

STATE OF OHIO

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

PRESSWORK SHALL NOT BE SUBCONTRACTED UNDER THIS CONTRACT

INVITATION TO BID FOR: #9 YELLOW RETURN ENVELOPE – P.O. BOX 16158

BID NUMBER: 4P0196

BID NOTICE DATE: AUGUST 8, 2013

OPENING DATE: AUGUST 15, 2013 (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 10-1-07, 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)-752-0060 or e-mail: mike.ruehrmund@das.state.oh.us

SPECIFICATIONS AND PRICING

1. DESCRIPTION: The purpose of this Invitation to Bid (ITB) is to obtain a contractor to provide #9 yellow return envelopes for use by the Ohio Department of Taxation.

2. QUANTITY: 10,000 (exact quantity).

3. UNIT PRICE AWARD: 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. 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 the totals together. Failure to bid all items will disqualify your bid.

4. SPECIFICATIONS: #9 yellow return envelope (match sample), side seams, full gummed flap, may need to set 8 lines and two bar codes.

A. SIZE: #9

B. STOCK: yellow 24# wove (match sample)

C. PRESSWORK: Print one side, one color

D. INK: black

E. BINDERY: N/A

F. FINISHED TRIM SIZE: #9

G. TYPESETTING: Awarded vendor may need to reset 8 lines and two bar codes

H. SUPPLIED TO VENDOR: A pdf and previously printed sample will be furnished to the selected vendor. Return all state supplied materials to the proof to person.

I. SAMPLES: A sample may be viewed at DAS, State Printing. Contact Mike Ruehrmund at 614-752-0060 for an appointment.

J. PROOF: A proof shall be delivered to: Michelle Stover, Taxation, 4485 Northland Ridge Blvd., South Side Dock Door, Columbus, OH 43229 (614/466-5161)

K. PACKAGING: Carton pack, label with title and quantity

L. ADDITIONAL SPECIFICATIONS:

5. DELIVERY: REQUESTED SEPTEMBER 6, 2013 OR SOONER (DELIVER TO: MICHELLE STOVER, TAXATION, 4485 NORTHLAND RIDGE BLVD., SOUTH SIDE DOCK DOOR, COLUMBUS, OH 43229

**6. INVOICE: DAS STATE PRINTING, ATTN.: INVOICE PROCESSING, 4200 SURFACE ROAD, COLUMBUS, OHIO 43228-1395
ALL INVOICES MUST REFERENCE: JOB NUMBER 4P0196.**