of each item by its corresponding unit price and add these totals together. Failure to bid all items will disqualify your bid.

**PRICES ARE PRICE PER THOUSAND. PRICE SHALL INCLUDE ALL CHARGES FOR TEST SAMPLES, PRODUCTION, PACKAGING, AND SHIPPING.**

Estimated usage

Price per 1,000.

OOD 0695

960,000

\$ \_\_\_\_\_